

ST. THOMAS AQUINAS COLLEGE

2016 - 2017

STUDENT HANDBOOK

2016 - 2017 ACADEMIC CALENDAR

Fall Semester 2016

| | | |
|-----------|------------------|---|
| Monday | August 29 | Open Registration |
| Tuesday | September 6 | Fall semester begins |
| Tues-Tues | September 6-13 | Late Registration |
| Tuesday | September 13 | Last day to add course |
| Friday | September 16 | Last day for 2017 grads to apply for graduation |
| Monday | October 10 | Columbus Day - HOLIDAY |
| Friday | October 14 | Mid-semester grades due to Registrar |
| Tuesday | November 8 | Election Day - NO CLASSES |
| Wednesday | November 9 | Incomplete grades from prior semester due to Registrar |
| Thursday | November 10 | Last day to drop a course |
| Wed-Sun | Nov. 23 - 27 | Thanksgiving Recess |
| Monday | November 28 | Classes Resume |
| Mon-Fri | December 12 - 16 | Exam Period: Classes must meet or an exam scheduled this week |
| Friday | December 16 | Fall semester ends |
| Monday | December 19 | Final grades due in person to Registrar by 11 AM |

Winter Interim 2017

| | | |
|----------|----------------|--------------------------------|
| Tues-Fri | January 3 - 20 | Winter Interim Session |
| Thursday | January 5 | Open Registration |
| Monday | January 16 | M.L. King Day – HOLIDAY |

Spring Semester 2017

| | | |
|-----------|-----------------|---|
| Monday | January 23 | Spring semester begins |
| Mon-Fri | January 23 - 27 | Late Registration |
| Friday | January 27 | Last day to add a course |
| Friday | March 10 | Mid-semester grades due to Registrar |
| Mon-Fri | March 13 - 17 | Spring Recess |
| Monday | March 20 | Classes Resume |
| Tuesday | March 21 | Incomplete grades from prior semester due to Registrar |
| Wednesday | April 5 | Last day to drop a course |
| Friday | April 14 | Good Friday - Holiday |
| Mon-Fri | May 1 - 5 | Exam Period: Classes must meet or an exam scheduled this week |
| Friday | May 5 | Fall semester ends |
| Monday | May 8 | Final grades due in person to Registrar by 11 AM |
| Friday | May 12 | Commencement – 2 PM |

Summer Sessions 2017

| | |
|--------------------|--------------------|
| Summer Session I | May 15 to June 8 |
| Summer Session II | June 12 to June 29 |
| Summer Session III | July 10 to July 20 |

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WELCOME

Dear St. Thomas Aquinas College Student:

It is with a great deal of pleasure that I welcome you to St. Thomas Aquinas College.

Within these pages you will find information that will make your experience here a positive one, including important dates on the academic calendar, student activities, general resources, and general information. You may also want to refer to the college website, www.stac.edu for more detailed information on academics at the college.

The Student Handbook also contains important regulations on conduct and policies. Please familiarize yourself with these policies as you will be responsible for them. Please know I have high expectations of you as well as for you.

St. Thomas Aquinas College prides itself on providing a campus community where opportunities are abundant for students to learn and develop both in and out of the classroom. Becoming involved in activities described in the "Student Development" section of the handbook will provide you with experience in planning programs, fiscal responsibility, committee work, and practical leadership. As you become involved with the extracurricular activities, you will develop intellectually, spiritually, and socially. Most importantly, you will enjoy these experiences!

Your college years at St. Thomas Aquinas will be some of the most exciting and rewarding years of your life. I encourage you to challenge yourself while you are here. Use the handbook to set personal goals for the new academic year. If you have any questions, please stop by the Romano Student Alumni Center (RSAC) and ask any of the professionals here for YOU!

Best wishes for a successful academic year!

Sincerely,

Dr. Margaret Mary Fitzpatrick, SC
President

GENERAL INFORMATION SECTION

HISTORICAL INFORMATION

STAC HISTORY

In 1952, The Board of Regents of the State of New York granted a Provisional Charter to the Dominican Sisters of Sparkill to operate a three-year elementary teacher education program under the corporate title of St. Thomas Aquinas College. This Charter was later amended in 1957 so that the College might conduct courses leading to the Bachelor of Science in Education Degree for members of the Sparkill Congregation. In 1958, the College graduated its first class into the ranks of the alumni - 30 strong!

In 1960, the Provisional Charter was made absolute and the College was empowered to grant the degrees of Bachelor of Arts, Bachelor of Science and Bachelor of Science in Education as well as to admit other religious women and lay-women. In 1967, the College was granted the Charter amendment to open its doors as a coeducational institution.

In 1981, the College was granted a Charter amendment to offer the associate in arts and associate in science degrees at the United States Military Academy at West Point. The program was designed and implemented at the Army's request for enlisted military personnel, officers, spouses and dependents and civilian employees at the military base at West Point and the Stewart Army Subpost.

In 1985, the New York State Education Department authorized St. Thomas Aquinas College to confer the Master of Science in Education on duly qualified students completing the registered programs and, simultaneously, approved the first graduate program in special education. Additional programs, in elementary education, in secondary education and in reading, leading to the degree of Master of Science in Education (M.S. in Ed.) as well as a Certificate of Advanced Study (CAS) leading to provisional certification (PreK-6, and 7-12) were authorized in May 1992. The CAS was superseded by the MST in 2002.

In 1994, the New York State Education Department authorized St. Thomas Aquinas College to confer the Masters of Business Administration in Business Administration, on duly qualified students completing the registered program with concentrations in finance, marketing or management. Five-year dual degree programs in engineering are offered cooperatively with The George Washington University in Washington, D.C., and Manhattan College in New York City. The College also has a dual degree program in podiatry in cooperation with the New York College of Podiatric Medicine. In 1995, the College started a five-year program, and currently (since 2002) offers a seven-year program that culminates with a Doctor of Physical Therapy from New York Medical College. In 1996, St. Thomas signed an articulation agreement with New York Chiropractic College which enables students to earn a B. S. in Biology from St. Thomas, and a Doctor of Chiropractic (D.C.) from NYCC.

St. Thomas students can now study in a variety of countries, including England, Ireland, Hungary, Italy, France, Spain, Finland, Korea and Japan. The College assists students in arranging study abroad opportunities.

In 2002 a Master of Science in Teaching (MST) leading to initial certification (Grades 1-6 or 7-12) was approved by New York State, and in 2006, a Master of Science in Education in Educational Leadership leading to School Building Leader certification was approved.

Since 1997, the College has formed additional strategic alliances with a number of institutions of higher education in transfer and cooperative degree programs. The following institutions in the area have entered into transfer agreements with St. Thomas Aquinas College: SUNY Rockland, SUNY Orange, SUNY Dutchess, SUNY Hudson Valley, and SUNY Nassau Community Colleges; CUNY Queensborough Community College; and Bergen Community College.

The College also has articulation agreements with the following comprehensive undergraduate and graduate degree programs: Barry University's School of Law; Catholic University of America (MA in English); Iona College (BA/MA in History); Marist College (MS in Psychology); New York University's School of Social Work (accelerated BS/MSW on the STAC campus); Pace University (MS in Counseling); Polytechnic University (BS/MS in Biomedical Engineering); Seton Hall University (MA in Corporate and Public Relations); St. John's University (BS,BA/MLS on the STAC campus; advanced standing agreements in graduate Biology, English, History, Math & Computer Science, Sociology, Spanish and Theology/Religious Studies); and St. John's University School of Law.

We now offer a total of 100 majors, minors, specializations and dual degree programs for our students. Our enrollment grew 100% in just 20 years and our physical plant has grown from 23 to 60 acres. These strides, as well as all of the new projects on campus, speak of PROGRESS and we are proud of it. Yet our success and progress is a reflection of those very people we aim to serve — our students.

MISSION

St. Thomas Aquinas College is an independent liberal arts college, which provides education at the undergraduate and graduate levels for students from all traditions. In continuing its Catholic heritage and the spirit of its founders, the Dominican Sisters of Sparkill, the College is committed to the principle of enlightening the mind through truth, as exemplified by Thomas Aquinas, and to the Classical and Judeo-Christian ideals which have contributed to the development of humanity. Accordingly, the College is dedicated to the development of each student consistent with the individual's resolve to work and ability to achieve.

Consistent with its commitments, the College requires each undergraduate to attain a broad foundation in the liberal arts and sciences. The College provides a range of undergraduate majors and graduate programs to assist students to prepare for careers or for further education through a deeper focus in a major field of study.

The College creates a welcoming, caring and challenging environment for learning. Intensely student-centered academic activities and vigorous student-life programs are purposefully combined to enhance the educational process and to foster intellectual, moral, social and spiritual growth.

Within this environment, St. Thomas Aquinas College assists each student in the effort to develop as an articulate and independent member of society who uses a reasoned approach to all issues, who strives to become a responsible citizen and leader in shaping the diverse world community, who lives in a manner exemplifying the principles of service, mutual respect, and individual responsibility, and who appreciates the value of learning as a life-long endeavor.

VISION

Building On Excellence, engendered by a spirited and collegial foundation, St. Thomas Aquinas College will be an educational institution marked by quality and access. Quality is enhanced through increased access that brings to the College a diversity of peoples, ideas, and life experiences. Academic excellence will be the foundation for student-centered learning. Essential resources will be directed toward the successful accomplishment of mission-related outcomes that will make a significant positive impact on all people involved with the College.

Building on academic excellence, the undergraduate experience will be enlivened through its core courses of liberal arts and sciences. Professional education at the undergraduate and graduate levels will be broad based and responsive to societal needs. Graduates will be critical thinkers and effective communicators who welcome diversity and take a reasoned approach to all issues. Guided by a distinguished faculty, our students will be the leaders of tomorrow who work collaboratively to shape a humane future.

Building on quality and access, St. Thomas Aquinas College will respond to the distinctive needs of new student populations both here and abroad. All dimensions of the College will be affected: human resources, course scheduling, delivery of programs, costs, facilities, sites, program content and student-centered services. Ongoing strategic decision-making and planning processes will ensure efficient information flow about institutional performance and ever-changing environmental factors. Strategic alliances will be formed to maximize existing resources and to offer new educational programs. Information technology provides access to information and the means to support new ways of learning.

COLLEGE RECOGNITION AND MEMBERSHIP

St. Thomas Aquinas College is incorporated by the Legislature of the State of New York. The College has an absolute Charter from the Board of Regents of the University of the State of New York. The College is fully accredited by the Middle States Association of Colleges and Schools, the National Council for Accreditation of Teacher Education (NCATE) programs and most recently received accreditation for its Bachelor of Science and its Master of Business Administration degree programs in business through the International Assembly for Collegiate Business Education (IACBE).

St. Thomas Aquinas College holds membership in the American Council on Education, Association of American Colleges, Association of Governing Boards of Universities and Colleges, American Assembly of Collegiate Schools of Business, National Association of Independent Colleges and Universities, Commission of Independent Colleges and Universities, the Council of Independent Colleges, Council for the Advancement and Support of Education, the American Association of University Women. Members of the administration and faculty hold membership in numerous associations, including the Middle States Association of Collegiate Registrars and Admissions Officers, the National Education Association, College Art Association, American Association of University Professors, American Chemical Society, American Association of Mathematics, American Association for the Advancement of Science, National Council of Teachers of English, American Philosophical Association, American Psychological Association, Council of Exceptional Children, National Association of College Admissions Counselors, Society of Professional Journalists, Association for Continuing Higher Education and other educational and professional associations.

STAC TRADITIONS

College Motto - Illuminare Mentem Per Veritatem - To Enlighten the Mind through Truth.

College Seal - The SUN and STAR represent the highest aspirations of the spirit of man. The TORCH bears the light-giving FLAME, symbol of truth and knowledge which dispels the darkness of ignorance and leads man to achieve the CROWN of wisdom. All of these symbols are embossed on a black and white SHIELD which represents the armor which knowledge provides throughout life for the truly educated individual.

College Color - MAROON symbolizes a maturity rich with the surging of the human life force. The GOLD of integrity surrounds the maroon. Together they speak of the quality of human life, which, ideally, St. Thomas Aquinas College prepares the individual to live.

COLLEGE BUILDINGS

SPELLMAN HALL, the College's first academic building, was dedicated on June 9, 1955. It contains, in addition to general classrooms:

The Administrative Offices:

- * Provost and Vice President of Academic Affairs
- * Director of Academic Advisement
- * Registrar
- * Director of Institutional Research and Program Development
- * Dean, School of Arts and Sciences
- * Dean of Instructional and Administrative Technology
- * Director of Financial Aid
- * Director, Academic Services and Retention
- * Director of Academic Development

The Television Studio

The Lougheed Library

Bloomberg Professional Laboratory

Chapel

Innovation Center

The Computer & Language Laboratories

The Center for Academic Excellence

Lower Level:

- * Office of Admissions
- * Pathways Program

AQUINAS HALL was opened for use in September 1965.

It contains:

Gymnasium w\Locker Rooms, a Training Room, and the Kraus Fitness Center

Administrative Athletic Offices

College Switchboard

Mail Office

Office of Campus Safety and Security

MAGUIRE HALL, the College's second academic building, was completed in September 1968. It contains, in addition to general classrooms, and faculty offices:

Lower Level:

- Innovation Center
- Faculty Offices
- Adjunct Faculty Lounge

First Floor:

- Sullivan Theatre

Second Floor:

- Painting Studio
- Photography Laboratory

THE JOSEPH F. ROMANO STUDENT ALUMNI CENTER; this building on campus was completed in 1988. Besides dining and lounge areas, the building houses:

Upper Level:

- Office for Student Development
- Vice President & Dean for Student Development
- Associate Dean for Student Development & Office of Residence Life
- Director of Counseling & Psychological Services
- Director of Career Development
- Campus Bookstore

Lower Level:

- Director of Campus Ministry & Volunteer Services
- Director of Student Activities & Student Center
- Student Government Association
- The Thoma (College Newspaper)
- The Thomist (College Yearbook)
- The Spartan Grille
- Large Screen TV
- Pool and Ping Pong Tables
- Board Game Library
- WSTK Radio Station

COSTELLO HALL opened in 2000. The building is home to two technology lecture classrooms, the Azarian-McCullough Art Gallery, and Forensic & Natural Sciences Labs and Classrooms.

BORELLI HALL, opened in the Fall of 2011, is host to classrooms and administrative offices.

- * The President
- * Senior Vice President
- * Vice President of Institutional Advancement
- * Vice President for Administration and Treasurer
- * Sr. Executive Director, Human Resources

- * Director of Annual Giving & Alumni Affairs
- * Director of Development
- * Director of Foundations, Government & Community Relations
- * Director, Campus Communications & Enrollment Marketing
- * Business Office
- * Administrative Offices
- * Dean, School of Business
- * Dean, School of Teacher Education
- * Graduate Teacher Education Offices
- * Master of Business Administration Offices
- * Faculty Offices

THE MCNELIS COMMONS & AQUINAS VILLAGE are the two residence life complexes, which serve as on-campus home for over 600 students. The McNelis Commons consists of six buildings: the Dining Hall, four townhouse groups, and laundry/maintenance facility. The Aquinas Village consists of four buildings.

CAMPUS RESOURCE CENTERS

THE LOUGHEED LIBRARY - The Lougheed Library is located on two levels of Spellman Hall. The library houses about 95,000 cataloged items, including thousands of videos/DVDs and a selection of music CDs. We have 129 print journals, in addition to thousands of full text journals online. Newspapers are available as well.

Comprehensive library information and online access to the library catalog and library databases is available 24/7. Just go to www.stac.edu, and click on Library which you will on the mySTAC page of the website (top-right menu). To find more information about the Library click on any tab located on the Library web page.

The library facility features a number of spaces for quiet and group study. It has AV equipment for in-library viewing and listening by individuals and small groups. A microform reader/printer and coin copiers are available. A bank of public access computers is found inside the entrance. Wireless connectivity is available throughout the library. No food or cell phone use is allowed anywhere in the library, including the classroom on the lower level.

Librarians offer information literacy classes where students learn to identify, find, evaluate, select, and use information in an effective and ethical manner. Librarians also provide individual library instruction, reference assistance, and interlibrary loan services.

Always feel free to ASK FOR HELP @ your library!

LIBRARY HOURS--ACADEMIC TERMS

| | |
|-------------------------|------------------------|
| Monday through Thursday | 8:00 a.m. - 11:00 p.m. |
| Friday | 8:00 a.m. - 4:00 p.m. |
| Saturday | 10:00 a.m. - 5:00 p.m. |
| Sunday | 1:00 p.m. - 9:00 p.m. |

Exam, Interim, Spring Break, and Summer hours are posted.

LIBRARY PHONE NUMBERS

| | |
|---------------------|--------------|
| Help with research | 845-398-4218 |
| Hours | 845-398-4223 |
| General Information | 845-398-4219 |

THE CENTER FOR ACADEMIC EXCELLENCE - The Center for Academic Excellence offers tutoring and study skills help for all STAC students in a friendly and relaxed environment. The primary goal of the center is to assist students in improving their academic skills in order to become efficient and effective learners. For information, contact the center at 845-398-4090.

The Center for Academic Excellence offers the following services:

- * Individual and small group tutoring
- * Study Groups
- * Supervised study halls
- * College skills workshops (Time Management, Test-taking, Textbook reading, etc.)

The Center for Academic Excellence is located in Spellman Hall (S111):

| | |
|-------------------------|-------------------|
| Monday through Thursday | 9:00 am - 8:00 pm |
| Friday | 9:00 am - 2:00 pm |

THE COLLEGE BOOKSTORE - Operated by Follett Higher Education Group is located on the upper level of the Romano Student Alumni Center. Items available for sale include course materials, reference publications, class and residence hall, computer supplies, STAC clothing, gifts and convenience store items. Hours are posted. Go to www.stac.bkstr.com.

THE MCNELIS COMMONS DINING HALL - Located in the McNelis Commons residence life complex. The Dining Hall serves breakfast, lunch and dinner on weekdays and brunch and dinner on weekends for meal plan students. Any member of the college community may elect to dine in the Dining Hall, (unlimited seconds!), and pay on a cash basis per meal or open a declining balance account. For further information, contact the Dining Services Office at Extension 4244.

THE SPARTAN GRILLE - Located on the lower level of the Romano Student Alumni Center. The Spartan Grille is open Monday through Friday and serves the entire college community. Purchases may be by cash or through a declining balance account. For more information, contact the Dining Service Office at Extension 4244.

CAMPUS SAFETY & SECURITY OFFICE – The Campus Safety & Security office is located on campus in Aquinas Hall. There are campus safety officers on duty 24 hours a day, seven days a week. If you require assistance from one of the campus safety officers, call the Campus Safety & Security Department number (845-398-4080).

ADMINISTRATIVE OFFICERS AND ORGANIZATIONAL STRUCTURE

Board of Trustees

The legally designated authority of and for the College is its Board of Trustees. This governing body is a self-perpetuating Board, which is now composed of thirty members. Three primary areas of responsibility of the Board are ensuring the mission, institutional policy, presidential relations, and financial resources.

The Major Administrative Officers Are:

- * The President
- * Provost and Vice President for Academic Affairs
- * Vice President of Administration
- * Vice President for Institutional Advancement
- * Senior Vice President
- * Vice President and Dean for Student Development

The President

The President is the chief executive officer of the College and is responsible for its administration. It is the President's duty to see that the mission and goals of the College are attained in keeping with the directives of the Board of Trustees.

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs develops, coordinates, and implements the instructional programs of the College. The Vice President is assisted by the Director of Academic Services and Student Retention, Director of Academic Advisement, Division Chairpersons, Director of Institutional Research and Program Development, Registrar, Director of Library and Communication Services, Directors of Special Programs, Dean of Instructional and Administrative Technology, and Dean of Institutional Assessment.

Vice President for Administration & Financial Affairs

The Vice President for Administration & Finance is responsible for the business and financial affairs of the College. Reporting to this position is: The Controller, Senior Executive Director of Human Resources, Campus Store, Director of Construction and Facilities, Director of Information Technology and special Presidential projects.

Vice President and Dean for Student Development

The Vice President & Dean for Student Development coordinates and develops the non-academic programs of the College including career counseling, personal counseling, career placement, residential living, health services, student activities, athletics, safety and security, and student discipline. The Dean is assisted by the Associate Dean for Student Development, Director of Counseling & Psychological Services, Director of Career Development, Director of

Health Services, Director of Campus Ministry and Volunteer Services, Director of Campus Safety and Security, Director of Student Activities & Romano Student Alumni Center, Director of Athletics, Coaching staff, Campus Safety and Security staff, and the Residence Life staff.

Vice President for Institutional Advancement

The Office of Institutional Advancement directs all College activities related to external constituencies. This includes public relations efforts and government, corporate and community relations, including the College's President's Council activities, activities of the Alumni Association and its Board of Directors, and any of those tasks directly related to the College's public image. The Director of Annual Giving & Alumni Affairs, Director of Development and Director of Foundations, Government and Community Relations report directly to the Vice President of Institutional Advancement.

Institutional Advancement is responsible for all fundraising activities including: the Annual "HERITAGE FUND" which benefits the general funding needs of the College, all Capital Campaigns which benefit scholarships and capital construction programs, the Annual President's Council Benefit Golf Tournament which benefits student scholarship programs, the Annual Tribute Dinner, a black-tie gala, and the Annual Hall of Fame Dinner which honors outstanding Alumni and Friends of the College who have shown true societal accomplishment in keeping with the mission of the College. In addition, all charitable and corporate foundation and federal/state grant appropriations, all College Development, Annual Giving, Alumni Affairs, Public/Corporate/Foundation/Governmental Relations are the responsibility of the Vice President for Institutional Advancement and his staff.

Senior Vice President

The Senior Vice President's mission is to combine all college resources to increase the number of new enrolled students each year in the undergraduate and graduate programs at the college while staying within the budget parameters set by the President of the College. The Director of Admissions, Director of Financial Aid, and the Director for Enrollment Marketing and Campus Communications report directly to the Senior Vice President. The Senior Vice President works with the directors of the graduate programs, the Honors Program, the Pathways Program, the West Point Program, the High School Programs and the HEOP Program to develop and execute enrollment goals for these programs.

ACADEMIC INFORMATION

The St. Thomas Aquinas College Undergraduate and Graduate Catalogs, published annually (visit www.stac.edu), supply detailed information on degree requirements as well as procedures and regulations regarding grading, academic honors, probation, withdrawing from a class, etc. Students should consult the Catalog when questions regarding academic matters arise.

The Academic Community

All members of the academic community possess rights and powers proper to their positions. The community should meet the needs of each of its members within the overall context of the goals of the institution and of society.

Attendance Policy

Regular and prompt attendance is required. Each professor for each course specifies penalties for excessive absence.

Grade Appeal Policy

The following procedures are in practice for students who wish to appeal a grade: A student who feels he/she has been unfairly graded may appeal the grade within 60 days of the end of the semester in which the grade was earned. He/she shall first consult the instructor for an explanation of the grade. If the student is not satisfied at this level, he/she may consult the appropriate Dean of the School where the course is housed who - after consultation with the instructor - may or may not recommend that the grade be changed. If the student remains dissatisfied, he/she may submit the appeal in writing to the Provost & Vice President for Academic Affairs. Having received the written complaint, the Provost & Vice President for Academic Affairs shall forward a copy of it to the faculty member and ask the faculty member to respond in writing. The Provost & Vice President for Academic Affairs, after consulting with the division chair, may or may not direct that the grade be changed and will communicate the decision in writing to the student.

Incomplete Grades

Students who, because of an extraordinary circumstance, request an Incomplete must do so prior to the last day of class. A form must be completed by the student, if possible, and signed by the instructor and the chairperson of the division in which the course is offered and forwarded to the Registrar. All work required for removal of an "Incomplete" must be submitted by the date stipulated by the faculty member, but not later than one month prior to the last day of class of the following semester, or the "Incomplete" becomes an "F". Incompletes are given at the discretion of the faculty member. No grade higher than a B may be awarded except for internships, practicum or extenuating circumstances.

Withdrawal\Change of Program

Students who wish to withdraw from a course must do so officially by the date indicated on the academic calendar (available on www.stac.edu Registrar's webpage). There is a \$25 change of program fee. Withdrawal forms must be completed in the Office of the Registrar.

Accommodation of Disabilities

In accordance with Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, St. Thomas Aquinas College may provide certain accommodations for students with documented disabilities at no additional charge to the student. These accommodations are determined on an individual basis by The Committee on Academic Accommodations of Disabilities (CAAD) and/or The Committee for Non-Academic Accommodation of Disabilities (CNAAD), and include academic and other support services. For further information on services available through CAAD and/or CNAAD, please contact the Disability Services Liaison in the Office of Academic Advisement at (845) 398-4088 or consult the Disability Services Handbook.

Students with learning disabilities and attention deficit disorders who feel that their learning needs required more comprehensive services than those provided through the CAAD can choose to apply for admission to Pathways, which provides assistance with learning strategies and study skills specifically designed for students with learning disabilities. Students meet individually with trained mentors on a regular basis each week during the academic year. The fee for participation in Pathways during 2016-2017 is \$3,800; admission to the program is competitive. For further information on Pathways please contact Pathways office at (845) 398-4230 or consult the Pathways Brochure.

All students with documented learning disabilities, whether participants in Pathways or not, may be granted adjustments in academic requirements by the Provost and Vice President for Academic Affairs, provided the need for such adjustment is supported by documentary evidence from a qualified professional in the field of learning disabilities and provided that the academic requirement in question is not essential to the program or any directly related licensing requirements.

Air Force ROTC

By agreement with the U.S. Air Force and Manhattan College, STAC students are eligible to join the Air Force ROTC program at Manhattan College. All AFROTC classes are held at Manhattan College in Riverdale, N.Y. Consult Registrar.

FINANCIAL INFORMATION

General Information and Billing

The College Catalog details the financial information pertinent to students. All inquiries regarding financial matters should be directed to the Business Office, located in Marian Hall East.

Financial Aid

Financial assistance is available through a number of programs established at the college, e.g., scholarships, tuition grants, low interest loans and work-study opportunities. To determine their eligibility, interested students should consult with the Financial Aid office, which is located in Spellman Hall.

Please note that the financial aid cycle is an annual one. Present recipients should reapply each year early in January. Students, who are "ineligible" one year, may and should consider applying again as their eligibility for aid could change.

Master/Visa/Discover Charge

Tuition and fees may be charged to an authorized Master/Visa/Discover Charge Card.

Financial Liabilities

Students incurring financial liabilities through unpaid tuition, room, board, fees, fines and loss of, or damage to College property will be required to fulfill their financial obligations before entering into the registration process. As stated in the Catalog all financial accounts must be settled in full and failure to settle accounts will prevent the student from receiving a transcript of grades or diploma.

STUDENT DEVELOPMENT SECTION

STUDENT DEVELOPMENT

St. Thomas Aquinas College provides an educational experience which requires each student to attain a broad academic foundation in the liberal arts and sciences. The mission of the department for student development is to enhance the educational development of students outside of the classroom while providing services which are necessary to address individual personal needs.

Dedicated student-centered professionals supply resources, guidance and support to further the social, cultural and recreational components of the educational process. Opportunities to participate in activities and governance are made available to foster student empowerment and to develop leadership skills. Students are encouraged to set personal goals and a vibrant, purposeful extracurricular experience characterized by high expectations is provided to help students achieve their goals.

The student life environment at the college is structured to assist each student in becoming a responsible member of society by promoting healthy, physical, cognitive, affective and moral development. The college prides itself on providing a safe campus community where opportunities and services exist to help students learn and grow both in and out of the classroom. The Office for Student Development is dedicated to the development of each individual student consistent with his or her resolve to engage in the opportunities presented.

VICE PRESIDENT & DEAN FOR STUDENT DEVELOPMENT

The Office of the Vice President and Dean for Student Development provides administrative leadership, supervision and coordination of student life. The Dean represents student's needs to the college administration and faculty and transmits expectations from these groups to the students.

The Dean oversees most non-academic departments at the college including Counseling & Psychological Services, Health Services, Career Development, Campus Ministry and Volunteer Services, Athletics, Residence Life and Campus Dining, Campus Safety and Security, and Student Activities.

Additionally, the Dean is responsible for the usual disposition of student-related college disciplinary matters. Orientation and Commencement are also the Dean's responsibility. The Dean's essential role is that of student advocate and resource. Any student in need of any service or assistance should feel free to contact the Dean for Student Development.

The Dean may be reached at:

Dr. Kirk Manning
Romano Student Alumni Center
Upper Level Room 24
845-398-4052

Administrative Assistant
Mrs. Cathy Zimmerman
845-398-4051

Student Development Staff

RESIDENCE LIFE

Associate Dean for Student Development
Mr. Norman Huling
845-398-4068

CAREER DEVELOPMENT

Director of Career Development
Ms. Maureen Mulhern
845-398-4067

Office Assistant
Mrs. Linda Hayden
845-398-4065

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

Director of Counseling & Psychological Services
Dr. Louis M. Muggeo
Licensed Clinical Psychologist
National Register Health Service Psychologist
845-398-4174

Office Assistant
Mrs. Linda Hayden
845-398-4065

CAMPUS MINISTRY & VOLUNTEER SERVICES

Director
Mr. Daniel Cummings
845-398-4062

DEPARTMENT OF ATHLETICS

Director of Athletics
Mr. Gerald Oswald
845-398-4186

Associate Director
Senior Women's Administrator
Ms. Nicole Ryan
845-398-4163

Assistant Director/Compliance
Head Men's Basketball Coach

Mr. Tobin Anderson
845-398-4056

Assistant Director/Sports Information
Head Women's Basketball Coach
Mrs. Kim Lusk
845-398-4026

Assistant Director/Game Operations & SAAC
Mr. Lorne Marcus
845-398-4053

Assistant Director/Athletic Facility Rentals
Mr. Graham Brown
845-398-4053

Assistant Director/Athletic Facilities, Transportation & Krauss Fitness Center
Mr. Jon Garvey
845-398-4027

Director of Club & Intramural Sports
Mr. Brad Sarno
845-398-4153

Faculty Athletic Representative
Dr. Mary Ellen Ferraro
845-398-4175

Athletic Trainer
Ms. Lori Rahaim
845-398-4057

Strength & Conditioning Coach
Mr. Andrew Gangemi
845-398-4065

HEALTH SERVICES

Director
Mrs. Eileen Mastrovito
845-398-4242

CAMPUS SAFETY & SECURITY

Director
Mr. James Nawoichyk
845-398-4080

Assistant Director
Mr. Reginald Clerie
845-398-4081

STUDENT ACTIVITIES & STUDENT CENTER

Director
Mr. Dave Eng
845-398-4084

DINING SERVICES

Director
Mr. Paul Carroll
845-398-4244

CAREER DEVELOPMENT

The Office of Career Development is a component of the Office for Student Development. We are located on the upper level of the Romano Student Alumni Center and are open 9 a.m. to 5 p.m. Monday through Thursday, & 9 a.m. to 4p.m. on Fridays, when the college is open. To make an appointment, please call 845-398-4065.

Career Development provides the opportunity for students to develop life long career exploration skills. The focal point of Career Development is to help STAC students in identifying their plans and provide them with the skills needed for job procurement. Our belief is that the job search process is most productive when one is clear about interests, values, skills and goals. Career Development does not provide academic advisement, nor does Career Development place students in jobs or internships. Career Development does collect and advertise job and internship opportunities that come into the office through an online system - [SpartanJobs](#).

Students are strongly encouraged to visit the Career Development Office early in their academic career to meet with a Career Counselor. The staff guides students in their search to answer questions and helps them to identify other resources that will assist in career development. Career planning emphasizes goal clarification and career exploration. Students who are uncertain about their career directions or about their interests, skills and values will be assisted in clarifying their thinking and explore pertinent options.

Career Counseling

Individual career counseling is available on an appointment basis. In career counseling, each student has the opportunity to evaluate his/her skills, values, talents, and interests in terms of possible career opportunities. Career Development administers career assessments in order to assist in selecting an appropriate academic major and to help determine career options.

On-Campus Recruiting

Representatives of business and industry visit St. Thomas Aquinas College to recruit for professional, seasonal, part-time, and internship positions during the academic year. Career Development also hosts annual Job and Internship Fairs during the Academic Year.

Workshops & Professional Development Programs

Career Development offers a variety of workshops and programs, including: Social Media For The Job Hunt, Effective Resume and Cover Letter Writing, Dress For Success, Dining Etiquette, Employer Panels, Mock Interview programs, Employer Tours (Bus Trips), and more. Students are encouraged to participate in these programs to improve their career development skills. Additionally, information is available regarding the application process for Graduate and Professional School.

Job Listings and SpartanJobs

Detailed information about all Job and Internship opportunities can be obtained on SpartanJobs. SpartanJobs is a valuable career resource and online tool that showcases various career opportunities. All students are encouraged to create their online professional profile as early as freshmen year. All Resident Students are required to complete their SpartanJobs profile prior to residing on campus.

Benefits of SpartanJobs registration include 24 hour web based access to:

- Search and view employers, jobs, internships, scholarships, and fellowships.
- Post and send resumes to employers.
- Create a career portfolio containing your resume, cover letter, transcripts, writing samples, and more.
- Register for resume, cover letter and interviewing workshops.
- Stay updated on career opportunities and events.
- Participate in alumni networking events.
- Manage your own personalized calendar of career activities and events.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

CAPS Overview and Mission

The Office of Counseling & Psychological Services (CAPS) is a component of the Office of Student Development and offers a wide range of free services to currently enrolled St. Thomas Aquinas College (STAC) students. Services include: time-limited individual psychotherapy; counseling; crisis intervention; preventative outreach programming; consultative services; and Resident Assistant Training. CAPS is located on the upper level of the Romano Student Alumni Center (across from the Campus Bookstore). The Office is open Monday through Friday, 9:00 AM - 5:00 PM, during normal College business hours.

The principal goal of CAPS is to help facilitate student development by providing practical tools and solutions to psychological and psychosocial obstacles that one may encounter while at STAC. CAPS staff utilizes empirically supported methodology to help students become independent and productive in their academic, personal, and professional endeavors. CAPS

works collaboratively with Academic Services, Residential Life, Campus Safety, and other College offices. In addition to the aforementioned, CAPS maintains a current database of off-campus mental health providers, should a student require services that are outside the scope of this Office, or to specifically meet an individual's needs

Scheduling an Appointment

Appointments may be scheduled in person at the CAPS office. The office is located on the Upper Level of the Romano Student Alumni Center (across from the Campus Bookstore). Students may also call the office at 845-398-4065 to schedule an appointment. Email appointments are discouraged. To facilitate the intake process, students may be asked to go to the CAPS website at, www.stac.edu/psych, click on the "Clinic Forms" link and follow the instructions on the page. Please note that any information that is provided by the individual completing the form is confidential and only accessible to CAPS staff.

Policies, Confidentiality, and Clinical Records

CAPS documents are SEPARATE from a student's academic/educational records. ONLY CAPS staff has access to them. CAPS will maintain and retain such records in a confidential manner, except in specific situations where disclosure of information is ethically or legally required. The CAPS Office will retain a student's record(s) in accordance with legal and ethical standards. Aside from the typical limits of confidentiality (outlined below), a student's clinical records can ONLY be disclosed if an "Authorization to Release Information" form (available at the CAPS Office) is completed by the student. A more thorough disclosure of Policies and Services can be obtained at, www.stac.edu/psych under the "Policies and Confidentiality" section.

Limits of Confidentiality

There are legal and ethical exceptions to confidentiality which require CAPS staff to take responsible action. The exceptions include:

- When there is a clear and present danger of harm to self or another individual. In these circumstances CAPS is legally required to take action to protect life. Actions in these circumstances may include arranging for voluntary or involuntary hospitalization, as well as notifying law enforcement authorities and/or other persons (such as family, friends, and/or individuals at risk) as deemed appropriate.
- When the clinician has reasonable cause to suspect that a minor or elderly individual is being abused or neglected. CAPS is legally required to report the abuse to appropriate county and/or state authorities.
- In the event of a court order or other mandatory legal process, CAPS may be required to release information contained in the student's records.

Cancelling, Rescheduling, and Missed Appointments

If it is necessary to reschedule or cancel an appointment, the CAPS office please notify the office at least 24 hours in advance. It is the student's responsibility to reschedule any cancelled or missed appointments. Failure to provide 24 hour cancellation notice or to attend a scheduled appointment may result in a rescheduling delay. Frequent cancellations and/or missed appointments may result in the discontinuation of services and a referral to an outside mental health provider. Exceptions may be made by the Director of CAPS discretion.

Excused Absences/Assignments

The CAPS does not provide excuses for missed classes or assignments.

Electronic Mail Communications

Email communications by students are discouraged for matters involving personal or clinical concerns. Students should be aware that confidentiality of email communications cannot be guaranteed. CAPS staff may not always be capable of receiving e-mail and do not regularly monitor email after normal business hours.

Research and Evaluation

CAPS seeks to evaluate and improve its services to students by conducting research and evaluation projects each year. Staff members conducting research and evaluation projects may also take selected information from a student's file as a part of a project. This activity would always be anonymous and restricted to information relevant to the specific project identified in the student's Authorization to Release Information form.

Mental Health Emergency and Crisis Assistance

There is no guarantee that CAPS staff will be available during or outside of normal College operating hours. Should a crisis or emergency situation arise and CAPS staff is not available, students on campus are encouraged to call Campus Safety at extension at 845-398-4080 or 911 for emergency support. On campus residents may also contact a member of the Residence Life staff. Additional mental health emergency and crisis assistance information is available for all students, faculty, and staff at the CAPS website, www.stac.edu/psych, under the "Mental Health Emergency and Crisis Assistance" and "Resources for Faculty/Staff" sections. Additional resources in the community for all students include:

- 911
- Rockland Crisis Services - (845) 364-2200
- Rockland Suicide Hotline - (845) 354-6500
- Bergen County CarePlus NJ -(201) 262-HELP (4357)

CAMPUS MINISTRY AND VOLUNTEER SERVICES

Campus Ministry is focused on four major areas in a student's life: namely, prayer, faith development, relationships, and service.

* Prayer is at the heart of our campus ministry program. Students are invited to attend services either as a participant or leader. They are also invited to attend interdenominational services that are offered on special occasions. A prayer and meditation space is always available to the students as well as opportunities for developing different ways of praying.

* Faith development comes to the student through many avenues. Retreats provide a special time when students come to a deeper level of faith through prayer and interaction with other students. Students of the Christian faith who may have missed receiving some sacraments may participate in a special sacramental program to prepare them for the reception of sacraments,

called RCIA (Revised Christian Initiation for Adults).

* Relationships are a very important part of our life and the Campus Ministry office seeks to offer opportunities for students to connect with other students in a healthy, giving relationship. Through discussion groups, leisure time at the campus ministry area, even in our prayer time and service time, opportunities for making new and lasting friendships are available.

* Service through the campus ministry office is seen as faith in action. There are many service projects for students to experience a passion for lifelong commitment as well as lessons in leadership and life. For students interested in an international service experience there are opportunities during Winter and Summer breaks. For students who would like to help those suffering as a result of a natural disaster, we also provide this opportunity.

The Campus Ministry office, which is located on the lower level of the Romano Student Alumni Center, is staffed by a Director, a Dominican Sister and a Rabbi. Each member of the staff is available to the students for support, conferences, spiritual counseling, help in answering questions about faith and to assist the students in any way possible. Whether you are actively involved in your "home" place of worship or looking to connect with a faith community on campus, we welcome you.

DEPARTMENT OF ATHLETICS

Mission Statement

The Mission of the Athletics Department of St. Thomas Aquinas College lies within the broader mission of the College. The Athletics Department is committed to provide a wide variety of intercollegiate, intramural, and recreational programs. The student- athlete will have every opportunity to develop their athletic abilities in an environment supporting their holistic development and characterized by high moral character, high standards of academic scholarship, leadership and loyalty to the College. The intramural and recreational programs offer the opportunity for athletic participation by all members of the College community. These programs will strive for broad participation and competitive excellence, encouraging sportsmanship and developing positive societal attitudes.

Intercollegiate Athletics

St. Thomas Aquinas College is a member of the National Collegiate Athletic Association (NCAA) Division II and East Coast Conference. The College is clearly committed to the principles of sportsmanship, ethical conduct, rules compliance and amateurism as defined by NCAA rules for Athletics staff, student athletes and institutional personnel.

NCAA Sports

Men's

Cross Country
Baseball
Basketball
Golf

Women's

Cross Country
Basketball
Golf
Lacrosse

Soccer
Tennis
Track (Indoor\Outdoor)
Lacrosse

Soccer
Softball
Tennis
Track (Indoor\Outdoor)
Field Hockey

Club Sports

Men's Bowling
Men's Ice Hockey
Cheerleading
Men's Soccer
Men's Volleyball

Women's Bowling
Baseball
Dance Team
Women's Soccer
Women's Volleyball

Intramural Sports

The intramural sports program has been successful because of active student involvement. Basketball, flag football and coed volleyball have been among the most popular intramural sports at the college. Other sports coordinated by the intramural programs are wiffle ball, floor hockey, team handball, dodgeball, soccer, and other competitions that generate sufficient student interest.

In the past, the various competitions have featured championships, all-star games and highly competitive student-faculty duels. The various intramural endeavors are an attempt to provide enjoyment and healthy competition. In this way, we hope to make the total educational experience more meaningful. All students are invited to participate in any of the intramural programs and are encouraged to do so as the various competitions are offered.

HEALTH SERVICES

General Services

The College Health Services Office is located in the McNelis Commons residence life complex, Apartment 2B. The phone number is 845-398-4242.

The mission of Health Services is to provide health education, prevention and health promotion services and activities in response to the changing needs and concerns of our students.

Students are encouraged to visit Health Services for illness assessment, coordination of medical resources, health counseling, health education and community referrals. Health Services is staffed by a full-time Registered Nurse during the academic year. Appointments may be made but walk-ins are welcome.

Emergency Services

Resident students that become ill should contact the nurse during business hours at 845-398-4242 or the residence life staff member on duty. Campus Safety can also be contacted at 845-398-4080. If the student needs emergency treatment, the contacted individual will secure an ambulance for transport to Nyack Hospital, Midland Avenue, Nyack, N.Y. 10913. Nyack Hospital's phone number is 845-348-2345. Urgent Care is also available at Palisades Urgent

Care, 256 East Route 59, Nanuet New York 10954. Palisades Urgent Care's phone number is 845-624-2273.

STUDENT ACCIDENT INSURANCE PLAN

All full-time students are automatically enrolled in the group accident insurance program made available by the College. The coverage extended to the student is on a twenty-four hour basis for the academic year. The insurance program applies only to accidents and is not intended to substitute or replace your personal medical insurance.

Accident Policy

1. When an accident occurs anywhere on campus immediately notify the Office of Safety and Security, the Office of Student Development, and/or College Health Service Office. The personnel contacted must report the accident and the circumstances to the Director of Health Services.
2. A College official who witnesses an accident, is in a supervisory capacity at the time, or is summoned to the scene of an accident, must file an Accident Report with the Office of Safety and Security who will forward the report to the College Health Service Office immediately. A complete accident report, including the disposition of the case, will be filed with the College Health Service Nurse and the Vice President and Dean for Student Development.
3. When possible, Student Accident Insurance claims must be filed within 72 hours. Please see the College Health Office for forms and instructions.
4. Accident Insurance Claim Forms and Accident Reports are available in the Health Services Office.
5. Should a student refuse medical treatment by College medical facilities (doctor, hospital, etc.) he/she must sign a "Release from Responsibility" form which is also available in the above office.
6. The College cannot assume responsibility for the welfare and treatment of injured students if the accident is not reported to the proper authorities.
7. All bills (doctor's, consultant doctor's, pharmacy, surgical supply, etc.) should be submitted first to the personal medical plan of the student or the student's parents. The excess not covered by the student's personal medical plan should be submitted to the medical plan provided by the College. Information on procedures is available in the College Health Service Office.

CAMPUS SAFETY AND SECURITY

*Working in partnership with the St. Thomas Aquinas College Community
to provide a safe and secure learning and living environment
for our students, faculty and staff*

Campus safety is a "shared responsibility." St. Thomas Aquinas College is a safe campus in a dangerous world. It takes commitment and dedication by students, faculty and staff to maintain a safe campus. Program the Campus Safety and Security Department Phone Number into your cell phone (845) 398-4080.

Here are three important ways you can help:

- * Watch for and report any crimes or suspicious activities;
- * Inform yourself about College policies and procedures regarding your safety and well-being as well as state and federal laws;
- * Incorporate practical, common-sense safety measures in to your daily activities.

When in doubt, call Campus Safety.
Don't hesitate to call us for anything that doesn't seem right.
Call immediately 845-398-4080

The Campus Safety and Security Department provides continuous, year round security on campus. Safety and Security professionals respond to a variety of calls for help, from medical emergencies to criminal activity.

Foot and vehicle patrols of campus grounds, buildings and residence halls, designed to detect any crimes in progress, are made 24 hours a day. During these patrols, officers also report any conditions they notice that might pose a threat to campus security.

The Campus Safety and Security Officers are employees of St. Thomas Aquinas College and are supplemented by a contract security agency. All of the Campus Safety Officers are certified NYS Security Guards and maintain certification in first aid and CPR. Many of the officers have additional law enforcement and investigative training and certifications.

St. Thomas Aquinas College Campus Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at St. Thomas Aquinas College. Campus Safety and Security Officers have the authority to issue parking tickets, which are billed to financial accounts of students.

Campus Safety and Security Officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on campus. While College officers have primary authority to enforce laws within campus boundaries (including all roadways leading into campus), local and state police can enter campus and exercise their authority. The St. Thomas Aquinas College Campus Safety and Security Department maintains a highly professional

working relationship with the Orangetown Police Department.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety and Security Department and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics

Throughout the year, the Office of Safety and Security sponsors a wide variety of services and educational programs designed to build your awareness of potential safety problems, alert you to any unusual incidents of crime and to offer ways you can help prevent or deter a crime from happening to you.

They include:

- * Annual orientation sessions that advise new students on campus safety concerns and familiarize them with the services of the Office of Safety and Security.
- * An on-campus safety escort service by safety & security officers, who will walk or drive students and employees to their residence halls and/or cars on an as-needed basis.
- * An Emergency phones, which are located on campus in Aquinas Village and the rear of the Fitness Center. These phones automatically link callers to Campus Safety. Take time to learn their locations in case of an emergency.
- * Smoke detectors and fire extinguishers are strategically placed in all academic/administrative buildings and residence halls to protect both life and property. Fire alarms are continuously monitored through the Office of Safety and Security. In compliance with state regulations, fire drills are conducted in all buildings and residence halls.
- * Regular presentations and workshops on each campus on such safety issues as crime prevention, underage drinking and sexual assault. The Office of Residence Life also sponsors regular seminars designed to promote good safety habits and encourage personal responsibility in the residence halls. Topics include reviews of each residence hall's guest policy, party policy, emergency procedures and the role of the campus life staff and residence assistants.

General Do's and Dont's for Campus Safety

- * Put the Campus Safety Department Phone # 845.398.4080 in your phone under STAC EMERGENCY
- * Travel with a friend when possible.
- * Use the Campus Safety Escorts
- * Walk in well-lit areas.
- * Don't carry large amounts of cash.
- * Keep personal belongings with you at all times.

- * Keep vehicles locked at all times.
- * Do not bring animals on campus.
- * Keep any valuables in your vehicle out of view and put valuable items in a safe place in your room.
- * Report all thefts, loss, injuries and accidents to Campus Safety.
- * Smoke only in designated areas.
- * NEVER bring a weapon of any kind on to the campus grounds or parking areas.
- * Keep your cool. Don't become a threat to the safety of others - talk it out.
- * Lock your door when you are in the room, especially when you are asleep.
- * Lock your door to your office and residence when you leave.
- * Lock windows that are accessible from outside.
- * Do not let strangers into your room
- * When going off campus tell someone your destination and expected arrival and return time.
- * Do not advertise your whereabouts on social networking sites

MEDICAL ASSISTANCE

If serious injury or illness occurs on campus contact Campus Safety and Security immediately by calling 845-398-4080 or by calling extension 4080 using a campus phone. Give your name and describe the nature and severity of the medical problem and location of the victim.

If it is a life threatening injury or illness contact the Orangetown Police at 911. Give your name and describe the nature and severity of the medical problem and location of the victim. Then contact Campus Safety and Security immediately by calling 845-398-4080 or by calling extension 4080 using a campus phone

If serious injury or illness occurs off campus at a college sponsored activity call "911". Give your name and describe the nature and severity of the medical problem and location of the victim.

Have someone remain on the phone with Campus Safety and Security or the local emergency services to provide updated information regarding the incident.

Keep calm and reassure other people who may be nearby.

FIRE ALARM PROCEDURES / FIRE EVACUATION

R – Rescue and relocate anyone in immediate danger.

A – Alert others by activating the building fire alarm system and calling 845-398-4080 or extension 4080 using a campus phone from a safe location.

C – Confine the emergency by closing the doors.

E – Evacuate immediately. Do not use elevators. Use stairs. If there is smoke in the corridor, stay in room, close and seal doors, call 845-398-4080 or extension 4080 using a campus phone for help, and stand by the windows.

YOUR GOAL IS TO GET OUT SAFELY

If you cannot get out, follow the appropriate steps below

- Before opening any doors, feel the door first. **If it is hot, don't open the door.** If it

isn't hot, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and leave by an alternate exit.

- If you can't leave the room, keep the door closed. Open the windows from the top to let out heat and smoke AND from the bottom to let in fresh air. Seal the bottom of your room door and any air vents with a rug, blanket, or towel. Then hang a light colored object (towel, bed sheet, shirt, etc.) out the window to attract the fire department's attention. If there is a phone in the room, call 845-398-4080 or extension 4080 using a campus phone and report that you are trapped. Be sure to give your building name and location. Do not hang up until the dispatcher tells you to.
- If you can leave the room, leave a light on and close all the doors behind you. Leave all materials in your room or office to avoid wasting time. Take your key in case you cannot reach an exit and you have to return to your room.
- Go to the nearest exit or stairway. If the first exit is blocked, go to an alternate exit or stairway.
- **Never use an elevator during a fire emergency.** A mechanical or electrical failure could leave you trapped at the fire floor or between floors.
- If you are not able to self-evacuate proceed to an enclosed stairwell if available in your building. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell.
- If you go to a stairwell or remain in a room, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone, giving your exact location – building, floor and stairwell/room number.
- If all exits are blocked, go back to your room, close the door, and open the window, as previously described.
- Stand clear of the area after evacuating to give emergency apparatus and personnel room to maneuver. Go to a designated meeting area and stay there. If possible, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone from a neighboring area and give as much information as possible.
- Each person not involved in the emergency procedures should follow the directions of the fire department, Campus Safety, and other emergency personnel.
- No persons may re-enter an evacuated building until permitted to do so by Campus Safety.
- Each student and employee has the responsibility of knowing the location of the fire alarm station, fire extinguisher, and primary and secondary exit routes for primary place of occupancy while on College property. Should a fire be discovered or suspected, a fire alarm should be sounded immediately. If time permits, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone and activate the pull station.
- If you discover or suspect a fire, sound the building fire alarm immediately. All fires, even small ones, must be reported to Campus Safety immediately.
- When an alarm sounds, every building occupant shall evacuate the building immediately. Treat every alarm as an actual emergency.
- Be especially aware of handicapped persons in your building. They may need your help to reach a point of safety such as a stairwell. Report to the command post the location of the handicapped individual.
- Rescue others only if you can do so safely.

Pre-Emergency Preparation

- All members of the College community should become thoroughly familiar with their

facility and the location of all its exits and areas of refuge.

- They should become familiar with the distinct sound of the fire alarm signal.
- They should seek out volunteers (buddy system) who might be able to assist them in an emergency.
- If wheelchair-confined, they should know the safest method people can use to assist them, and they should know how many people are needed to provide such assistance.
- Every person who is mobility-impaired as well as communication-impaired should place a sign on their wheelchair providing instructions on how they can be assisted. They should carry a loud whistle, horn, or similar device to alert people of their location if they become trapped or isolated.

Assisting an Individual with Disabilities

Under the assumption that Campus Safety will be the first responders to any fire incident, the Campus Safety department should be made aware, on an on-going basis, of those persons with significant physical disabilities working, studying or living in any College facility.

Responsibility of Individuals with Mobility Impairment

It is critical to the health and safety of mobility-impaired persons that they are knowledgeable of their needs during an emergency evacuation. They should be expected to convey these needs to their professor, or supervisor, at the beginning of their employment or academic year. In the event of a fire emergency, an individual with mobility impairment may choose one of the following alternatives:

- Proceed to an enclosed stairwell, accompanied by a partner or "buddy" and wait inside the stairwell. Remain in the stairwell until the responding fire department arrives and safely completes the evacuation.
- Defend in place. Seek refuge in rooms or sections of a building, that by virtue of its construction associated with the location of the fire, will provide a safe area for persons to remain during a fire until rescue is made. The door should be kept closed. If possible, individuals should call Campus Safety to advise them of their location.

Mobility Impaired – Wheelchair

Individuals who use a wheelchair may need to be evacuated with the wheelchair particularly, if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist the non-ambulatory person if the "buddy" can do so safely.

Mobility Impaired – Ambulatory

Individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance, should wait until heavy pedestrian traffic has cleared before attempting to use the stairways, in the event of imminent danger.

Hearing Impaired

Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their rooms or offices. Staff should be aware of those persons with hearing impairments and should attempt to provide assistance and guidance in the event of an emergency evacuation.

Visually Impaired

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide an individual with a visual impairment from the building. Special attention should be given to obstacles or route obstructions.

Speech Impaired

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or "buddy" capable of communicating with that individual should assist them during the evacuation.

Developmentally Disabled

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

Questions?

Contact the Office of Campus Safety at 845-398-4080 or extension 4080 using a campus phone

PARKING

Parking and operating a motor vehicle on the Saint Thomas Aquinas College (STAC) Campus is a **privilege**, and constitutes acceptance by the individual of the responsibility to ensure that his or her vehicle is neither parked, nor operated in violation of any of the STAC Regulations. The acceptance of parking privileges and the presence of any vehicle on campus represents an agreement by the motorist that Saint Thomas Aquinas College is in no way liable for personal injury, damage, or lost or stolen parts or contents of the vehicle.

A parking permit allows a student to park on campus, but does not guarantee a parking space. Parking permits must be hung from the driver's center mirror. The permit is designed that it can be left in place and is not in violation of any NYS Motor Vehicle Laws.

Parking Permit Application

Students, Faculty and Staff that wish to park a vehicle on campus must obtain a STAC Parking Permit from Campus Safety. Application for the permit can be made by going to the Campus Safety Webpage

<http://www.stac.edu/security/>

After completing the online form you can pickup your parking permit the next business day at Campus Safety. Please bring your STAC Identification Card and vehicle registration. NYU Employees, Students and Faculty please bring a valid driver's license and the vehicle registration.

REPORTING A CRIME, EMERGENCY OR SAFETY CONCERN

Community members, students, faculty, staff, and visitors are encouraged to report all crimes, emergencies, and safety concerns to the Campus Safety and Security Office in a timely manner.

Reports may be made by calling call Campus Safety at 845-398-4080 or extension 4080 using a

campus phone or in person at the Campus Safety and Security Office in Aquinas Hall St. Thomas Aquinas College. The phone number for the local police department is; Orangetown Police (845) 359-3700

The Campus Safety and Security Department will assist any person who wishes to report any incident or emergency to local law enforcement agencies.

A crime, emergency, or safety concern may also be reported to the following St. Thomas Aquinas College Officials:

| | | |
|--|---|--------------------|
| Director of Campus Safety and Security | – | Phone 845-398-4080 |
| Vice President, Student Development | – | Phone 845-398-4052 |

To report a non-emergency security or safety concern, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone or in person at the Campus Safety and Security Office in Aquinas Hall St. Thomas Aquinas College.

All incident reports involving students are forwarded to the Office of Student Development for review and potential STAC disciplinary action.

If assistance is required from other law enforcement, local fire departments, or other emergency agencies, the Campus Safety and Security Office will contact the appropriate unit.

If a sexual assault should occur, St. Thomas Aquinas College will offer the victim a wide variety of services. St. Thomas Aquinas College is a partner with a local Sexual Assault Response Team (SART) and has trained members who are available to assist a victim. The Emergency 24 Hour Phone Number for The Center for Safety and Change is (845) 634-3344. For a complete explanation of our Gender Based Sexual Misconduct Policy and resources please refer to page in this handbook.

St. Thomas Aquinas College does not operate off-campus housing and does not have off-campus student organizations. On-campus student organizations that engage in off-campus activities should report crime incidents to the local law enforcement agency where the incident occurred and also to the Campus Safety and Security Office.

Employees participating in STAC sponsored off-campus activities should report crime incidents to the local law enforcement agency where the crime occurred and also to the Campus Safety and Security Office.

Crimes should be reported to the Campus Safety and Security Office to ensure inclusion in the STAC's annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action through St. Thomas Aquinas College, the St. Thomas Aquinas College Campus Safety and Security Department or the criminal justice system, you may still want to consider making a confidential report. To file a confidential report contact any of the following people: Director of Campus Safety and Security, Assistant Director of Campus Safety and Security or the Vice President and Dean for Student

Development. With your permission, the Director of Campus Safety, and Security, Assistant Director of Campus Safety and Security or the Vice President and Dean for Student Development can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, STAC can keep an accurate record of the number of incidents involving students, faculty, staff, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for St. Thomas Aquinas College.

Students may contact the Vice President and Dean for Student Development, Director of Counseling & Psychological Services or the Director of Campus Safety and Security for information on local agencies and counseling services who may provide confidential counseling services. Faculty/staff may contact the STAC Office of Human Resources for information regarding confidential counseling services.

SEX OFFENDER REGISTRATION POLICY

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the St. Thomas Aquinas College Campus Safety and Security Department is providing a link to the New York State Division of Criminal Justice Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

NYS Division of Criminal Justice - Office of Sex Offender Management
Sex Offender Registry

The New York State Sex Offender Registration Act (Correction Law Article 6-C), known as SORA, established a Sex Offender Registry within the New York State Division of Criminal Justice Services. SORA was enacted to assist local law enforcement agencies and to protect communities by: 1) requiring sex offenders to register with the State; and, 2) providing information to the public about certain sex offenders living in their communities. SORA took effect on January 21, 1996.

SORA requires the registration of individuals convicted in New York State of certain sex offenses as well as the registration of those individuals convicted in another jurisdiction if the offense is equivalent to a New York State registerable sex offense. In addition, if the individual is convicted of a felony requiring registration in the conviction jurisdiction, or the individual is convicted of one or more specific federal or military offenses, the individual will be required to register in New York State. Individuals convicted of one or more registerable offenses on or after the effective date of SORA must register with the Division. Additionally, any person convicted of a registerable offense who was incarcerated or under parole or probation supervision on January 21, 1996 is required to be registered.

Sex offenders are classified as either low risk (Level 1), moderate risk (Level 2) or high risk

(Level 3). SORA requires the Division of Criminal Justice Services to maintain a public *Subdirectory* on the internet which can only include Level 2 and Level 3 sex offenders. While the Registry also contains information on low-risk (Level 1) sex offenders, this site provides you with public access to the *Subdirectory* only. Therefore, accessing this site will not provide you with information about Level 1 offenders. You may, however, learn if an individual is a convicted sex offender listed in the Registry by calling the **Sex Offender Registry (800) 262-3257**.

Due to litigation in federal court, certain level 2 and level 3 offenders are not in the *Subdirectory* at this time. Once these offenders have had an opportunity for a due process hearing to determine the risk level, and if their risk level is determined to be level 2 or level 3, they will be included in the *Subdirectory*.

The New York State's Sex Offender Registry home page is located at **<http://criminaljustice.state.ny.us/nsor/index.htm>**. The Registry helps protect our families and communities by requiring sex offenders to register, and providing this information to law enforcement and the public.

Sex offenders are classified by risk level: Level one (low risk); Level two (medium risk); and Level three (high risk). Level 1 offenders are required to register for a minimum of twenty years, and level 2 and 3 offenders for life. Police and law enforcement have access to information on all sex offenders (levels 1, 2 and 3). However, under the law, information on level 1 (low-risk) offenders is not available on the public website. Only level 2 and 3 offenders are listed on the public website.

How do I search for a sex offender?

To search for a sex offender on line visit the public website - **<http://criminaljustice.state.ny.us/nsor/index.htm>** . You can search by last name or zip code or County. You can also call **(800) 262-3257**. By calling the 800 number you can obtain information on level 1, 2 and 3 offenders (the public website only lists level 2 and 3 offenders, the 800 line can give information on level 1, 2 and 3). If you call the 800 line you will need the offender's name and one of the following: an exact address, or a date of birth, or a driver's license number, or a social security number.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The St. Thomas Aquinas College Campus Safety and Security Department prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at

<http://www.stac.edu/security/index.html>. You will also be able to connect to our site via the STAC Home page at **<http://www.stac.edu>**. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Offices of Student Development and Residence Life. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Safety and Security Department, designated campus officials (including but not limited to directors, deans, department heads, designated, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site to access this report. Copies of the report may also be obtained at the St. Thomas Aquinas College Campus Safety and Security Department 125 Route 340, Sparkill, NY 10976. or by calling (845) 348-4080.

St. Thomas Aquinas College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. St. Thomas Aquinas College's Information can be located at: <http://ope.ed.gov/security/>.

TIMELY WARNING POLICY

The St. Thomas Aquinas College Campus Safety and Security Department will post timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it determined that the incident may pose an on going threat to members of the STAC community.

The department issues/posts Crime Alerts for incidents of:

1. Murder
2. Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger STAC community)
3. Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
4. Sexual Assault (considered on a case by case basis depending on the facts of the case, when the incident occurred verses when it was reported and the amount of information known by STAC Campus Safety & Security Department)
5. Major incidents of arson
6. Other crimes as determined necessary by Vice President of Student Development, Director of Campus Safety and Security Department or Assistant Director of Campus Safety and Security Department

STAC will generate Crime Alerts using the "**e2Campus**" campus text messaging system or a blast e-mail to the college community or other appropriate means based upon the situation. Crime Alerts may also be posted in campus buildings, where and when deemed appropriate.

The Campus Safety and Security Department does not issue crime alerts for the above listed crimes if:

1. The subject(s) is apprehended and the threat of imminent danger for members of the STAC community has been mitigated by the apprehension.
2. If a report was not filed with the Campus Safety and Security Department or if the Campus Safety and Security Department was not notified by campus officials in a manner that would allow the department to post a "timely" warning for the STAC community. A general guideline will include a report that is filed more than five days after the date of the alleged incident may not allow the department to post a "timely" warning to the community. This type of situation will be evaluated on a case by case basis.

The Campus Safety and Security Department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to the Campus Safety and Security Department.

ACCESS POLICY

St. Thomas Aquinas College does not discriminate against students, staff, and other beneficiaries on the basis of race, color, national origin, gender, age, sexual orientation, disability, marital status, genetic predisposition, carrier status, veteran status, or religious affiliation, in admission to the College, or in the provision of its programs and services. The Senior Executive Director of Human Resources (Borelli Hall, ext. 4038) is the ADA/Section 504 Compliance Officer, the Title IX Coordinator, and Age Act Coordinator.

As the utilization of a building diminishes during the day or evening, Campus Safety and Security Officers lock the building. These buildings are patrolled throughout the night on a random basis to ensure the safety and security of the campus. The same procedure is repeated during the weekend hours. Exterior door access to a locked building is granted only on a limited basis of proven need. Campus Safety and Security Officers are prepared to escort anyone to and from a building during non-working hours. Anyone entering or leaving a building during non-working hours such as when class is not in session is required to notify the Campus Safety and Security Department.

STUDENT IDENTIFICATION CARDS (SPARTAN CARD)

All students attending the college are required to carry their college Identification Card at all times. Identification cards are available at the Office for Student Development. SPARTAN CARD can be used (a) to gain admittance to social, cultural & athletic events on campus, (b) to check-out books in the Library, (c) to register for further course work at the College, (d) to be admitted to classes for which the student has registered, and (e) to be presented for the meal plan, (f) to gain access into computer labs and other areas, etc. The college issues the first card free to each student. There is a \$50 replacement fee after the first card.

STUDENT ACTIVITIES (STACTivities)

www.stactivities.com



The Student Activities Office (STACTivities) is a student-centered department dedicated to individual and organizational development. We strive for student empowerment, accountability, effective planning, and communication. We provide the resources, guidance, and support to enhance student achievements and activities. In addition to serving the interests of the college community, our goal is to create a college experience that is more vibrant and purposeful through both co-curricular and extra-curricular experiential learning opportunities.

The Student Government Association

All recognized clubs and organizations fall under the jurisdiction of the Student Government Association (SGA). The SGA is the elected representative student body of the campus. All clubs and organizations approved through the SGA are responsible to abide by its policies and decisions. In order to maintain active status, the SGA and the Student Activities Office recognize all student groups.

Clubs & Organizations

In an academic environment student clubs and organizations exist to meet social and educational needs, which may not be fully realized inside or outside your field of study. These groups provide the opportunity to share experiences with other students of various backgrounds and to develop leadership skills. Clubs and organizations help forge a well-rounded education and act as a means to learn, share and socialize. The Student Activities Office contributes to this goal by promoting programs that enhance the emotional, intellectual, physical, occupational, recreational and spiritual development of students. Clubs and organizations also enhance college life and add another dimension to the learning experience outside the classroom, including leadership and organizational development.

Current clubs and organizations include...

Alpha Chi-New York Beta Chapter

The New York Beta Chapter of Alpha Chi is a coeducational honor society established on

campus in 1973. The purpose of Alpha Chi is to promote academic excellence and exemplary character among college students from all academic disciplines. Members are elected to this society in their junior or senior years.

Alpha Sigma Lambda

The Delta Zeta Chapter of Alpha Sigma Lambda was established on campus in 1984. Alpha Sigma Lambda is the national honor society for students in continuing higher education. The society is dedicated to the advancement of scholarship and recognizes the high scholastic achievement in an adult student's career. Induction ceremonies are conducted in the Spring each academic year. Members are selected from matriculated part-time students who meet the standards or requirements identified in the national bylaws of Alpha Sigma Lambda.

Specialized Honor Societies

- * Alpha Phi Sigma - Criminal Justice
- * Delta Alpha Pi - Students with Disabilities
- * Delta Mu Delta - Business
- * Kappa Delta Pi - Education
- * Kappa Mu Epsilon - Mathematics/Natural Science
- * Phi Sigma Iota - Foreign Language
- * Pi Gamma Mu - Social Sciences
- * Psi Chi - Psychology
- * Sigma Tau Delta - English

Alpha Phi Omega (ΑΦΩ)

Alpha Phi Omega (ΑΦΩ) is the largest collegiate fraternity in the United States, with chapters at over 350 campuses, an active membership of over 25,000 students, and over 400,000 alumni members. Alpha Phi Omega is a National co-ed service fraternity organized to provide community service, leadership development, and social opportunities for college students

Art Therapy Club

A club providing opportunities for students to meet, share information and plan events related to art therapy. Club members also interact with professionals and learn from their clinical presentations.

Business Club

The Business Club is an academic organization at St. Thomas Aquinas. Mainly for business school students – it nevertheless is open to any students interested in Accounting, Business Administration, Finance, Management, Marketing, or Sports Management.

Campus Activities Board (CAB)

An organization which develops and promotes social, cultural, & educational events that are open to the entire student body.

Classes

Each class at STAC (Class of 2017, 2018, 2019, and 2020) elects officers, and in general operates like a club. The classes run events for members of their class and often the entire school. Ultimately as each class builds a firm budget base, the money is used their senior year for Graduation or Senior Week Activities.

Communication Arts

The Communication Arts Club is an academic organization at St. Thomas Aquinas College. Mainly for students in the communication arts major – but is open to everyone interested in communication, social media, and communication technologies.

Commuter Connection

Commuter Connection sponsors events for commuting students. It provides students an opportunity to meet new people, keep informed of events that take place on campus, and voice their opinions.

Council for Exceptional Children

The Council for Exceptional Children (CEC) is the largest international professional organization dedicated to improving the educational success of individuals with disabilities and/or gifts and talents. CEC advocates for appropriate governmental policies, sets professional standards, provides professional development, advocates for individuals with exceptionalities, and helps professionals obtain conditions and resources necessary for effective professional practice.

Criminal Justice Club

The Criminal Justice club is one of the most exciting clubs at STAC and it is open to all students. We seek to provide interesting events, critical information, and valuable skills to students interested in all fields of Criminal Justice—including Law Enforcement, Forensics, Corrections, Law and Criminology. We are committed to helping students reach their academic and professional goals through network and skill building, while also assisting our community with creative charity work and community service.

Forensic Science Club

The Forensic Science Club provides events, field trips, information, and a forum for speakers to members of the University community interested in forensic science.

Gender & Sexuality Alliance (GSA)

A student club that promotes the ideas of advocacy and equality for all people regardless of sexual orientation or gender identity.

House Band

STAC's House Band is made up of student and faculty performers, musicians, and singers who cover contemporary pop music as well as classic rock.

Junto Club (aka History Club)

The purpose of the History Club is to provide a forum outside of the classroom for students interested in historical study, research, and debate. The History Club will promote interest and awareness of history through the use of historical films, lectures, outings, and other events.

Laetare Players

The Laetare Players of St. Thomas Aquinas College was formed to initiate innovative theatrical productions both for educational and entertainment purposes. The objective of the Players is dedication to excellence in theatre performance and production, involving all spheres of creative experimentation as well as the staging of classical and contemporary plays.

N.E.R.D. Club

The NERD Club is a student organization for all STAC students interested in science fiction, video games, and anime!

Psychology Club

A club of experienced psychology majors or anyone interested in psychology. This club strives to increase knowledge about psychology within the college community.

Random Acts of Kindness

A student organization dedicated towards promoting selfless acts performed by a person or people wishing either to assist or to cheer up an individual person or people.

Sign Language Club

A student organization dedicated to teaching students how to sign.

Science Club

A club for any student interested in the natural sciences. Students plan events for both professional development and social interaction, for club members and the campus community.

Spartan Comedy Club

The Spartan Comedy Club is a student run improvisational comedy club that provides affordable entertainment every semester to the student body. Students perform games based on the hit Drew Carey TV show of the same name and get the audience to have as much fun as the cast and crew.

Spartan Volunteers

A student organization which seeks to promote social action within both the STAC community and neighboring communities. The organization works both with the Student Activities Office and the Office of Campus Ministry in order to formulate appropriate programs. Membership is open to any student who is interested in working with and for people.

STAC Scholars

An organization whose purpose to develop, nurture, and engage STAC's Honor Student population.

STAC Singers

The STAC Singers receive professional choral direction, give public concerts, and also perform at special events such as the Honors Convocation and Graduation.

The Guild

The Guild is a student organization for all STAC students interested in high fantasy and role playing.

Therapeutic Recreation Club

Any TR major or recreation minor may join the club. Club members participate in activities that add to their professional development as well as contribute services to the college and to the community. In the recent past, club members have assisted with organizing and conducting special events for people with disabilities, engaging in games with a professional wheelchair basketball team, planning and implementing activities at professional organization meetings, and raising funds to provide scholarships for club members to attend conferences.

The Thoma

The student newspaper serves as a forum for the exchange of ideas and information among all members of the college community. It is student directed and edited and is distributed to students, faculty and friends of the College.

The Thomist

The College yearbook is a pictorial description of a year at St. Thomas Aquinas College.

WSTK (Radio Station)

The WSTK Radio Station can be heard listened to throughout the campus. WSTK broadcasts news, contemporary music, information about on campus activities, live sports coverage of Lady Spartans and Spartans basketball games, interviews with members of the campus community and relevant editorial material. Any STAC student is welcome to join the WSTK staff. For more information, please contact the Station Advisor. Editorials and comments on WSTK are subject to the same standards and freedom as the student press. The station operates under FCC rules.

Voyager

STAC's literary magazine reflects the creative talents of the students in the fields of fiction, poetry and a variety of art forms. The magazine is student directed and edited.

Club Officers and Academic Eligibility

1. A cumulative grade point average of 2.25 or better must be maintained by a student holding an office and a 2.0 for general members. Those officers who fall below the GPA requirement, but who are above a 2.0 GPA, will be on probation until the end of that term. General members who fail to meet the 2.0 requirement will not be eligible for membership.
2. Students who are elected or appointed to an office must be a full-time undergraduate student (minimum of 12 credits).
3. Students who do not have a minimum of 2.0 GPA will not be allowed to sit on any college committees.

Obligations of a Club/Organization

In addition to pursuing its goals and fulfilling the needs of its membership, every organization shares the following responsibilities:

1. Respect the rights and traditions of other clubs and organizations.
2. Aim to improve the student life at STAC.
3. To abide by the rules set forth by the Student Activities Office and the Student Government Association.
4. File a constitution with the Student Government Association and the Student Activities Office. This constitution must be updated every year.
5. To maintain a membership of at least five (5) full-time registered students.

Each organization must have a faculty or staff advisor and keep that individual informed of all club endeavors and activities. The organization must notify the advisor regarding the place and time of each meeting and consult him/her with any concerns that arise within the organization. The president should also meet regularly with the advisor to discuss the affairs of the organization.

New Clubs/Organizations

Any student organization wishing to be official recognized must complete the following steps:

1. Form an interest group of at least five (5) full-time registered students.
2. File a copy of their constitution with the Student Government Association (SGA)
3. Obtain a faculty/staff advisor.

Once these steps have been completed, the student organization must petition the SGA for official recognition, which will be approved by the Director of Student Activities. An organization will not be eligible for the use of College funds and facilities if not properly registered. St. Thomas Aquinas College does not discriminate against any person on the basis of race, sex, color, age, national origin, religious affiliation, or physical limitation, in any of its education or employment programs or activities.

Distribution of Literature on Campus

STAC acknowledges the right of free responsible journalism and other forms of written expression. St. Thomas Aquinas College does not assume responsibility for statements in any such publications, and contribution to such publications by STAC students does not represent the policy or opinion of the College Community. Although they are not sanctioned by the College, unofficial publications have moral and legal obligations to observe the normal rules of practice responsible journalism.

Any off-campus groups or individuals wishing to disseminate literature or meet with students regarding non-academic matters must receive permission from the Office of the Associate Dean for Student Development.

Scheduling Social and Cultural Activities

Any group or organization that wishes to sponsor a social and/or cultural activity should inform the Associate Dean for Student Development, Mr. Norman Huling of such plans at least one month before the date proposed for such an activity. All planned events must be processed through the Office for Student Development by the submission of an Event Planning Form.

STACTivities Weekly

The Student Activities Office issues a weekly e-newsletter via STAC email indicating information concerning social and cultural events as well as items of general interest at the college.

In addition students may also subscribe to text message updates for signature events happening on campus by texting @stuact2015 to 81010

Students on College Committees

To provide for maximum student input into the decision making process at the College, membership on certain of the College's standing committees is open to students. Student committee members are elected by the Student Government Association and are responsible for reporting back to the SGA on the proceedings of their committee meetings and representing the student point of view on the committee.

Additional Student Development Info.

Bulletin Boards

For information in the following areas please check the following posting boards:

- | | |
|-------------------------------------|---------------|
| * Academic & Administrative Notices | Spellman Hall |
| * Advertisements | Aquinas Hall |
| * Dean's List | Spellman Hall |
| * Library Notices | Spellman Hall |
| * Job Notices | Aquinas Hall |

- * Intramurals
- * Student Activities

Aquinas Hall
Borelli, Spellman, Aquinas, and Maguire Halls

Please consult the appropriate departmental boards for information and special notices.

For Sale

Advertisements concerning "Items for Sale" must be approved by the Office of the Associate Dean for Student Development or may be advertised in the college newspaper or WSTK radio station for a nominal fee.

Lost and Found

Any items lost or found may be turned into the Office of Safety & Security located in Aquinas Hall.

Rings

Class rings may be ordered during the junior or senior year through the Student Activities Office. The ring salesperson is on campus annually.

School Closings

In the event of inclement weather, etc., class cancellations will be announced by the following radio stations either on the air or their websites: WCBS (880 AM), WOR (710 AM), WRRCR (1300 AM), WHUD (100.7 FM), WFAS (103.9 FM) and WGNV (1220 AM and 103 FM).

SNOW AND EMERGENCY CLOSING WILL BE ANNOUNCED VIA STAC EMAIL, THE STAC HOMEPAGE AT STAC.EDU and THE COLLEGE SWITCHBOARD

Student Discounts

Student discounts are available at many area merchants and stores throughout Bergen, Rockland and Westchester Counties. Amounts of discounts vary with the individual establishments, but a STAC I.D. card must be presented in all cases. For information, contact the Director of Student Activities.

RESIDENCE LIFE

The Office of Residence Life is committed to establishing a positive atmosphere in the student residence life community, which presently consists of the Aquinas Village and McNelis Commons residence life complexes. This positive atmosphere complements the academic experience. Through the efforts of the Residence Life staff, students have the opportunity to grow in life skills such as assertiveness, mediation, wellness, how to respect and celebrate difference, how to develop self-esteem and how to succeed academically. In addition, the Office of Residence Life coordinates both social and educational events to facilitate the development of supportive communities. Opportunities are provided through the Resident Assistant position and Residence Life Council for the development of leadership skills.

RESIDENCE LIFE STAFF

The Associate Dean for Student Development, who resides on campus in the McNelis Commons residence life complex, is responsible for all residence life facilities operating smoothly, safely, and efficiently. The Associate Dean supervises all residence life staff, and works closely with Campus Safety and Security, Dining Services, Cleaning Services, and the Facilities Department. The Office of Residence Life is located on the upper level of the Romano Student Alumni Center.

RESIDENT ASSISTANTS

Resident Assistants (RA) are full-time undergraduate students who have lived on a college campus for a minimum of one academic year. The RA assumes a variety of responsibilities. They act as a resource person, develop and implement educational, social, wellness programs related to the College's mission and the goal of creating a positive living environment. The RAs are also responsible for ensuring that the college's rules and regulations are adhered to and respected, and often encourage the resident students to assist in the process. The RAs receive training in many areas including counseling, crisis management, communication, health and safety, and campus resources. A RA staff member is on duty each weeknight and every weekend throughout the semester.

PROFESSIONALS

There are two residence life staff professionals who reside on campus within the Aquinas Village and McNelis Commons residence complexes. The staff professionals act as a resource to assist resident students, resident assistants, campus safety & security, and any emergency situation. These staff professionals are very good resource people concerning information about the college community. A staff professional is on duty each weeknight and every weekend of the semester.

STAFF ON DUTY

A resident assistant and professional staff member is on duty every day of the week throughout the academic year.

SERVICES

PARKING

All residence life students who will have a vehicle on campus must display the proper residence life parking decal to occupy a space in any of the designated parking areas of the college community. Our McNelis Commons residence life complex has limited space as well as the Aquinas Village residence complex. The McNelis Commons spaces are assigned based on class status (ex: Seniors, Juniors, Sophomores) with seniors receiving first priority. The Aquinas Village parking spaces are not assigned and are available on a first come, first serve basis.

The Office of Campus Safety and Security distributes parking permits for all resident student vehicles. In order to obtain a parking permit, the resident student must present proof of vehicle registration. If a resident student fails to register or park in the designated area, then the Campus Safety personnel will issue a ticket for each violation. All violations after the first violation for the semester will be doubled. Parking fines are placed directly on the student's bill.

TELEPHONES

COMMON AREA

Each unit has a common area phone. The number for each unit is available on the unit display. Our telephone system allows the resident student to make unlimited calls throughout campus and to receive incoming calls. Any long distance call must be made using a calling card number provided by the resident student. The college does not provide a long distance service for the resident students.

LAUNDRY ROOM

There are two laundry facilities for resident students within our residence life complexes. The McNelis Commons residence complex Laundry Room is located opposite Building 2 and Aquinas Village residence life complex laundry room is located in building 2 after Unit 206. Each laundry room is open from 6 a.m. until 12 a.m. All residence students are granted access into the Laundry room through their SPARTAN CARD. All machines accept the SPARTAN CARD. If a machine is not working properly, please report this information to the Office of Residence Life.

BULLETIN BOARDS

All residence life units contain a bulletin board where important Residence Life information is posted.

MAIL

All resident students are assigned a mailbox located on the lower level of the Romano Student Alumni Center. Mail may be obtained during normal operating hours of the Romano Student Alumni Center.

Student mail should be addressed:

Student Name
St. Thomas Aquinas College
McNelis Commons Unit _____
130 Route 340
Sparkill, NY 10976 - 1053

Or

Student Name
St. Thomas Aquinas College
Aquinas Village Unit _____
125 Route 340
Sparkill, NY 10976-0300

GYMNASIUM/FITNESS CENTER

Hours for open gym and regularly scheduled intramural and recreational activities will be posted throughout the academic year.

MAINTENANCE REQUESTS (WORK ORDERS)

All requests for maintenance repairs for residence life units including telephones should be reported to the on duty resident assistant for processing. Requests should be specific as possible, i.e., location, problem. **EMERGENCY** repair requests such as a bathroom flood should be reported immediately to Facilities at ext. 4395 or after normal operating hours to Campus Safety & Security at ext. 4080.

MANDATORY WORKSHOPS/SEMINARS FOR RESIDENT STUDENTS

All residence life students will be expected to attend mandatory workshops and seminars sponsored by Office of Residence Life staff during the academic year. Students must sign in for these workshops. We feel the content of the workshops/seminars will enrich the quality of the student's life on campus and enhance the chances of academic success.

ROOMMATE BILL OF RIGHTS

The College's mission challenges students to become responsible citizens who will exemplify the principles of cooperation, mutual respect, and who will help shape a diverse world community. Resident life provides ample opportunities to live out these aspects of the mission. Learning to cooperate, negotiate, and facilitate in relationships are daily challenges. Rights of roommates are points worth discussing on a regular basis.

Relationships with roommates will continue to challenge all of us and mutual respect is key to our goal of creating "a positive living environment." As with all rights comes responsibility.

1. The right to read and study free from undue interference in your room.
2. The right to sleep without undue disturbance from noise, guests, roommates, etc.
3. The right to expect roommates will respect each other's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.

7. The right to host guests at an agreed upon time, and with the expectation that guests are to respect the rights of the host's roommate(s) and other resident students.
8. The right to be free from fear or intimidation, physical and/or emotional harm.
9. The right to refuse requests without having to feel guilty or selfish.
10. The right to feel or express anger.
11. The right to expect reasonable cooperation in the use of the telephone, television, cooking facilities and a commitment to honor agreed upon payment procedures.
12. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable when any roommate feels it necessary to involve a residence life staff member in such discussion.

POLICIES

It is the responsibility of each resident student to be aware of these residence life policies and adhere to them. Any violation of the policies can result in disciplinary action ranging from a verbal warning to removal from residence.

GENERAL CAMPUS SAFETY AND SECURITY

Be sure to lock your door at all times to protect yourself and your belongings. The College is not responsible for loss of any belongings from any of the residences. It is suggested that you carry an insurance policy to cover your personal belongings while living in the residence. Insurance can be available through homeowner's insurance or any insurance company who provides insurance to college students. Report any thefts to the Campus Safety staff and residence life staff. While we strive to establish a positive community spirit, it is a fallacy to believe that thefts will not occur.

FIRE SAFETY

The College treats fire safety with DEADLY seriousness. As a result, VIOLATIONS FOR FIRE SAFETY POLICIES WILL RESULT IN STRICT SANCTIONS. Anyone found responsible for violating our fire safety policies could face up to removal from residence and face serious legal action by the law.

Each unit and/or bedroom is equipped with smoke detectors, carbon monoxide alarms and fire extinguishers. DO NOT TAMPER with them. Use them only for an actual fire. The fire extinguishers are located in the common area of each unit.

Report any fires, however small, immediately to the Office of Campus Safety & Security (845-398-4080).

Any cooking appliances found in the units will result in confiscation and serious disciplinary action.

Do not overload your electrical outlets. You may use a multi-outlet power strip. Retail surge protectors/power strips are designed for only light loads such as computers, printers, and low amperage equipment. They are not to be used for fans, coffeemakers, and equipment with similar loads. Use only surge protectors that have an internal circuit breaker. With these the breaker will trip to prevent fire, if over loaded or shorted. All units should be UL (Underwriters Laboratory) or Electrical Testing Laboratories approved. Cases of counterfeit labeling have been encountered, so to ensure your safety, purchase electrical cords and items from a reputable vendor rather than at discount stores. Use of extension cords is allowed only to extend the length of a cord and not to use three appliances in one outlet.

SMOKE DETECTORS

Smoke detectors are your most immediate and direct protection from fire because smoke occurs before a fire begins. They are located in each unit within the common area and bedrooms.

DO NOT DISCONNECT THESE SMOKE DETECTORS OR YOU WILL FACE SEVERE DISCIPLINARY ACTION!

SPRINKLERS

The sprinkler system was installed to meet fire safety codes and for your total protection. The sprinklers are not to be tampered with. In addition to being financially responsible for any damage as a result of tampering, you could face up to removal from residence.

FIRE EXTINGUISHERS

Fire extinguishers are located in each unit within the common areas. In the event of a fire, pull the pin, aim extinguisher at the base of the fire, and pull the handle. The extinguisher is good for all types of fires (wood, grease, and electric). DO NOT tamper with your extinguishers unless there is an actual fire emergency.

FIRE LANE PARKING

A fire lane is posted in each of the two residence life complexes, AQUINAS VILLAGE and MCNELIS COMMONS. These lanes are installed to insure proper access for fire truck apparatus in case of any emergency. Do not park in these areas. Ticketing or towing by either our own Office of Campus Safety staff or the Orangetown police could be the result of parking in the fire lane zone.

FIREARMS, FIREWORKS AND EXPLOSIVES

Firearms and weapons of any kind are not permitted on campus. Their possession is a violation of New York State law. Likewise, fireworks and explosives of any kind (this includes simple firecrackers, bottle rockets and M-80s) are not allowed on campus.

ALCOHOL CONSUMPTION/DRUGS

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, St. Thomas Aquinas College has adopted and implemented programs and policies designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by College community members on College property or as part of any of its activities. Violations of alcohol and drug policies and laws will result in disciplinary action. Sanctions could include written

warnings, fines, alcohol and/or drug assessments, disciplinary probation, suspension and dismissal.

Students are responsible for compliance with all laws regarding possession and distribution of illicit drugs and alcohol. The College does not condone any violations of the criminal law, including underage drinking.

The College will enforce the laws on alcohol and drugs in private residence rooms if, for example, attention is drawn to the room because of noise, excessive numbers of people, intoxication, any violation of the rights of others or because of previous history from other possible violations.

It is each student's responsibility to understand and abide by the laws as outlined in the College Substance Abuse Policy. The College Drug and Alcohol Policy is binding on all undergraduate and graduate students.

PERTAINING TO THE RESIDENCE UNITS

The illegal use, sale, possession, manufacture, or purchase of narcotics, drugs, any controlled substance is strictly prohibited. The use of alcohol within our residence life community is under the guidance of the college's Substance Abuse Policy which is located on page 76 of this Student Handbook.

Students under the age of 21 years old: All alcoholic beverages are strictly prohibited in residence units, rooms, halls, adjoining corridors and other public areas of the McNelis Commons and Aquinas Village residence life complexes. In appropriate circumstances, the College may enter a private residence room for the purpose of enforcing federal, state, local laws and College policy.

Students who are 21 years old or over: All alcoholic beverages can be consumed under the guidelines of the college's Substance Abuse Policy which is located on page 76 of the Student Handbook within our McNelis Commons and Aquinas Village residence life complexes. In appropriate circumstances, the College may enter a private residence room for the purpose of enforcing federal, state, local laws and College policy.

Any structure, which has by its appearance, the function of serving alcohol is prohibited in residence rooms, adjoining corridors and other public areas of the McNelis Commons and Aquinas Village. Examples of such are structures with chairs, stools and empty alcohol containers. All alcohol advertisements are restricted from any common area of residence life. First violation of this policy will result in a referral to a judicial meeting. Subsequent violations will result in sanctions up to and including expulsion or termination and referral for prosecution.

Any paraphernalia that promotes drug usage is prohibited at the College. If a student is found to be in possession of such, this will be considered a violation of College policy and will result in sanctions up to and including expulsion or termination and referral for prosecution.

INTOXICATION IN OUR COMMUNITY

Intoxication, whether by alcohol or illicit drugs and whether public or private, is a violation of the standards of the College and is subject to College discipline. Resident Assistants and Staff

Professionals (under the supervision of the Associate Dean for Student Development) and Campus Safety Personnel (under the supervision of the Director of Campus Safety and Security) are responsible for monitoring intoxication occurring in the McNelis Commons and Aquinas Village residence complexes.

Incidents of intoxication occurring in the residence life area will be adjudicated at a judicial hearing. Violations outside of college's residence life area and/or repeated violations could result in sanctions up to and including expulsion or termination and referral for prosecution.

POSSESSION AND TRANSPORT OF ALCOHOL ON CAMPUS

No person may possess or transport alcoholic beverages in any public area of the campus, i.e. parking lots and college residence life areas. Alcohol may not be provided to those who are underage. "Provide" means: sell, lend, give, exchange, barter or furnish in any way. Any violations of the policy could result in disciplinary sanctions up to and including expulsion or termination and referral for prosecution.

KEGS AND BEER BALLS

Kegs and beer balls are not allowed anywhere on College property, except in places that are duly licensed by the State of New York. Any student involved in a violation of this regulation will receive a mandatory fine of two hundred and fifty dollars (\$250). In addition, any student involved in a violation of this regulation may be subject to sanctions, up to and including, expulsion or termination and referral for prosecution. All kegs and taps will be confiscated.

St. Thomas Aquinas College is committed to promoting the physical, intellectual, social, ethical and spiritual development of the College Community; and in continuing its efforts to meet those commitments, will provide ongoing health promotion, risk reduction, intervention and referral to treatment in connection with the unlawful possession, use and distribution of alcohol and other drugs, as cited in this policy.

SMOKING

No smoking is permitted in **ANY** of the rooms within the college residence complexes. Any student found to be violating this policy could face disciplinary action up to and including expulsion or termination of residence privileges.

CANDLES/INCENSE

Candles and incense are not permitted in any residence life unit. Any student found to be violating this policy could face disciplinary action up to and including expulsion or termination of residence life privileges.

HOVERBOARDS

Due to safety concerns regarding fire safety and operator safety, Hoverboards are not permitted anywhere on the STAC Campus. The term "Hoverboards" includes but is not limited to self-balancing scooters, battery operated scooters, hands- free segways & electric powered skateboards.

PROHIBITED ITEMS FOR FIRE AND SAFETY REASONS:

- * Items placed on or over smoke/heat detectors/sprinkler heads
- * Items too close to smoke/heat detectors/sprinkler heads within 18" of the ceiling

- * Multiple electrical connectors (other than circuit breaker equipped outlet strips)
- * Halogen lamps
- * Pets
- * Water beds, water-filled furnishings
- * Lofts
- * "Hoverboards" includes but is not limited to self-balancing scooters, battery operated scooters, hands- free segways & electric powered skateboards.
- * Hot plates, toasters, toaster ovens, space heaters, candles, fireworks, incense, flammable liquids, lighter fluid, kerosene, propane, gas, electric or charcoal grills
- * Excess trash/combustibles
- * Irons without an automatic shut-off

ROOM AND COMMON AREA DECORATION

While students are permitted to decorate their rooms, obscene or inappropriate pictures, signs, articles, etc. may not be displayed in any room or window. Pictures, objects and decorations, etc. must conform to the ideals and values expressed in the college's mission statement and must be in good taste. In addition any decoration must be meet fire safety standards. The Associate Dean for Student Development and professional staff members are authorized to judge conformity, or the lack of it.

TELEVISION/STEREO/RADIO VOLUME

To help foster a climate of respect for the college community, all audio sounds must be contained within the student's room. Stereos, radios and televisions are not to be heard outside the student's room. The noise level should not infringe on other person's personal space.

UNIT SECURITY

Resident students are responsible for keeping their doors and windows in a safe and secure manner. Each student is issued a door key or electronic key (and in most cases a closet key) exclusively for her or his personal use. **UNAUTHORIZED POSSESSION, DUPLICATION OR LENDING OF KEYS OR ACCESS CARDS IS STRICTLY PROHIBITED.**

WINDOWS AND SCREENS

Screens and the window panes may not be removed from the window frames. Removal of the screens could result in a fine and/or other sanction.

COURTESY/QUIET HOURS

Courtesy hours are in effect 24 hours a day. Quiet hours are in effect from 10 p.m. - 10 a.m. To help foster a climate of respect for the college community, all audio sounds must be contained within the student's room. Students bothered by excessive noise are asked to take initial responsibility for contacting the residents who are generating the noise. If the noise persists, then the RA on duty or **CAMPUS SECURITY** staff may be contacted. Failure to comply with courtesy/quiet hours could result in sanctions. **NOTE: The Town of Orangetown has a noise ordinance in effect as of 10 p.m. every night of the week.**

ROOM CHANGES

Room changes will not be honored during the first three weeks of the semester. Room changes are only permitted with the final approval from the Associate Dean for Student Development.

However, prior to that approval, an RA should be contacted and a meeting arranged among all of the students involved mediating the situation. After this process, the RA will contact the Residence Life Professional to intervene in the situation if there is no compromise between the students. The Residence Life Professional would make a recommendation to the Associate Dean for Student Development to make the final decision if these steps don't result in a resolution.

GUEST POLICY

Evening Access to Campus

Under normal circumstances, beginning at 9:00 pm nightly, access to campus is monitored by Campus Safety Officers in booths at the entrance to the main campus and the McNelis Commons. Individuals who do not possess a St. Thomas Aquinas identification card will be required to produce identification upon request, and register as visitors.

Late Night Access to Campus

Under normal circumstances, beginning at 12:00 am nightly, access is restricted to those individuals who live on campus and to their registered guests. These guests will be issued a visitor's pass (wristband) which must be clearly displayed.

Visitors to Residence Facilities

A "visitor" is defined as anyone (including other STAC students) who is not a resident of that unit. Resident students are responsible for the conduct of their visitors, both registered and unregistered. All Non-STAC visitors must be escorted by a resident student. Unregistered overnight guests will be asked to leave campus immediately. The College reserves the right to limit visitation for any person at any time and/or declare a nonmember of the College community "persona non grata" when his/her presence is considered detrimental to the welfare of the College community. An individual declared "persona non grata" is not permitted on college property.

Late Night Guests

The College believes that late night guests are an infringement upon the privacy and convenience of the person/s sharing the space. Late night guests should only occur on a limited and infrequent basis. The consent of all roommates sharing the space should be agreed upon before the late night guest is registered with the Office of Campus Safety. One (1) guest per resident student is permitted between 12:00 a.m. & 8:00 a.m. Late night guests must be issued an overnight guest pass by 12 a.m. for the night the individual is staying. No guest is permitted to stay more than two consecutive nights. No guest may stay overnight more than four times in each semester. Resident student hosts assume all responsibility for the conduct of their visitors while on campus. There are NO VISITORS permitted during the first week and the last two weeks of each semester.

Visitor(s) Behavior

Consideration, common sense and mutual respect for the rights of others needs to be exercised by all college resident students and any visitor/guest they may have, including those just

visiting for brief period of time. It is not acceptable for any visitor (including other STAC students) to store books, clothing, sleeping bags or any other items in the residence life units. All visitors are bound by the College's policies. Those visitors/guests, whose behavior in the residence units infringes upon the rights and liberties of another student, will be dealt with in a serious manner. The College reserves the right to dismiss any visitor/guest who is unwilling or unable to meet the expected standards of behavior.

FURNITURE

All college owned furniture must remain inside the assigned rooms and units. Furniture removal from the assigned space within the unit\room is not permitted. Personal furniture (Recliners, Sofas, etc.) is not permitted in the residence units. Any personal furniture documented in a unit\room will be confiscated and the student/s documented to be in violation of this policy and could face disciplinary action up to and including expulsion or termination of residence privileges.

PETS

No pets (including fish) are permitted. Any student found to be violating this policy will face disciplinary action up to and including expulsion or termination of residence privileges.

PERIODS OF RESIDENCE LIFE CALENDAR

1. Periods of "Regular Housing": The traditional Fall and Spring semester. The Aquinas Village and McNelis Commons residence life complexes are open and housing ALL resident students. ALL RESIDENT STUDENTS ARE REQUIRED TO SELECT A MEAL PLAN.
2. Periods of Alternative Housing: The periods of the calendar year which include special academic sessions (winter interim, pre-summer, summer, and post-summer sessions), Spring Break, Thanksgiving Break and periods between academic sessions when the College is open but classes are not in session. These periods provide special challenges, as a wide variety of students (those enrolled in a special class sessions, international students, student workers, student teachers, and student-athletes) traditionally request on-campus housing.

The following is the policy, which will address all possible requests received during these periods:

The College will offer alternative housing during these periods to any eligible student, defined as:

- a. any student enrolled in a course (3 credit minimum)
- b. any student-worker who has received permission from the Vice President of an area
- c. any student-athlete with permission of the Athletic Director and referral to the VP and Dean for Student Development
- d. any student with "international status" (as defined by the college)

Additionally, any student who meets any of the above criteria will be considered eligible for alternative housing only if he/she:

- a. is currently a resident student at the time the alternative housing application is made

- b. and he/she is a student "in good standing" (i.e. has not been held responsible for violating college policy which has resulted in the forfeiture of alternative housing privileges)

The application for alternative housing must be received by the Associate Dean for Student Development 30 days prior to the anticipated move-in date.

Alternative housing will be available only in units designated by the Office of Residence Life. The number of available beds is limited and the number of beds available will change from alternative session to session. The College cannot guarantee a bed to any student for any alternative session.

The per-diem rate for alternative housing is made available through the Office of Residence Life.

Supervision of alternative housing will be the responsibility of the Office of Residence Life. If any current resident student requests on-campus housing during an alternative session and none is available, the resident student should consider off-campus housing in the local area.

INTERNATIONAL STUDENTS

International students residing on-campus will be housed either in the McNelis Commons or Aquinas Village residence life complexes. International students will be permitted a short grace period of stay due to travel requirements.

During periods of "Alternative Housing", international Students will be housed in a residence life complex and supervised by the residence life staff. The per-diem rate for International Students, who choose to remain on-campus during periods of alternative housing, is available through the Office of Residence Life.

STUDENT-ATHLETE HOUSING

No housing preference is given to student athletes.

STUDENT VIOLATORS

Any student, who violates any College and/or Residence Life policy, as stated in the Residence Life section and Policies and Procedures section of the Student Handbook, will have a documented incident report and referral to the appropriate Code of Conduct process based on the alleged policy violation.

UNIT CLEANLINESS (OUTSIDE AND INSIDE)

As stated previously, the bathrooms and common areas are cleaned on a weekly basis by the cleaning staff. YOU and your suite mates are responsible for removing garbage as needed and maintaining the inside and outside of your unit in clean and healthy manner throughout the academic year. That means when the garbage bag(s) are full they must be removed by you. Garbage is NOT to be piled up. It is suggested that you organize an unit schedule for garbage removal and other household tasks with your suite mates. Dumpsters are located near each of the residence life buildings. Unclean and unhealthy unit\room conditions, common area space, and in front of the unit could result in monetary fines and/or additional sanctions.

DAMAGE TO YOUR APARTMENT AND BEDROOM

It is expected that you will take care of your furniture, walls, carpet, appliances, window screens, etc. in your residence unit. You are responsible for these items for the entire academic year. When you leave your residence life unit during any alternative period, it is expected that your residence will be in a well-maintained order.

Your room and the common area have been inspected prior to your arrival to determine their condition. On a monthly basis your unit will be inspected for damages and health/safety conditions, there is a special damage assessment record and billing that occurs after each of these inspections. You will be held financially responsible for any damages, which occur throughout each semester. Because you are regarded as a responsible adult, any deliberate acts of vandalism within your residence could result in disciplinary action.

Shared responsibility not only applies to household tasks but is also applicable to damages. If damage occurs in a common area of the residence it is the responsibility of all residents to discuss the situation and determine who should accept responsibility for the damage. If this communication does not occur, the bill for the damage will be distributed among all residents. Ultimate responsibility for bedroom damage must be borne by the individuals who reside in the bedroom.

Posters and other wall hangings should be hung with thumbtacks. TAPE, NAILS, GLUE OR ANY OTHER FORMS OF ADHESIVE ARE NOT PERMITTED.

You are also responsible for damages, which occur to your front doorway area (screens, windows, door jams, etc.). Should another individual render damage to your front doorway, report this information immediately or you will be held responsible.

REPAIRS

Report all repair requests (light bulbs, leaky faucets, etc.) to the On-Duty RA who will process the requests. **DO NOT HANDLE REPAIRS YOURSELF.** The facilities personnel are the only staff authorized to do repairs. All requests must first be reported to the Office of Residence Life except for emergencies.

KEYS AND ACCESS CONTROL

Keys to your room and closet are issued at check in. Report any lost key(s) immediately to the Office of Residence Life and/or Campus Safety. There is a \$50 fee for each lost key or access card (SPARTAN ID CARD). There is a possible \$500 fee to change all locks within the unit if necessary. Do not lend your key(s) to anyone. You are fully responsible for the use of your assigned keys or access card (SPARTAN ID Card). Violation of this policy is a serious safety and security issue and will be dealt with accordingly.

LOCKED OUT OF YOUR ROOM/RESIDENCE

Please notify either Campus Safety and Security (845-398-4080) to assist you in gaining access to your unit. Resident students who have been locked out more than two times in an academic year will be charged a \$10 fine for each recurring time. Please remember to take your keys and/or access card (SPARTAN ID Card) with you!

POLICIES & PROCEDURES SECTION

GENERAL REGULATIONS ON CONDUCT

STAC expects that each student will behave lawfully, maturely, and responsibly and that his/her behavior will not be detrimental to the orderly conduct of the College's function as an educational institution.

BASIC HONOR CODE

The St. Thomas Aquinas College community expects of its members the highest level of personal integrity based on respect for one's self and one's associates. Enrollment at the College pre-supposes the student's willingness to accept the rules and regulations set down for the common good. Academic dishonesty - cheating on examinations, plagiarism, etc. - is considered a serious violation of the College honor code. So, likewise, is behavior, which indicates an irresponsible disrespect for the rights of others. The College reserves the right to take disciplinary action, up to and including expulsion, against any student whose conduct is at variance with the ideals and objectives of the College.

STUDENT CODE OF CONDUCT

General Regulations

St. Thomas Aquinas College requires all students to adhere to certain policies and regulations. These regulations and the accompanying disciplinary procedures are designed to ensure that the rights of the community and its members are protected, and that the educational process may proceed without impairment.

St. Thomas Aquinas College policies and regulations call for a high degree of personal responsibility on the part of every student. Students have an obligation to know and follow the regulations of St. Thomas Aquinas College. These policies apply to any location where a student is engaged in a college activity.

Students are responsible for actions of their guests within the context of this code. Any student assisting in the alleged violation of any provision of this Code may be charged as a responsible participant.

The College reserves the right to amend the code and/or College rules and regulations at any time, pending proper notification of changes to the community.
Code of Conduct violations may result in any of the described disciplinary sanctions.

The following Student Code of Conduct should be read broadly and is not designed to define misconduct in exhaustive terms. Also prohibited are violations of any College rule, regulation or policy as stated in the College catalogue, posted on College bulletin boards, contained in student contracts or otherwise published or promulgated by the College.

The following actions are prohibited by this Code:

A. ALCOHOL AND OTHER DRUGS

1. Violation of College Substance Abuse Policy
2. Smoking
In accordance with the Rockland County law, smoking is prohibited in all college buildings including residence units.
3. Possession of drug paraphernalia

B. PROPERTY

1. Theft of any property or services from another person, group of people, or St. Thomas Aquinas College
2. Damage, destruction or misuse of college property, facilities, or services
3. Trespassing upon or forced entry on St. Thomas Aquinas College premises
4. Embezzlement, fraud, or procurement of money, goods, or services under false pretenses
5. Informed possession, purchase or receipt of stolen property, money or services
6. Issuance of any check, which lacks sufficient funds for its payment
7. Unauthorized use and/or abuse of college computer systems, access codes, or restricted computer services area
8. Tampering with locks and duplication or unauthorized use of college keys

C. HARASSMENT AND ABUSE

1. Assaulting, striking or in any way threatening or causing physical harm to another
2. Any form of sexual, racial, ethnic or religious harassment
Sexual Harassment is governed under the College's Gender Based Sexual Misconduct Policy. Refer to that policy for more information.
3. Any conduct which threatens the health and safety of any person
4. Any instance of sexual misconduct/assault
Sexual Misconduct and assault are governed under the College's Gender Based Sexual Misconduct Policy. Refer to that policy for more information.
5. Hazing activities, whether by an individual or an organization

6. Any instance of disorderly or lewd conduct
7. Harassment of college officials (included, but not limited to security and resident assistants) acting within the scope of their duties
8. Slanderous, false or malicious statement (s) about a person or defamation of character which results in or risks a change in reputation, job, academic record\standing or award

D. ORDERS AND DIRECTIONS

1. Violation of College Visitation and other residence life policies
2. Falsely reported information entered on an administrative record or presented at and administrative hearing
3. Failure to comply with the reasonable direction of any college official and\or their authorized agent(s) acting in the performance of their duties
4. Any willful act with the intent of interrupting any service provided by the institution
5. Knowingly using or furnishing false information or identification upon request
6. Failure to provide College personnel with adequate identification upon request
7. Non-compliance with a summon to appear at a disciplinary hearing
8. Fleeing the scene of an incident
9. Providing false information or testimony during a disciplinary hearing
10. Gambling on campus

E. SAFETY

1. Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment
2. Operation of a vehicle in violation of traffic rules or in a manner which endangers persons or property
3. Ejecting objects from windows of College buildings or vehicles
4. Endangerment of the health and safety of self and\or others
5. Propping or tampering with doors to prevent them from closing or locking
6. Parking in non-designated or restricted areas such as sidewalks, lawns, fire lanes or handicapped parking areas

7. Personal use or possession or storage of fireworks, fire crackers, smoke bombs, or any other explosive device
8. Use or possession, transport or storage of firearms, air guns, BB guns, paint ball guns, hoverboards " includes but is not limited to self-balancing scooters, battery operated scooters, hands- free segways & electric powered skateboards or any other dangerous weapon
9. False 911 calls
10. Failure to evacuate during a fire alarm or emergency

DISCIPLINARY PROCEDURES

Purpose

The purpose of the College disciplinary procedures is to adjudicate violations of college rules and regulations. The disciplinary process should be an educational experience that rests upon fairness and the right to due process.

Adjudication of Non-Academic Matters: Due Process

When a Code of Conduct violation is charged, due process is observed as follows:

A student accused of violating the Code of Conduct shall be notified in writing of the specific charge(s) against him or her and shall have the opportunity, within a reasonable amount of time, for a hearing to discuss the charge(s). This hearing shall consist of a meeting between the accused student and the Vice President and Dean for Student Development or a designated hearing officer at which time the accused student shall have the opportunity to present his or her full and final version of the facts. Refusal or failure to appear at this hearing will not impede the adjudication process and judgment will be made based on the available evidence and testimony.

Administration

The Board of Trustees vests in the President the authority to hear and resolve final appeals in any matter. The Vice President and Dean for Student Development is responsible for supervising the disciplinary system. All alleged infractions of the Student Code of Conduct policies are referred to the Office of the Vice President and Dean for Student Development.

Disposition of Infractions

Disciplinary action usually begins with the witnessing by campus security, residence life staff member, a member of the college administration, faculty, staff or other student of conduct which appears to violate a college policy, rule, or regulation. Any individual wishing to report an incident must notify either the Vice President and Dean for Student Development, the Associate Dean for Student Development, and/or the Director of Campus Safety & Security of the alleged infraction. An individual may be requested to submit a written complaint providing additional detail.

The Vice President and Dean for Student Development reserves the right to act in the best interests of the college community in situations that threaten the health, welfare, and safety of students, College personnel and property. The Vice President and Dean for Student Development has the authority to adjudicate those very serious violations of College policy which require immediate attention.

All other complaints are forwarded to the Campus Judicial Officers who initiate the campus disciplinary procedure. The Campus Judicial Officers are members of the professional staff in Student Development appointed by the Vice President and Dean for Student Development.

Standard of Proof

The standard of proof in College disciplinary procedures shall be "preponderance of the evidence"--meaning that it is more likely than not that the alleged violation took place.

DISCIPLINARY SANCTIONS

St. Thomas Aquinas College response to policy\rule\code of conduct violations may include the following sanctions, among others:

- A. Reprimand** - the student is told verbally that his\her behavior was inappropriate and that behavioral changes are expected.
- B. Written letter of warning** - the student is sent a written letter warning him\her that behavior changes are expected. The letter is placed in the students file in the Office for Student Development and may be removed according to conditions specified by the Vice President and Dean for Student Development.
- C. Formal probation** - this action is considered a more stringent written letter of warning issued in response to more serious or frequent violations of rules and regulations. The probation status is issued for a stated period of time and may include specific restrictions on the student.
- D. Residential review** - a sanction that places the student under warning that at the next violation of College policy, rules or regulations, he\she may be ineligible for on-campus housing for the next term.
- E. Residential relocation** - a sanction that moves a student to another area of on-campus housing.
- F. Removal from residence** - this action removes the student from on-campus housing either permanently or temporarily.
- G. Disciplinary Probation** - a sanction consisting of a written statement to a student offender that he\she has violated a particular College policy, rule or regulation, and that further violations may likely result in a more severe sanction, such as suspension or dismissal.

The student shall not hold office in any student group or organization. If deemed appropriate,

the student may also be subject to restriction of privileges as described below:

Violation of any of the terms of disciplinary probation may subject a student to immediate suspension or expulsion (dismissal) from the College.

H. Disciplinary suspension - a sanction consisting of a written statement to a student offender that he\she has violated a particular College policy, rule or regulation, Suspension shall mean exclusion from classes, from presence on campus and from all other privileges or activities for a definite period of time.

Disciplinary suspension is recommended by the Vice President and Dean for Student Development and forwarded to the President for consideration.

The statement of suspension shall be placed in the student's file in the Office of the Vice President and Dean for Student Development and may be removed according to conditions specified by the Office of the Vice President and Dean for Student Development.

In cases of suspension a student must reapply for admission by writing a letter of request to the President.

I. Expulsion - a sanction consisting of a written statement to a student offender that he\she has violated a particular college policy, rule or regulation. Expulsion shall mean immediate dismissal from the college.

Expulsion is recommended by the Vice President and Dean for Student Development and forwarded to the President for consideration.

The statement of expulsion shall be placed in the student's file in the Office of the Vice President and Dean for Student Development and may be removed according to conditions specified by the Office of the Vice President and Dean for Student Development.

J. Restrictions of Privileges and imposition of Special Conditions - Students may also have their privileges restricted or special conditions imposed upon them. Such restrictions and/or imposed conditions may be implemented as "stand alone" sanctions, or in combination with other sanctions. The restrictions and/or imposed conditions may include any action that the Vice President and Dean for Student Development believes is appropriate in the situation. Examples include but are not limited to:

- Be prohibited from participating in specified, or all extracurricular activities
- Be prohibited from being present in areas on campus where alcohol is served.
- Be prohibited from being present on particular parts of the campus (i.e. residence halls).
- Be prohibited from being on campus at specified times.
- Be suspended or dismissed from on-campus residence.
- Be prohibited from having conduct with specific individuals ("Stay Away Orders").
- Be required to complete an educational project.
- Be required to complete community service or restorative activities.
- Be required to pay restitution or compensation.

- Be required to undergo a psychological or psychiatric evaluation.
- Be required to meet with specified College employees.
- Be required to provide appropriate medical documentation.

STUDENT JUDICIAL RECORDS

Policy Statement

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides regulations regarding the access, review, amendment, and disclosure of student educational records. Student judicial records are included in the definition of educational records. The requirements of this law with respect to student judicial records are covered in the information, which follows.

Access

Any student has the right to inspect his or her own judicial file. The information contained therein will be made available to the student upon written request forwarded to the Vice President & Dean for Student Development.

No one outside the College shall have access to the student's records nor will the College disclose any information from these records without the written consent of the student, except under those circumstances that are permitted by FERPA. Students are advised that potential graduate schools or employers may request information on disciplinary status. Under the FERPA regulations, the College may disclose a student's records to school officials of another institution in which a student seeks to enroll. However, judicial materials will not be sent to any employer unless the student specifically authorized the College to do so in writing.

Within the College community, only those members individually or collectively acting in the student's educational interest are allowed access to student records.

It shall be the responsibility of the Vice President & Dean for Student Development in response to any authorized inquiry to inspect the records of any student, and to provide an explanation in writing, if necessary, as to the nature and severity of any violation in which the student in question has been sanctioned.

Maintenance of Records

When a student is found responsible for violating the College's Code of Conduct a disciplinary file for the student is created. This file contains all information pertinent to any and all proceedings in which the student has been involved. Each subsequent time a student is found responsible for violating regulation; his or her record is used in determining a sanction. The records of any student contained in the judicial file shall be maintained by the Office for Student Development until the student's graduation from the College, at which time it will be destroyed. An exception will be made to this policy, however, in those instances where the judicial proceedings resulted in a student's suspension or expulsion (dismissal) from the College. In such a case, a notification will appear on the student's record, and the documents containing the relevant sanction will be maintained to substantiate this notation.

Good Standing

Only matriculated students pursuing degree programs who are not under academic or disciplinary probation will be eligible for office in a student organization. This includes appointed as well as elected offices.

Off-Campus Conduct Policy

Whether on or off campus, students are expected to adhere to the code of conduct established by St. Thomas Aquinas College. This applies to students in St. Thomas Aquinas College off-campus housing as well as students dwelling in non-College sponsored off-campus housing. The College reserves the right to investigate and subsequently apply College discipline in certain off-campus situations, which impact the College community.

Possession and Surrender of ID Cards

Every registered student at St. Thomas Aquinas College is required to carry the College Identification Card at all times while on campus and to surrender it upon the request of clearly identified College personnel (this includes campus safety officers) in the performance of their duties.

Identification cards are available in the Office for Student Development. In the event the ID card is lost or the student withdraws from the College, he/she must report the loss, theft, or withdrawal immediately to the ID Office (Romano Student Alumni Center, Office for Student Development).

Appeal Process

A. Appeal to the Vice President and Dean for Student Development

1. A student receiving a sanction by the decision of the Adjudication Officer (A.O.) in a case of violating the student code of conduct may appeal the decision to the Vice President and Dean for Student Development.
2. Upon official notification of a decision by the A.O., the student shall have (5) business days to submit an appeal in writing to the Vice President and Dean for Student Development.
3. Appeals must be based on one or more of the following grounds:
 - a. New evidence is available which was not reasonably available at or before the time of the student's last presentation to the A.O.
 - b. A procedural error occurred which can be shown to have had a detrimental effect on the decision of the A.O.
 - c. It is the opinion of the student that the decision of the A.O. imposes inappropriate sanction(s) having no reasonable relationship to the offense(s) committed.
4. A meeting will be scheduled between the appellant and Vice President and Dean for Student Development.

5. The Vice President and Dean for Student Development of the College, having met with the appealing student shall notify the student of his/her decision within ten (10) business days of their meeting.

6. The Vice President and Dean for Student Development of the College shall notify the A.O. regarding the filing and outcome of the appeal.

ACADEMIC INTEGRITY

Academic integrity is a commitment to honesty, trust, fairness, respect and responsibility in an academic community. An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service. Honesty begins with oneself and extends to others. Such a community also fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

An academic community of integrity establishes clear standards, practices and procedures and expects fairness in the interactions of students, faculty and administrators. We recognize the participatory nature of the learning process and we honor and respect a wide range of opinions and ideas. We all must show respect for the work of others by acknowledging their intellectual debts through proper identification of sources. An academic community of integrity upholds personal accountability and shared responsibility.

Academic integrity is essential to St. Thomas Aquinas College's mission to educate in an atmosphere of mutual understanding, concern, cooperation and respect. All members of the College community are expected to possess and embrace academic integrity. Academic dishonesty is any behavior which violates these principles.

ACADEMIC DISHONESTY

St. Thomas Aquinas College strictly prohibits academic dishonesty. Any violation of academic integrity policies which constitutes academic dishonesty will be subject to harsh penalties, ranging up to and including dismissal from the College. Set forth below are a series of examples of academic dishonesty and the process utilized by the College in addressing cases of academic dishonesty, including the process to be followed by faculty members in filing an academic dishonesty allegation, and the process followed by students who might seek to challenge a determination by the College that he/she engaged in academic dishonesty.

I. EXAMPLES OF ACADEMIC DISHONESTY

The following behaviors are examples of academic dishonesty.

Cheating

- Giving unauthorized help on a test or other academic exercise.
- Accepting unauthorized help on a test or other academic exercise.
- Attempting to obtain unauthorized help from another student on a test or other academic exercise.
- Copying from another student's work.
- Allowing another student to copy from your work.
- Using unauthorized materials during a test or other academic exercise, such as a textbook,

notebook, calculator, or specifically prepared items such as notes written on paper, clothing, furniture or oneself.

- Fraudulently obtaining copies of tests, such as from offices, waste receptacles, or students who have previously taken the test.
- Giving test questions or test answers to other students who have not yet taken that test.
- Obtaining test questions or test answers from other students who have already taken that test.

Plagiarism

Plagiarism is representing someone else's work or ideas as one's own, and occurs when appropriate credit is not given to the original source. Note that plagiarism can be intentional as well as unintentional behavior, and information sources refer to both print and electronic media.

Furthermore, Section 213-b of the New York State Education Law prohibits the sale of term papers, essays, and research reports to students enrolled in a college.

Examples of plagiarism including the following.

- Failing to indicate direct quotations.
- Failing to indicate the source of direct quotations.
- Failing to indicate the source of paraphrased material.
- Copying another's data files or computer programs and presenting them as one's own.
- Submitting work which was written or prepared in whole or in part by another person.
- Purchasing or attempting to purchase work written or prepared by another.
- Borrowing or attempting to borrow work written or prepared by another and presenting it as one's own.

Deception

- Signing a name other than one's own on any document, such as a registration form or letter of recommendation.
- Intentionally presenting false information on any document, such as a registration form or letter of recommendation.
- Taking or attempting to take a test for another person.
- Allowing another person to take a test in one's place.
- Falsifying data for labs, experiments, and research projects.
- Listing reference sources which have not been used.
- Inventing reference sources.
- Unauthorized multiple submissions of papers and other academic exercises (e.g., submitting the same paper in two different classes without the permission of all instructors involved).
- Lying to an instructor or other College official (e.g., intentionally misrepresenting the reason why one has missed an examination).
- Aiding another student in academic misconduct.

II. PROCESS FOR HANDLING CASES OF ACADEMIC DISHONESTY

A. The individual faculty member has authority and jurisdiction within the faculty member's class.

1. When confronted by an instance of academic dishonesty, the faculty member may fail the student on the concerned question, testing instrument, or for the course as a whole, as seems appropriate to the offense in the judgement of the faculty member. Other academic penalties may be imposed, such as repeating a test instrument, as the faculty member sees fit. Prior to imposing any penalty, the Provost and faculty member should consult with the division chair and the Office of the Vice President for Academic Affairs to determine whether a previous case of academic dishonesty is relevant to the situation under consideration.

2. When an instance of academic dishonesty results in a penalty by the faculty member, the faculty member must inform the Division Chair and the Provost & Vice President for Academic Affairs (VPAA) in writing of the student's name, the date, a brief description of the offense (e.g., cheating on mid-term exam), and the penalty imposed. The faculty member shall provide a copy to the concerned student. Confidential records of such events will be maintained by the Chair and the Provost & VPAA.

B. If a second offense of academic dishonesty by the same student is encountered, the faculty member shall refer the case in writing, with copy to the concerned student, through the Division Chair and Provost & VPAA to the Academic Standards Committee of the Faculty (ASC), which will determine whether suspension or dismissal or other penalty is appropriate. Pending the resolution of the matter, should it be necessary to report a grade, the faculty member shall record "NGR"- "No Grade Reported" - for the student on the relevant instrument or in the relevant course; no final grade in the concerned course will be reported for the student until the ASC's or the President's decision has been rendered. The faculty member will be consulted regarding the appropriated grade to be granted.

C. If anyone encounters any case of academic dishonesty which is egregious, the procedure described in paragraph B, immediately above, may be directly implemented.

D. Students who have been found guilty of academic dishonesty are not eligible to be inducted into honor societies.

III. APPEALS FROM DETERMINATIONS OF ACADEMIC DISHONESTY

A. Appeal to the Division and to the Academic Standards Committee.

If the student wishes to appeal a determination of academic dishonesty by a faculty member, appeal may be made, in writing, first to the chair of the division sponsoring the course and, second, to the ASC.

B. Appeal to the President

A student receiving a penalty by the decision of the ASC in a case of academic dishonesty may appeal the decision to the President of the College.

1. Upon official notification of a decision by the ASC, the student shall have (5) class days to submit an appeal in writing to the President.

2. Appeals must be based on one or more of the following grounds.

a. New evidence is available which was not reasonably available at or before the time of the

student's last presentation to the ASC.

b. A procedural error occurred which can be shown to have had a detrimental effect on the decision of the ASC.

c. The decision of the ASC is clearly in error when viewed in light of the information presented to the ASC or the decision imposes inappropriate sanction(s) having no reasonable relationship to the offense(s) committed.

3. The President of the College, having met with the appealing student, the Provost & VPAA, and the Vice President and Dean for Student Development, shall notify the student of the President's decision within five (5) class days, unless special circumstances make that impracticable.

4. The President of the College shall notify the Provost & VPAA of appeals which originate through the President's office.

DISRUPTIVE STUDENT BEHAVIOR

In Academic Classrooms or Faculty Offices St. Thomas Aquinas College expects that each student will behave lawfully, maturely, and responsibly and that his/her behavior will not be detrimental to the orderly conduct of the College's function as an educational institution.

Students are prohibited from engaging in disruptive behavior in classes and faculty offices. Disruptive behavior includes verbal and/or physical conduct which tends to interrupt to the extent of stopping or preventing the normal continuance of a class or of a meeting in a faculty member's office.

In the event that a student engages in disruptive behavior in a class or a faculty member's office, the College may require the student to leave the site of the incident, impose conditions upon the student's resumption of ordinary relations with the faculty member of class, and/or take such other appropriate action as may be warranted in the discretion of the College.

Other College procedures and directives may apply to related topics, such as disruptive behavior outside of classrooms and faculty offices and disciplinary action that may result from occurrences of disruptive behavior.

1. First occurrence of disruptive behavior by a student

a. The faculty member should direct that the student leave the classroom or office immediately and that the student should arrange an appointment with the Division Chair and keep that appointment before returning to the faculty member's class or office.

1). If the student complies in leaving the classroom or office, the Division Chair should specify in writing the conditions under which the student may resume normal relations with the class or faculty member.

2). If the student does not comply with the directive to leave the classroom or office,

the faculty member immediately should contact the Office of Campus Safety and ask that members of the Campus Safety staff escort the student from the classroom or office or, if necessary, cause the student to be removed there from.

b. The faculty member should inform in writing the Division Chair, the Provost & Vice President for Academic Affairs, and the Vice President and Dean for Student Development of the event and briefly describe what happened.

2. Second or Subsequent Occurrences of Disruptive Behavior by a Student

a. If the faculty member judges that a direct request to the disruptive student to leave the classroom or office would be futile or inappropriate under the circumstances, or if such a direct request is not respected, the faculty member should immediately contact the Office of Campus Safety and ask that a member of the Campus Safety staff escort the student from the classroom or office or, if necessary, cause the student to be removed there from.

b. The faculty member should inform in writing the Division Chair, The Provost & Vice President for Academic Affairs, and the Vice President and Dean for Student Development of the event and briefly describe what happened.

3. Instances Where the Assistance of Members of the Campus Safety Staff is required to remove a Student

a. In any instance of disruptive behavior resulting in a required departure or removal from a classroom or faculty office through the assistance of members of the Campus Safety staff, the concerned student shall meet with the Vice President and Dean for Student Development prior to the student's next attendance of the concerned class or meeting with the concerned faculty member.

b. This meeting shall afford the student an opportunity to present the student's explanation of the events leading to the required departure or removal and shall provide the Vice President and Dean for Student Development an opportunity to gather more information regarding the incident.

c. The condition under which the student may resume normal relations with the concerned class or faculty member will be determined by the Vice President and Dean for Student Development and the Provost & Vice President for Academic Affairs in consultation.

SUBSTANCE ABUSE POLICY

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, St. Thomas Aquinas College has adopted and implemented programs and policies designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by College community members on College Property or as part of any of its activities.

St. Thomas Aquinas College maintains a firm commitment to provide a safe and healthy environment for its students. In keeping with this commitment, the College has joined a network of other institutions throughout the country, the Network of Drug Free Colleges and Universities which have agreed to maintain a drug-free campus. In addition to adhering to the standard established by that group, the College's substance abuse policy complies with the regulations set forth in the Drug-Free Schools and Communities Act Amendments of 1989.

Violations in alcohol and drug policies and laws will result in disciplinary action. Sanctions could include written warnings, fines, alcohol and /or drug assessments, disciplinary probation, loss of housing, loss of extracurricular privileges, suspension, and dismissal. Student organizations also may be sanctioned for violations of these policies and laws.

Students and employees are responsible for compliance with all laws regarding possession and distribution of illicit drugs and alcohol. The College does not condone any violations of the criminal law, including underage drinking.

Enforcement of the College Substance Abuse Policy will occur in residence life units and rooms when, for example, attention is drawn to the room because of noise, excessive numbers of people, intoxication or any violations of the rights of others. All residence life units will be "visited" daily by Resident Assistants and/or Campus Safety officers.

It is each student's and employee's responsibility to understand and abide by the laws as outlined in the College Substance Abuse Policy. The College Drug and Alcohol Policy is binding on all undergraduate and graduate students and College employees.

Alcoholic Beverages Policy

Federal law requires that in order for an institution of higher education to receive federal funds, it must adopt and implement a program to prevent the possession, use, or distribution of illegal or illicit drugs and alcohol by students and employees. In keeping with the foregoing, all students are required to strictly adhere to the standards of conduct outlined below.

a) Alcoholic Beverages:

In keeping with the laws of New York, college policy regarding alcoholic beverages is as follows:

- 1) It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume

or transport any alcoholic beverage.

2) It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.

3) It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Office for Student Development. All individual students or guests in any student room must be of legal age (21 years or older) when alcohol is present.

Alcohol is prohibited in all public areas, including, without limitation, porches, lounges, stairs, lobbies, classrooms, hallways, and offices. In those situations in which exceptions are made, the college reserves the right to require additional procedures to ensure safety and responsible consumption.

Alcoholic beverages are not allowed in the Student Activities programs on campus unless during an event where all in attendance are of age and the sponsoring group has received the explicit written permission of the Vice President and Dean for Student Development.

b) Alcohol Containers and Quantities:

This section regulates the amount of alcohol a student who is 21 or older may possess in our residence halls or while on college property. The essential elements of that policy are as follows:

1) No kegs or beer balls, or the number of cases and/or bottles or cans of alcohol that equal the volume of these containers, are permitted in the residence halls or on college property.

2) No alcoholic punch/mix/concoction is permitted in the residence halls or on college property.

3) No student may possess more than one total unit in any combination of the following list of alcohol unit amounts:

- One gallon of wine.
- One liter of hard liquor or natural or distilled spirits used or intended for consumption.
- One case of beer or malt products (24 12-ounce bottles or cans).
- One case of wine coolers or similar alcoholic products (24 12-ounce bottles or cans).

Bulk amounts and common sources of alcohol are strictly prohibited for individual and

campus organizations unless provided by a third-party vendor and approved by and registered with the Office for Student Development. Examples of bulk amounts and common sources of alcohol are kegs and beer balls or jug wines. Alcohol used in violation of college policy will be confiscated.

Empty alcohol containers and paraphernalia— including wine bottles, beer cans/bottles, liquor bottles of any size, shot glasses, beer bong and funnels—are prohibited on college property, including those for decorative purposes.

STANDARDS OF CONDUCT

1. The illegal use, sale, possession, manufacture, or purchase of illegal drugs or alcohol is strictly prohibited.

2. There shall be no alcohol beverages served or consumed at any on-campus College events or functions except under the specific exceptions listed below:

A. Alcoholic Beverages are prohibited on college properties and at all college functions with the following exceptions:

1. Specifically stated Administrative/Staff functions: Faculty/Staff Dinner Dance and the Faculty/Staff Holiday Party.

2. Other college functions as approved by the President.

3. DRUNKENNESS AND INTOXICATION

Intoxication, whether of alcohol or illicit drugs and whether public or private, is a violation of the standards of the College and is subject to College discipline.

4. POSSESSION AND TRANSPORT OF ALCOHOL ON CAMPUS; PROVISION TO MINORS

No person may possess or transport alcoholic beverages in any public area of the campus, i.e. parking lots, college housing, or common areas. Alcohol may not be provided to those who are underage.

5. KEGS AND BEER BALLS

Kegs and Beer Balls containing alcoholic beverages are not allowed anywhere on College property. Any student involved in a violation of this regulation will receive a mandatory fine and additional sanctions. All kegs and beer balls will be confiscated.

WELLNESS

St. Thomas Aquinas College is committed to promoting the physical, intellectual, social, ethical and spiritual development of the college community. In continuing its efforts to meet these commitments, the College will provide on-going health promotion, risk reduction, intervention and referral to treatment in connection with the unlawful possession, use and distribution of alcohol and other drugs, as cited in this policy.

1. HEALTH RISKS ASSOCIATED WITH ABUSE OF ILLICIT DRUGS AND ALCOHOL

For information about the health risks associated with the use of alcohol and drugs, please stop by the Office of Student Life, the College Health office, or the Office of Counseling & Psychological Services for detailed printed information.

2. COUNSELING & PSYCHOLOGICAL SERVICES

Abuse of drugs and alcohol may lead to marked impairment in social, familial, and vocational functioning, as well as causing significant health problems.

Students at St. Thomas Aquinas College who are concerned with these issues are urged to contact a counselor at Counseling & Psychological Services (Romano Student Alumni Center). Confidential individual, group, and family counseling is available at the Center. Treatment for alcohol and/or substance abuse problems often involves referral to services in the community that specialize in Substance Abuse treatment.

Individuals who are trying to maintain sobriety may be referred to appropriate support groups, as are individuals who are suffering because a friend or family member is abusing drugs or alcohol.

COLLEGE DISCIPLINARY SANCTIONS

A student or employee who violated the College's Substance Abuse Policy will be subject to disciplinary sanctions up to and including expulsion or termination and referral for criminal prosecution by law enforcement authorities.

The President and the Vice President & Dean for Student Development may impose disciplinary sanctions such as:

- written warnings
- monetary fines and/or restitution
- work assignment/community service
- referral for assessment and/or counseling
- probation (sports/student activity participation)
- suspension from campus housing
- expulsion from campus housing
- suspension from the college
- expulsion from the college
- suspension from employment.

APPEAL

Each student has the right to appeal any sanction incurred as a consequence of a Substance Abuse Policy violation.

BIENNIAL REVIEW OF POLICY

The College will review its Substance Abuse Policy every two years in order to: (1) determine its effectiveness and implement changes to the Policy if necessary; and (2) to ensure that the disciplinary sanctions described therein are consistently enforced.

LEGAL SANCTIONS

Both Federal and State law make it a criminal offense to manufacture, distribute, dispense or possess with intent to manufacture, distribute, dispense or simply possess a controlled substance. See Title 21 U.S. Code 801, et. Seq. And New York State Public Health Law, 3306. Controlled substances are defined by the schedules contained in 812 of the Title 21 of the U.S. Code and New York State Public Health Law, 3306.

The New York State Penal Law makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs. The drugs to which this law applies include marijuana and those listed in the schedules contained in the New York State Public Health Law 3306.

The possible sanctions for the violations of Federal and State law depend upon the particular offense violated. The various offenses are premised on aggravating factors which include the type and quantity of drugs involved. Depending upon the particular aggravating circumstances involved, violations of said law may include sanctions ranging from community service to a monetary fine and/or a term of imprisonment.

It is a violation of New York State Penal Law 240.40 for a person to appear in public under the influence of narcotics or a drug other than alcohol to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity. It is also a violation of New York State Penal Law 260.20 (d) (4) for a person to give or sell an alcoholic beverage to a person less than twenty-one years old.

Any person who operates a motor vehicle intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or by drugs in violation of Vehicle and Traffic Law 1192 is subject to suspension or revocation of driving privileges in the state as well as a fine and a possible term of imprisonment.

For detailed information on Federal and State Trafficking Penalties, or for further details concerning federal, state and local legal sanctions, please visit the Office of the Vice President and Dean for Student Development.

LOCAL LAW

Open Container: It is a violation of the Town of Orangetown, Local Law No. 2 to possess, carry or transport any alcoholic beverage in an open bottle or open container, in or upon any public sidewalk, street, highway, parking lot or public park or on any grounds owned or under the control of a public school district within the Town of Orangetown. The possible penalties include a fine and imprisonment.

GENDER-BASED AND SEXUAL MISCONDUCT POLICY

INTRODUCTION

Members of the College community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

This policy is intended to cover incidents of gender based and sexual misconduct (GBSM) which are defined by the College as non-consensual contact, non-consensual sexual intercourse, or sexual exploitation. Sexual Harassment, which we broadly define as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating an employment or academic environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be, is further defined in the College's Anti-Harassment Policies as published in the Student Handbook and in the Employee Manuals, both available for viewing on the College's website.

The College strongly opposes all forms of gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, sanctions and/or other appropriate action will be employed to reasonably ensure that such actions are not repeated. This policy has been developed to prevent sexual violence, end such conduct when it occurs, prevent its recurrence and address its effects, reaffirm these principles and provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

All allegations of GBSM and/or retaliation as defined in this policy may be reported to the Title IX Officer or designated Deputy Coordinator, to a member of the Office of Campus Safety and Security, or to any employee to whom the complainant feels comfortable making a report. Please refer to Section III of this policy for specifics. All reports of potential incidents of GBSM and/or retaliation shall be forwarded promptly to the Title IX Officer (or designated Deputy Coordinator) as stated in Section III below.

SCOPE OF THE POLICY

This policy applies to allegations of GBSM by students and employees of St. Thomas Aquinas College in situations in which the College has control over the context of the incident, control over the respondent, and the behavior is so severe, pervasive, and objectively offensive that it can be said to deprive the complainant of access to the educational opportunities or benefits provided by the institution. See also Section II, below.

The administration, faculty and staff of St. Thomas Aquinas College firmly believe and act upon the principles of prevention education. Education begins in orientation and continues throughout the year.

I. Prohibited Conduct

A. Discrimination

St. Thomas Aquinas College adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. The College does not discriminate against students, faculty, staff, and other beneficiaries on the basis of race, color, national origin, gender, age, sexual orientation, disability, marital status, genetic predisposition, carrier status, veteran status, or religious affiliation in admission to, or in the provision of its programs and services. The Section 504 Coordinator, the Title IX Coordinator, and the Age Act Coordinator is Mrs. Maria Coupe, the Director of Human Resources, Borelli Hall 206E, ext. 4044.

B. Sexual Misconduct

This policy prohibits any and all forms of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. The definition of consent below will be used in the interpretation and application of this policy:

Affirmative Consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create *clear* permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Consent is active, not passive. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially

given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

More specifically, under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for one's self, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state in which a person cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent (*e.g., to understand the "who, what, when, where, why, or how" of a sexual interaction*). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking of an incapacitating substance. Under New York State law, a person is incapacitated if the person is temporarily incapable of appraising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee. In addition, according to NYS law, a person cannot give consent if he/she is under 17 years of age.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy in the sense that sexual activity without consent violates this policy regardless of the sexual orientation or gender identity of the individuals involved.

The following definition of force is provided to clarify when consent is not given:

Force. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce acquiescence (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

- o Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to obtain consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The fact that one party did not engage in resistance does not establish the absence of force by another party. Sexual activity facilitated by a use of force is by definition non-consensual. However, the use of force is not the only factor that may render sexual activity non-consensual. For example, in order to give effective consent, one must be of legal age.
 - o Sexual activity with someone who one knew to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state in which someone cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of “club” drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB (Gamma Hydroxybutyrate), Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at

<http://www.drugabuse.gov/drugs-abuse/club-drugs>

- NOTE: Use of or impairment by alcohol or other drugs will never function as a defense for any behavior that violates this policy.

For reference to the pertinent state statutes on sex offenses, please see: **Addendum A**, below, New York State Penal Code 130.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation
- Relationship Violence
- Stalking

1. Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner whether directly or through clothing, with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, clothed or unclothed.

2. Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral, or vaginal)
- however slight
- with any object
- by a person upon another person

- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

3. **Sexual Exploitation**

Defined as:

- taking non-consensual or abusive sexual advantage of another; and
- the conduct does not fall within the definitions of non-consensual sexual intercourse, or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:
 - o sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed)
 - o taking photographs, video recording, or audio recording of another in a sexual act or in any other private activity without the consent of all persons involved in the activity
 - o exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent)
 - o engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection
 - o administering alcohol or drugs (such as "date rape" drugs) to another person without the person's knowledge or consent
 - o invasion of sexual privacy
 - o prostituting another student
 - o exposing one's genitals in non-consensual circumstances; inducing another to expose his/her genitals
 - o sexually-based stalking and/or bullying may also be forms of sexual exploitation

4. **Relationship Violence**

Defined as:

Violence between those in an intimate relationship (this includes romantic, dating, or domestic relationships). Examples include, but are not limited to:

- o physical assault between two people in a current or prior intimate relationship who do not live together (Dating Violence)

- o physical assault between two people in an intimate relationship who live together (Domestic Violence)

See **Addendum A** below for the definition of Domestic Violence and Dating Violence under New York State law.

5. **Stalking**

Defined as:

A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear or suffer substantial emotional distress.

Examples include, but are not limited to:

- o sending multiple unwanted text messages, phone calls, or electronic communications

- o following, watching, photographing, or otherwise tracking an individual without his or her permission

- o sending unwelcome gifts, notes, or other items to another person

See **Addendum A** below for a definition of Stalking under New York State law.

C. Retaliation

The College seeks to create an environment in which its students and employees are free, without fear of reprisal, to use its procedures to determine if there has been a violation of their rights. Any act of retaliation will result in appropriate disciplinary action.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of his/her participation in that protected activity. Retaliation against an individual for alleging a violation of their civil rights, supporting a complainant, or for assisting in providing information relevant to a claim, is a serious violation of the this policy. Acts of alleged retaliation should be reported immediately to the Title IX Officer or Deputy Coordinators.

D. Other Offenses

This policy prohibits other offenses of sexual misconduct and/or of a retaliatory nature not included in the previous sections, as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person
- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the complainant in a protected class, may be pursued using this policy and process

E. Confidentiality

Confidentiality with respect to a person accused of having violated the sexual misconduct policy is governed by the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. FERPA provides that personally identifiable information maintained in the educational records of an institution shall not be disclosed, except as otherwise specified by law.

II. Jurisdiction

This policy applies to allegations of sexual misconduct and retaliation that take place on STAC property or at College-sponsored events, regardless of their location. This policy may also apply to allegations of sexual misconduct and retaliation that occur off-campus or to actions online when the Title IX Officer or Deputy Coordinator determines that the off-campus or online conduct could have an on-campus impact or impact on the educational mission of the College. Such impact includes:

- Any action that constitutes a criminal offense as defined by federal, state, or local law;

- Any situation where it appears that the respondent may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

The College's power to impose sanctions against a respondent may be limited if the respondent was a guest, visitor or trespasser who is not subject to the College's jurisdiction.

III. Complaint Resolution Process

The College will respond to any alleged violation of this policy received by the Title IX Officer or Deputy Coordinators, from the claimant or any responsible reporter. This section outlines ways in which offenses may be reported by individuals choosing to pursue complaint options.

A student or employee may file a complaint against a student or employee for allegedly violating the sexual misconduct policy. The term "student" includes all persons who have gained academic admission to the College, as well as persons who presently are taking or auditing courses at the College. For purposes of this policy, the College in its discretion also may treat as students individuals who presently are not enrolled at the College, but who have a continuing relationship with the College closely akin to that of a student. The term "employee" includes any person who is a faculty member, administrator/professional or support staff member or any other person employed by the College.

A. Confidentiality and Reporting of Offenses

St. Thomas Aquinas College endeavors to address reports of sexual misconduct and retaliation in as private and confidential a manner as possible and, particularly when confidentiality is requested, will make every effort to safeguard the identities of individuals who seek help and/or report sexual misconduct and/or retaliation. While requests for confidentiality can be respected in most cases, the College cannot honor a request for confidentiality that is made to a responsible reporter in circumstances in which doing so would prevent the College from taking steps necessary to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. See Section III.A.4, below. In such circumstances, the College may need to investigate an incident and take action once an allegation is known, whether or not the reporting individual chooses to pursue a complaint. The College's Title IX officer, or in the absence of the Title IX officer a Deputy Title IX Coordinator, shall evaluate and make determinations concerning such confidentiality

requests. Provision also is made in this policy for reporting to certain confidential sources. See Section III.A.3, below.

When a report is made, personally identifiable information (name of complainant, name of respondent, etc.) may be initially withheld in cases where the complainant is hesitant to come forward. Subsequently, campus officials may need additional information. The College's Office of Campus Safety and Security in conjunction with the Title IX Officer or Deputy Coordinator will conduct an initial inquiry, looking for any sign of pattern, predation, violence, or threat. When such exists, institutional action may be required in an effort to ensure campus safety. No employee should ever promise absolute confidentiality, except as described below in Section III.A.2. Reports may be private, but not confidential, as described below in Section III.A.3. Reports to Campus Safety and Security and/or Title IX officials do not obligate the complainant to file any criminal or college conduct charges.

The College will not pursue disciplinary action against the alleged complainant of sexual misconduct, or against another student who shares information as either a witness to or as a reporter of sexual misconduct, for his or her improper use of alcohol or other drugs as long as the report is made in good faith. This safe harbor applies only to incidents of alcohol and/or drug use directly related to the circumstances surrounding the alleged sexual misconduct under GSBM investigation.

Complaints and reports should be made as soon as possible after an incident. Options for filing a report include:

1. Anonymous and Third Party Reporting

The Title IX Officer and Deputy Coordinators and Campus Safety & Security accept anonymous and third-party reports of conduct alleged to violate this policy and will follow up on such reports. If reported to Campus Safety & Security, that office shares such reports with the Title IX Officer or Title IX Deputy. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Officer or Deputy Coordinators and where applicable, Campus Safety & Security, to investigate and respond as appropriate. The ability of the College to investigate an anonymous or third party report may be limited unless sufficient information is provided.

2. Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with counselors, health service providers, complainant services advocates, domestic violence resources, local

or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor). These sources will submit anonymous statistical information for timely warning and Clery Act purposes. If a reporting party is unsure of a resource's ability to maintain confidentiality, the reporting party is advised to ask them before talking to them. Dr. Lou Muggeo, Director of Counseling and Psychological Services; Ms. Eileen Mastrovito, Director of Health Services; and Rabbi Daniel Pernick, Campus Minister are the three confidential reporters currently employed by the College.

The Office of Counseling and Psychological Services for students, the Employee Assistance Program for employees and the Center for Safety and Change for everyone, are available to help free of charge and can be seen on an emergency basis during their hours of operation.

3. Private Reporting

Reports to College employees who are not confidential resources listed above in Section III.A.2. will be treated with the maximum possible privacy. If a reporting party is unsure of a resource's ability to maintain privacy, the reporting party is advised to ask them before talking to them. The resource will be able to explain the resource's reporting obligations and help a reporting party make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible under the circumstances and efforts will be made to protect privacy to the greatest extent reasonably possible.

However, the College reserves the right to investigate and pursue resolution when it is deemed necessary to protect the interests of the College community. A student or employee who initially requests privacy and who requests that the College not investigate or pursue resolution later may request that the College investigate and pursue resolution. Reports filed with Campus Safety and Security will be noted in a log that is made public within two (2) business days of the date of the report. No names or other information that could reveal the identity of the individuals involved will be made public in the Campus Safety and Security log.

4. Formal Reporting

You may report an incident to any College employee with whom you are comfortable speaking. They will help you connect with the Office of Campus Safety and Security and the Title IX Officer to begin the College's process.

You have the right and can expect to have incidents of sexual misconduct taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

We strongly recommend that complainants report the incident to Campus Safety and Security since its personnel are on campus 24 hours each day and immediately begin to address the situation. However, if you feel more comfortable reporting it to the Title IX officer, Deputy Title IX Coordinator, another College employee or an RA, once you formally report an incident, the College official to whom you reported it is obligated to notify the Title IX Officer, who will initiate an investigation.

Filing a formal complaint under the College's procedure will not obligate the complainant to pursue the complaint to a final determination nor will it subject the complainant to scrutiny or judgmental opinions from any College personnel involved in the investigation and/or resolution of the complaint.

Filing a report will:

- Ensure that a complainant receives assistance in securing medical treatment and tests should they desire to seek care
- Provide the opportunity for collection of evidence
- Assure the complainant is provided with information on how to access free confidential counseling

When a sexual misconduct/assault complainant contacts the Title IX Officer, Title IX Coordinator or Office of Campus Safety and Security or another College administrator, it is up to the complainant to determine if a law enforcement agency is contacted. The individual to whom the complaint was made will provide the complainant with a pamphlet outlining the resources available to the individual.

5. Criminal Reporting

If someone is in immediate danger or just became a victim of a crime call 9-1-1. In a non-emergency situation, contact the local police authority. Some acts of sexual misconduct may constitute crimes, such as sexual assault or stalking. Allegations of criminal conduct should be reported to law

enforcement even when it is not clear whether the conduct rises to the level of a crime. Regardless, law enforcement can assist with obtaining medical care, getting immediate law enforcement response and protection, connecting with complainant advocate services and counseling support, initiating a criminal investigation as appropriate and answering questions about the criminal process. Students have a right to file simultaneously a criminal complaint with law enforcement and a sexual misconduct complaint with the College.

B. Informal Resolution Process

Informal resolution is an alternative to the formal complaint resolution process. The Title IX Officer will determine whether informal resolution is appropriate based on the willingness of the parties and the nature of the alleged conduct. Sanctions generally are not pursued as the result of an informal resolution process, though the parties may agree to appropriate remedial actions. The Title IX Officer will keep records of any resolution that is reached. The College reserves the right to terminate the informal resolution process if information received indicates that a formal investigation or other remedial actions or sanctions may be necessary and appropriate.

It is not necessary to pursue informal resolution first in order to make a formal complaint, and any participant in an informal resolution process may stop that process at any time and request to continue through the formal process.

C. Formal Resolution Process

The College will strive to investigate complaints and make determinations as expeditiously as possible. Absent extraordinary circumstances the process from intake of complaint to final disposition, excluding any appeals, ordinarily will be completed in 60 days. The Title IX Officer may grant extensions when extenuating circumstances arise.

1. Filing a Complaint

Any individual who believes that this policy has been violated should contact the Title IX Officer or any Title IX Deputy Coordinator, or Office of Campus Safety and Security.

Following receipt of notice or a complaint under this policy, the Title IX Officer or Deputy Coordinator will make an initial determination as to whether the information has merit to reasonably indicate there may have been a violation of College policy. An investigation will be pursued if there is sufficient information to

suggest a likelihood of a policy violation, a pattern of misconduct, and/or a perceived threat of further harm to the community or any of its members. If the complaint does not appear to allege a policy violation then the complaint will not proceed to a plenary investigation.

When an investigation is commenced, individuals trained in GBSM investigations from Campus Safety & Security will lead the investigation, and as appropriate be aided by the Title IX or Deputy Title IX Coordinator.

Fact finding may be placed on hold temporarily at the request of law enforcement. Initial notice of an inquiry may be provided to the person complained against during a preliminary inquiry or during any additional fact finding.

a. Complaint Intake By Title Officer, Title IX Deputy Coordinators or Campus Safety & Security Personnel

The complaint intake process generally would include:

- Describing the purpose of the investigation and the interview
- Reviewing the institutional policy(s) at issue, if known
- Providing information on resources available to the complainant
- Emphasizing the non-retaliation policy if appropriate
- Review the privacy and anonymity policies
- Interviewing parties
- Interviewing witnesses
- Compiling statements
- Verifying statements
- Gathering/obtaining documentation
- Testing medical evidence
- Research
- Drafting a report

b. Interim Action

Where appropriate, the College may implement interim and/or protective actions upon notice of alleged GSBM or retaliation. Such actions are not based upon a determination of responsibility for conduct violative of this policy or as punishment. Rather, they are implemented when the College determines that they are necessary to, for example, prevent inappropriate interaction between a complainant and an individual accused of violating this policy, prevent retaliation or the recurrence of alleged misconduct, defuse a hostile educational environment, etc.

When practicable, the College endeavors to conduct preliminary interviews with the complainant and the individual accused of violating this policy before implementing interim actions.

Because interim actions are not based upon a determination of responsibility, the College strives to craft interim actions in a manner that causes the minimum disruption to the educational activities of the individual accused of violating this policy that is necessary to achieve those objectives. Since additional information may become available to inform judgments concerning the necessity or continuing necessity for interim actions as procedures under this policy progress, determinations concerning interim actions are subject to review in the discretion of the College. Individuals affected by interim actions may address requests for the modification of actions to the Title IX Officer.

In instances in which it ultimately is determined that this policy has been violated with respect to any member of the community, guest, or visitor, the College may implement additional prompt remedial and/or disciplinary sanctions, as appropriate.

Interim actions may include but are not limited to: no contact orders, no trespass notices, the provision of counseling and/or medical services, academic support, living arrangement adjustments, the provision of a campus escort, academic or work schedule and assignment adjustments, safety planning, and referral to campus and community resources.

The College may suspend, on an interim basis, a student or student organization or place an employee on administrative leave pending the

completion of the investigation and related procedures. Violation of interim actions will be grounds for disciplinary action.

During an interim suspension or administrative leave, a student or employee may be denied access to College housing and/or the College campus, facilities, academic and other activities or events, either entirely or with specific restrictions. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on a respondent student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to ensure as minimal an impact as possible on a respondent employee.

2. Notice of Charges

Once an investigator has been assigned, written notice of the allegations will be provided to the parties involved.

3. Investigation

If a complainant wishes to pursue a formal complaint or if the College determines an investigation is necessary, the Title IX Officer will assign an investigator promptly after determining that a complaint should proceed. The College's objective is to conduct thorough and unbiased investigations, which generally will entail interviews with relevant parties and witnesses, and the collection of other available evidence. The College strives to complete investigations as expeditiously as is practicable. The College may be required to suspend witness interviews and some investigative activities for a limited period of time if and when requested by law enforcement. With such limitations, the College's process generally will continue regardless of the status of civil or criminal charges involving the same incident.

a. Student Withdrawal While Charges Pending

Should a responding student decide to withdraw from the College and/or not participate in the investigation and/or administrative review process, the process nonetheless will proceed to resolution in the student's absence and that student will not be permitted to return to the College unless any and all remedial actions have been satisfied. The Title IX Officer will continue to act to promptly and effectively remedy the effects of the conduct upon the complainant and the community.

b. Employee Resignation While Charges Pending

Should a responding employee resign while allegations are pending, the records of the Title IX Officer will reflect that status. Should an employee decide to leave and not participate in the investigation and/or administrative review process, the process nonetheless will proceed to resolution in the employee's absence and that employee will not be permitted to return to the College's employ unless any and all remedial actions have been satisfied. The Title IX Officer will continue to act to promptly and effectively remedy the effects of the conduct upon the complainant and the community.

At the conclusion of the fact finding process, a report/summary is prepared and submitted to the Title IX Officer and, as appropriate, Deputy Title IX Coordinator.

4. ADMINISTRATIVE REVIEW

The Title IX Officer will forward the investigative report/summary to an Administrative Reviewer or his /her designee should he/she be unable to review the matter due to unavailability or conflict of interest. The Administrative Reviewer shall review complaints, factual summaries, or other written submissions and, after hearing and considering the accounts of the parties and witnesses, recommend to the Title IX Officer an outcome (that is, whether or not the respondent is responsible for a violation of this policy) and, if appropriate, sanctions. In matters related to students, the Administrative Reviewer shall be Maria Coupe, Associate Director of Human Resources. In matters involving employees, the Administrative Reviewer generally shall be a Vice President other than the Vice President to whom the employee reports. Conflicts of interest involving the Administrative Reviewer should be disclosed and any allegations of a conflict of interest should be raised and resolved on a timely basis. The Administrative Reviewer will have training and/or experience in handling complaints, including sexual harassment and misconduct complaints, as well as in administering the College's policies and procedures. Individuals qualified by training and/or experience may serve, as necessary, as investigators, mediators, or Administrative Reviewers, but cannot assume more than one role in a single matter.

An administrative review is not a formal trial; therefore, the Administrative Reviewer may ask to convene a review session at which all parties and their supporters are present. The Administrative Reviewer asks the questions, etc., not the parties involved. Formal rules of evidence are not applicable to this

process. The Reviewer may ask for written statements instead of appearances, and take other reasonable action, such as use of remote technology for party or witness appearances in order to expedite the review or ensure fairness. Both parties may make a statement and submit questions to the Administrative Reviewer for consideration. The Administrative Reviewer has the authority and responsibility to exclude testimony or information not pertinent to the complaint. Irrelevant testimony to be excluded includes past sexual history of the complainant. In his/her discretion, the Administrative Reviewer also may call any witnesses, or request that other pertinent information, be presented in his/her discretion. Review sessions will be recorded.

Witnesses are permitted in the room only when summoned by the Administrative Reviewer to provide a statement/evidence. Each party may be accompanied by a supporter of his or her choosing. The supporter may not be a witness and is permitted to attend, but not advocate or otherwise participate in the Administrative Review. The supporter may not ask questions, respond on behalf of the party, give any non-verbal signals to the party or present objections or arguments.

Complainant's and Respondent's Rights and Responsibilities connected to an Administrative Review:

1. To read the investigative report/summary in advance of the Administrative Review session;
2. To identify to the Administrative Reviewer in advance of the Administrative Review session witnesses who have relevant information that should be heard in the session;
3. To identify to the Administrative Reviewer in advance of the Administrative Review session questions to be asked of other parties and witnesses;
4. To identify to the Administrative Reviewer in advance of the Administrative Review session relevant documents or other evidence that should be considered in the session;
5. To invite a supporter of her or his choosing to accompany her or him to the Administrative Review;
6. To remain present throughout the proceeding (excluding deliberations);
7. Not to have to sit directly across from or next to the other party;

8. To respond to questions about the facts of the case posed by the reviewer;
9. Not to have the complainant's past sexual history or respondent's irrelevant past sexual history discussed during the proceedings;
10. To be informed promptly of the outcome of the Administrative Review; and
11. To keep the outcome of the Administrative Review confidential, except for required notifications.

The scheduling of administrative review sessions is consigned to the discretion of the Administrative Reviewer. To avoid delay in the process, the rescheduling of review sessions to accommodate scheduling conflicts of supporters generally should be avoided.

a. For Students

Following the review, the decision of whether a policy violation has occurred will be determined by applying the preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the alleged policy violation occurred. If, following the review, the decision is that no policy violation has occurred, the process will end after appropriate notifications are issued. Regardless of the outcome, the complainant, the respondent, and the Title IX Officer will be notified of the finding in writing.

If, following the Administrative Review, the student is found to have violated College policy, appropriate disciplinary sanctions will be recommended by the Administrative Reviewer to the Title IX Officer. The Title IX Officer will make the final decision on sanctions and notify the Administrative Reviewer, who in turn will make required written notifications with copies to the Title IX Officer.

b. For Employees

Following the review, the decision of whether a policy violation has occurred will be made by applying the preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the alleged policy violation occurred. If, following the review, the decision is that no policy violation has occurred the process will end after appropriate notifications are issued. Regardless of the outcome, the complainant, the respondent, and the Title IX Officer will be notified of the finding in writing.

If, following the Administrative Review, the employee is found to have violated College policy, appropriate disciplinary sanctions will be recommended by the Administrative Reviewer to the Title IX Officer. The Title IX Officer will make the final decision on sanctions and notify the Administrative Reviewer, who in turn will make required written notifications with copies to the Title IX Officer.

5. SANCTIONS

Sanctions will be determined by the Title IX Officer and forwarded to the Administrative Reviewer for implementation. As appropriate the Title IX Officer may consult with other College administrators.

Except in the case of oral reprimands, the affected students and employees will be notified in writing of the sanction. Copies of sanction correspondence related to students are maintained in the Office of Student Development files. Copies of sanction correspondence related to employees are maintained in the Office of Human Resources files.

Factors considered when determining a sanction may include:

- The nature and severity of, and circumstances surrounding, the violation
- The respondent's disciplinary history
- Previously founded complaints or allegations against the respondent involving similar conduct
- Any other information deemed relevant by the Title IX Officer
- The need to bring an end to the sexual misconduct and/or retaliation
- The need to prevent the future recurrence of sexual misconduct and/or retaliation
- The need to remedy the effects of the sexual misconduct and/or retaliation on the complainant and the community

a. Student Sanctions

Among others as appropriate, the following sanctions may be imposed upon students who have been found to have violated this policy.

- i. **Reprimand** - the student is told orally that his/her behavior was inappropriate and that behavioral changes are expected.

- ii. **Written letter of warning** - the student is warned that behavior changes are expected and that absent such changes additional consequences will result.
- iii. **Residential review** - the student is advised that any further violation of this policy or of any other College policy may render the student ineligible for on-campus housing for the next term.
- iv. **Residential relocation** – the relocation of a student to another area of on-campus housing.
- v. **Removal from residence** - this action removes the student from on-campus housing either permanently or temporarily.
- vi. **Disciplinary Probation** - the student is advised that any further violation of this policy will result in further sanctions. The probationary status continues for a stated period of time and may include specific restrictions on the student.

During such probation, the student generally shall not be permitted to hold office in any student group or organization. If deemed appropriate, the student also may be subject to restriction of privileges.

Additional restrictions or conditions also may be imposed. Further, modifications to the standard restrictions of disciplinary probation may be made on a case-by-case basis and only for extenuating circumstances.

Violation of any term of disciplinary probation subjects a student to immediate suspension or expulsion (dismissal) from the College.

- vii. **Disciplinary suspension** - the student is advised that he/she is being suspended due to a violation of this policy. Suspension shall mean exclusion from classes, from presence on campus and from all other privileges or activities for a definite period of time, but may include conditions that must be satisfied before active student status is resumed.
- viii. **Expulsion** - means immediate dismissal from the College.
- ix. **Restrictions of Privileges and imposition of Special Conditions** - Students also may have their privileges restricted or special conditions imposed upon them. Such restrictions and/or imposed conditions may be

implemented as “stand alone” sanctions, or in combination with other sanctions. Examples include but are not limited to being:

- Prohibited from participating in specified, or all extracurricular activities.
- Prohibited from being present in areas on campus where alcohol is served.
- Prohibited from being present on particular parts of the campus (e.g., residence halls).
- Prohibited from being on campus at specified times.
- Suspended or dismissed from on-campus residence.
- Prohibited from having contact with specific individuals (“Stay Away Orders”).
- Required to complete an educational project.
- Required to complete community service or restorative activities.
- Required to pay restitution or compensation.
- Required to undergo a psychological or psychiatric evaluation.
- Required to meet with specified College employees.
- Required to provide appropriate medical documentation.

b. Employee Sanctions

Sanctions for an employee who has been found to have violated this policy may include, but are not limited to:

- i. **Reprimand** - the employee is told orally that his/her behavior was inappropriate and that behavioral changes are expected.
- ii. **Written letter of warning** - the employee is warned that his/her behavior was inappropriate and that behavior changes are expected.
- iii. **Disciplinary Probation** - a sanction consisting of a written statement to an employee offender that he/she has violated a particular College policy, rule or regulation, and that further violations will result in a more severe sanction, such as suspension or dismissal.

- iv. **Reassignment** – indefinite or permanent involuntary placement of an employee in a position other than his/her current position. The new assignment may be at the same level of responsibility/pay as the current assignment or at a lower level of responsibility/pay.
- v. **Disciplinary suspension** - an involuntary unpaid suspension from work, from presence on campus and from all other employee privileges or activities for a definite period of time for disciplinary reasons.
- vi. **Termination** - the immediate severance of the employment relationship with the College.

6. APPEALS

Appeals of the decision of the Administrative Reviewer and/or sanctions determined by the Title IX Officer may be submitted by the complainant or the respondent or both. All requests for appeal considerations must be submitted in writing to the Title IX Officer within three business days after the date of the final written notice.

The grounds for appeal are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome.
- There is new evidence, unknown or unavailable during the Administrative Review, that could substantially impact the finding or sanction. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The original finding and sanction/responsive actions (if applicable) will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction/responsive action(s) are final. When a party requests an appeal, the other party (parties) will be notified and given an opportunity to respond.

For students: In cases involving student conduct, a Vice President other than the Vice President of Student Development will review the appeal request(s).

For employees: In cases involving employee conduct, the President will review the appeal request(s).

Where the individual designated to review the appeal finds that at least one of the grounds is met, additional principles governing the hearing of appeals include the following:

- The original decision will be changed only when there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original review session and pertinent documentation regarding the grounds for appeal.
- Sanctions will not be imposed pending the outcome of the appeal. Interim and/or protective actions may be imposed and/or continued during the appeal process, as appropriate.
- The individual designated to review the appeal will render a decision within five business days and provide written notice of the determination on appeal to the complainant, the respondent and the Title IX Officer within two business days from the date of the appeal decision, stating the grounds on which the appeal was accepted or rejected and the results of the decision. Once an appeal is decided, the outcome is final: further appeals are not permitted under this policy.

7. Failure to Complete Sanctions

All respondents are expected to comply with conduct sanctions within the time frame specified in their written notice. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension, expulsion, and/or termination from the College. For students, the consequences of failure to comply may include being subject to a Code of Conduct hearing, and/or a hold to prevent future registration. For employees, the consequences of failure to comply may include disciplinary action up to and including termination of employment.

IV. Reporting Responsibilities

All College employees who are aware of or witness GBSM, or retaliation are required to promptly report to the Title IX Officer or any Title IX Deputy Coordinator. Any student who is aware of or who witnesses GBSM, or retaliation is encouraged to promptly report to the Title IX Officer or any Title IX Deputy Coordinator. All initial contacts will be treated with the maximum possible privacy: specific information on any complaint received by any party will be

reported to the Title IX Officer, but, subject to the College's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, the College will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when a complainant chooses not to initiate or participate in a formal complaint.

Please note: This section addresses reporting obligations for members of our campus community who are made aware of potential violations of this policy. Methods for filing a complaint and the Complaint Resolution Process are detailed in Section III.

A. Title IX Officer and Deputy Coordinators

College Title IX Officer:

Maria Coupe, Director of Human Resources, Borelli Hall 206E, 845-398-4044, mcoupe@stac.edu

Title IX Deputy Coordinators:

Norman Huling, Associate Dean of Student Development, Romano Alumni Center, 845-398-4068, nhuling@stac.edu

Nicole Ryan, Assistant Athletic Director and Senior Woman Administrator, Aquinas Hall, Athletics Department, 845-398-4163, nryan@stac.edu

B. Role of the Title IX Officer and Deputy Coordinators

The Title IX Officer and Deputy Coordinators are charged with coordinating the College's response to reports of misconduct under this policy. The Title IX Officer and Deputy Coordinators do not serve as advocates for either the complainant or the respondent. The Title IX Officer or Deputy Coordinators will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Title IX Officer or Deputy Coordinators will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Officer and Deputy Coordinators will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing, dining, and work assignments.

C. Police/Campus Safety & Security Reporting

In addition to required campus reporting, reports may also be made to the police, especially if a crime is or may be involved, by calling the following numbers:

- o Emergency 9-1-1
- o Office of Campus Safety and Security, 845-398-4080. Appropriate members of Campus Safety & Security will provide both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources.
- o Orangetown Police Department, 845-379-3700

D. Federal Timely Warning Obligations

Complainants of GBSM should be aware that College administrators must issue crime alerts for incidents reported to them that represent a serious or continuing threat to students or employees. The College will withhold a complainant's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

V. Remedial Actions

In addition to the interim actions outlined in Section III.C.1.b, the Title IX Officer (or designee) may implement remedial action intended to address the short- or long-term effects of harassment, discrimination, and/or retaliation. That is, remedial action may be taken at the conclusion of the process in addition to any actions that may have been taken on an interim basis, in order to redress harm to the complainant and the community and to prevent further harassment or violations. Remedial actions also may be used when, in the judgment of the Title IX Officer (or designee), the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on campus of the respondent or the ongoing activity of a student organization whose behavior is in question.

These remedies may include referral to counseling and health services or to the Employee Assistance Program, education to the community, altering the housing situation of a respondent student or resident employee (or the alleged complainant, if desired), altering work arrangements, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and/or course schedules.

VI. Statement of Rights for Complainants and Respondents

Both complainants and respondents will be afforded the following rights under this policy:

- To be treated with respect by College officials
- To take advantage of campus support resources (such as Counseling Services and College Health Services for students, or EAP services for employees)
- To experience a safe educational and work environment
- To have an advisor (students) or representative (employees) during this process
- To refuse to have an allegation resolved through informal procedures
- To be free from retaliation
- To have complaints heard in substantial accordance with these procedures
- To reasonable and necessary participation in the process

VII. Records

In implementing this policy, records of all complaints, resolutions, and administrative reviews will be kept by the Title IX Officer.

VIII. Resources

A. College Title IX Officer and Deputy Coordinators

Contact information on the Title IX Officer and Deputies can be found above in Section IV.A.

B. External Sources

A complainant may choose to file a complaint with the state and federal agencies listed below.

Office for Civil Rights (OCR) – New York Office

Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843
TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

Equal Employment Opportunity Commission (EEOC)

New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Telephone: 800-669-4000
FAX: 212-336-3790
TDD: 800-669-6820

IX. Prevention and Education

The administration, faculty, and staff of St. Thomas Aquinas College firmly believe and act upon the principles of prevention education. For students and employees education begins in orientation.

Students

The first action of prevention occurs during new student orientation. Incoming students are educated as to what sexual misconduct/assault is, the laws regarding sexual misconduct/assault, ways of reducing the risk of becoming a complainant of GSBM and procedures for getting help should they encounter any form of GSBM. In addition, informational sessions/programs are held during the year on timely topics, such as date rape prevention, self-defense, managing your drinking and behavior, etc.

Employees

The first action of prevention occurs during new employee orientation. New employees are required to view on-line training programs on the topics of Sexual Harassment and Title IX. In addition, special training is given to individuals who hold responsibility for insuring compliance with our Anti-Harassment and Sexual Misconduct policies. Informational programs/sessions are held during the year for employees. In addition, College employees also are invited to attend programs presented by the Office of Student Development on related topics; in addition to having seminars presented through the Office of Human Resources.

X. Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus safety and security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus safety and security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant

responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the complainant and may be done anonymously.

XI. Federal Timely Warning Reporting Obligations

Complainants of GSM also should be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. See also the Timely Warning Policy, refer to Addendum C.

ADDENDUM A

Sexual Offenses in New York State Penal Law

New York State Penal Code Article 130 – Sex Offences

Section

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| 130.00 Sex offenses; definitions of terms. | 130.65 Sexual abuse in the first degree. |
| 130.05 Sex offenses; lack of consent. | 130.65-a Aggravated sexual abuse in the fourth degree. |
| 130.10 Sex offenses; limitations; defenses. | 130.66 Aggravated sexual abuse in the third degree. |
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| 130.20 Sexual misconduct. | 130.70 Aggravated sexual abuse in the first degree. |
| 130.25 Rape in the third degree. | 130.75 Course of sexual conduct against a child in the first degree. |
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| 130.35 Rape in the first degree. | 130.85 Female genital mutilation. |
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| 130.55 Sexual abuse in the third degree. | |
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§130.00 Sex offenses; definitions of terms.

The following definitions are applicable to this article:

1. "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight.
2. (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
(b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and the anus. *(Eff. 11/1/03, Ch. 264, L. 2003)*
3. "Sexual contact" means any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the complainant, as well as the touching of the complainant by the actor, whether directly or through clothing.
4. For the purposes of this article "married" means the existence of the relationship between the actor and the complainant as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the complainant. *(Eff. 11/1/03, Ch. 264, L. 2003)*

5. "Mentally disabled" means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
6. "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent or to any other act committed upon him without his consent.
7. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
8. "Forcible compulsion" means to compel by either:
 - (a) use of physical force; or
 - (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she, or another person will immediately be kidnapped.
9. "Foreign object" means any instrument or article which, when inserted in the vagina, urethra, penis or rectum, is capable of causing physical injury.
10. "Sexual conduct" means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact. (*Eff. 11/1/03, Ch. 264, L. 2003*)
11. "Aggravated sexual contact" means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis or rectum of a child, thereby causing physical injury to such child.
12. "Health care provider" means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.
13. "Mental health care provider" means any person who is, or is required to be, licensed or registered, or holds himself or herself out to be licensed or registered, or provides mental health services as if he or she were licensed or registered in the profession of medicine, psychology or social work under any of the following: article one hundred thirty-one, one hundred fifty-three, or one hundred fifty-four of the education law.

§130.05 Sex offenses; lack of consent.

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the complainant. *(Eff. 11/1/03, Ch. 264.L. 2003)*

2. Lack of consent results from:
 - (a) Forcible compulsion; or
 - (b) Incapacity to consent; or
 - (c) Where the offense charged is sexual abuse of forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the complainant does not expressly or impliedly acquiesce in the actor's conduct;
or (Eff. 11/1/03, Ch. 264.L. 2003)
 - (d) Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse or deviate sexual intercourse, the complainant 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. *(Eff. 11/1/03, Ch. 264.L. 2003)*

3. A person is deemed incapable of consent when he or she is:
 - (a) less than seventeen years old; or
 - (b) mentally disabled; or
 - (c) mentally incapacitated; or
 - (d) physically helpless; or
 - (e) committed to the care and custody of the state department of correctional services or a hospital, as such term is defined in subdivision two of section four hundred of the correction law, 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. For purposes of this paragraph, "employee" means (i) an employee of the state department of correctional services who performs professional duties in a state correctional facility consisting of providing custody, medical or mental health services, counseling services, educational programs, or vocational training for inmates; (ii) an employee of the division of parole who performs professional duties in a state correctional facility and who provides institutional parole services pursuant to section two hundred fifty-nine-e of the executive law; or (iii) an employee of the office of mental health who performs professional duties in a state correctional facility or hospital, as such term is defined in subdivision two of section four hundred of the correction law, consisting of providing custody, or medical or mental health services for

such inmates; or

(f) committed to the care and custody of a local correctional facility, as such term is defined in subdivision two of section forty of the correction law, 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 facility. For purposes of this paragraph, "employee" means an employee of the local correctional facility where the person is committed who performs professional duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for inmates; or

(g) committed to or placed with the office of children and family services and in residential care, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to or placed with such office of children and family services and in residential care. For purposes of this paragraph, "employee" means an employee of the office of children and family services or of a residential facility who performs duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for persons committed to or placed with the office of children and family services and in residential care; or

(h) a client or patient and the actor is a health care provider or mental health care provider charged with rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55, and the act of sexual conduct occurs during a treatment session, consultation, interview, or examination. *(Eff. 11/1/03, Ch. 264, L. 2003)*

§130.10 Sex offenses; limitations; defenses.

1. In any prosecution under this article in which the complainant's lack of consent is based solely upon his or her incapacity to consent because he or she was mentally disabled, mentally incapacitated or physically helpless, it is an affirmative defense that the defendant, at the time he or she engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.
2. Conduct performed for a valid medical or mental health care purpose shall not constitute a violation of any section of this article in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article.
3. In any prosecution for the crime of rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55 in which incapacity to consent is based on the

circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article, it shall be an affirmative defense that the client or patient consented to such conduct charged after having been expressly advised by the health care or mental health care provider that such conduct was not performed for a valid medical purpose. *(Eff. 11/1/03, Ch. 264, L. 2003)*

4. In any prosecution under this article in which the complainant's lack of consent is based solely on his or her incapacity to consent because he or she was less than seventeen years old, mentally disabled, or a client or patient and the actor is a health care provider, it shall be a defense that the defendant was married to the complainant as defined in subdivision four of section 130.00 of this article. *(Eff. 11/1/03, Ch. 264, L. 2003)*

§130.16 Sex offenses; corroboration.

A person shall not be convicted of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the complainant's mental defect, or mental incapacity, or an attempt to commit the same, solely on the testimony of the complainant, unsupported by other evidence tending to:

- (a) Establish that an attempt was made to engage the complainant in sexual intercourse, oral sexual conduct, anal sexual conduct, or sexual contact, as the case may be, at the time of the occurrence; and *(Eff. 11/1/03, Ch. 264, L. 2003)*
- (b) Connect the defendant with the commission of the offense or attempted offense.

§130.20 Sexual misconduct.

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or *(Eff. 11/1/03, Ch. 264, L. 2003)*
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

§130.25 Rape in the third degree.

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

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;

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

Rape in the third degree is a class E felony.

§130.30 Rape in the second degree.

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

1. being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. he or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the complainant at the time of the act.

Rape in the second degree is a class D felony.

§130.35 Rape in the first degree.

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

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

Rape in the first degree is a class B felony.

§130.40 Criminal sexual act in the third degree.

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

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old.
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent. *(Eff.11/1/03,Ch.264,L.2003)*

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

§130.45 Criminal sexual act in the second degree.

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

1. being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the complainant at the time of the act. *(Eff.11/1/03,Ch.264,L.2003)*

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

§130.50 Criminal sexual act in the first degree.

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person: *(Eff.11/1/03,Ch.264,L.2003)*

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

Criminal sexual act in the first degree is a class B felony. *(Eff.11/1/03,Ch.264,L.2003)*

§130.52 Forcible touching.

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

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

Forcible touching is a class A misdemeanor. *(Eff. 11/1/03, Ch. 264, L. 2003)*

§130.53 Persistent sexual abuse.

A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony. *(Eff. 11/1/03, Ch. 264, L. 2003)*

Persistent sexual abuse is a class E felony.

§130.55 Sexual abuse in the third degree.

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

§130.60 Sexual abuse in the second degree.

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

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

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

§130.65 Sexual abuse in the first degree.

1. A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.

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

§130.65-a Aggravated sexual abuse in the fourth degree.

1. A person is guilty of aggravated sexual abuse in the fourth degree when:
 - (a) He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
 - (b) He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

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

§130.66 Aggravated sexual abuse in the third degree.

1. A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person:
 - (a) By forcible compulsion; or
 - (b) When the other person is incapable of consent by reason of being physically helpless; or
 - (c) When the other person is less than eleven years old.

2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

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

§130.67 Aggravated sexual abuse in the second degree.

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

- (a) By forcible compulsion; or
- (b) When the other person is incapable of consent by reason of being physically helpless; or
- (c) When the other person is less than eleven years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

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

§130.70 Aggravated sexual abuse in the first degree.

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

- (a) By forcible compulsion; or
- (b) When the other person is incapable of consent by reason of being physically helpless; or
- (c) When the other person is less than eleven years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

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

§130.75 Course of sexual conduct against a child in the first degree.

A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:

- (a) he or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or
- (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old. (*Eff. 11/1/03, Ch. 264, L. 2003*)

1. A person may not be subsequently prosecuted for any other sexual offense involving the same complainant unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony.

§130.80 Course of sexual conduct against a child in the second degree.

1. 1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:
 - (a) he or she engages in two or more acts of sexual conduct with a child less than eleven years old; or
 - (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.
2. 2. A person may not be subsequently prosecuted for any other sexual offense involving the same complainant unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony.

§130.85 Female genital mutilation.

1. A person is guilty of female genital mutilation when:
 - (a) a person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached eighteen years of age; or
 - (b) being a parent, guardian or other person legally responsible and charged with the care or custody of a child less than eighteen years old, he or she knowingly consents to the circumcision, excision or infibulation of whole or part of such child's labia major or labia minora or clitoris.
2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:
 - (a) necessary to the health of the person on whom it is performed, and is performed by a person licensed in the place of its performance as a medical practitioner; or
 - (b) performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.
3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any

belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.

Female genital mutilation is a class E felony.

§130.90 Facilitating a sex offense with a controlled substance.

A person is guilty of facilitating a sex offense with a controlled substance when he or she:

1. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
2. commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony.

Possible Penalties for Sexual Assault Offenses

The New York State Penal Law provides for the following possible penalties for the various classifications of sexual assault offenses:

Class B Felony - Imprisonment for 5 to 25 years

Class C Felony - Imprisonment for 3 1/2 to 15 years

Class D Felony - Imprisonment for 2 to 7 years

Class E Felony - Imprisonment for 1 1/2 to 4 years

Class A Misdemeanor - Imprisonment for up to 1 year

Class B Misdemeanor - Imprisonment for up to 3 months

ADDENDUM B

Risk Reduction and Prevention Safety

Common sense, situational awareness and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential likelihood of sexual assault:

- If you consume alcohol, do so in moderation.
- Do not leave your beverage unattended or accept a drink from an open container.
- When you are with someone, communicate clearly to ensure he or she knows your limits and/or expectations from the beginning. Both verbal and nonverbal (body language) communication can be used to ensure the message is understood.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- You have the right to say "No" even if you:
 - First say "Yes," and then change your mind
 - Have had sex with this partner before
 - Have been kissing or "making out"
 - Are wearing what is perceived to be "provocative" clothing
- Always have extra money to get home. Have a plan for someone you can call if you need help.
- If you feel uncomfortable, scared or pressured, say "Stop it" or leave and call for help.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other and leave together.
- Be aware of your surroundings at all times.
- Do not allow yourself to be isolated with a person you do not know or trust.
- Travel with a friend or in a group.
- Walk only in lighted areas after dark.
- Keep the doors to homes, dormitories and cars locked.
- Know where the phone is located.

BYSTANDER RISK REDUCTION

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."

We want to promote a culture of community accountability in which bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

1. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
2. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
3. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
4. Speak up when someone discusses plans to take sexual advantage of another person.
5. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
6. Refer people to on- or off-campus resources listed in this document for support in health, counseling or with legal assistance.

ADDENDUM C: TIMELY WARNING POLICY

Title: Timely Warning Policy
Effective: July 1, 2010

The St. Thomas Aquinas College Campus Safety and Security Department will post timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it determined that the incident may pose an ongoing threat to members of the STAC community. These warnings will be posted if the incident is reported to the Campus Safety and Security Department or to a campus security authority or Orangetown Police Department, if they notify us about a serious crime that occurred on campus.

The department issues/posts Crime Alerts for incidents of:

1. Murder
2. Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger community)
3. Robbery involving force or violence (cases including pick pocketing and purse snatching typically will not result in the issuance of a Crime Alert, but will be assessed on a case-by-case basis)
4. Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when the incident occurred verses when it was reported and the amount of information known by STAC Campus Safety)
5. Major incidents of arson
6. Other crimes as determined necessary by Dean of students, Director of Campus Safety and Security Department or Assistant Director of Campus Safety and Security Department

STAC will generate Crime Alerts using the e2 Campus text messaging system or a blast e-mail to the College community. Crime Alerts also may be posted in campus buildings, when deemed necessary. When a crime alert is posted in campus buildings, they are printed on large paper and are posted in the lobby/entrance area of the affected building(s) for seven (7) days. A list of the buildings in which the alerts may be posted is maintained by the Director of Campus Safety and Security Department and the Assistant Director of Campus Safety and Security Department.

The Director will send a copy of the Crime Alert to the President of the College for review and possible distribution to the members of the Board of Trustees, as deemed necessary and appropriate. Crime Alerts are filed with the corresponding incident report.

The Campus Safety and Security Department does not issue Crime Alerts for the above listed crimes if:

1. The subject(s) is apprehended and the threat of imminent danger for members of the STAC community has been mitigated by the apprehension.
2. If a report was not filed with the Campus Safety and Security Department or if the Campus Safety and Security Department did not receive notice in a manner that would allow the posting of a "timely" warning for the STAC community. This type of situation will be evaluated on a case-by-case basis.

The Campus Safety and Security Department also maintains a daily crime log which normally is updated each business day and contains all crimes reported to the Campus Safety and Security Department.

**ADDENDUM D:
EVIDENCE PRESERVATION**

WHAT TO DO IF YOU OR YOUR FRIEND WERE SEXUAL ASSAULTED

| <u>YOU</u> | <u>A FRIEND</u> |
|--|---|
| Get to a safe place | Get them to a safe place |
| Tell someone you trust | Believe them and don't blame them |
| Call campus safety OR an agency you are comfortable with | Call campus safety OR an agency they are comfortable with |
| Preserve Evidence | Preserve Evidence |
| <ul style="list-style-type: none"> ● Don't Shower/wash up | <ul style="list-style-type: none"> ● Encourage not to Shower /wash up |
| <ul style="list-style-type: none"> ● Don't brush your teeth | <ul style="list-style-type: none"> ● Encourage not to brush teeth |
| <ul style="list-style-type: none"> ● Don't urinate or use the bathroom | <ul style="list-style-type: none"> ● Encourage not to urinate or use the bathroom |
| <ul style="list-style-type: none"> ● Save clothing that was worn at the time of assault | <ul style="list-style-type: none"> ● Encourage to save clothing that was worn at the time of assault |
| <ul style="list-style-type: none"> ● Don't disturb scene if possible | <ul style="list-style-type: none"> ● Encourage not to disturb scene if possible |
| <ul style="list-style-type: none"> ● If concerned about date rape drugs try to save your drinks or the containers | <ul style="list-style-type: none"> ● If concerned about date rape drugs encourage to try to save drinks or the containers |
| <ul style="list-style-type: none"> ● Go to the hospital for treatment and evidence collection | <ul style="list-style-type: none"> ● Encourage them to go to the hospital for treatment and evidence collection and go with them |
| Talk to a professional, counselor or special complainants' center | Encourage them to talk to a professional, counselor or special complainants' center |
| Follow through – recovery is not immediate | Encourage them to follow through-recovery is not immediate |
| | |

Where To Get Help For Yourself Or A Friend:

Campus Safety and Security: 845-398-4080
Aquinas Hall-101 125 Route 340 Sparkill NY 10976

Title IX Coordinator St. Thomas Aquinas College: 845-398-4044
Borelli Hall – Human Resources Department 125 Route 340 Sparkill NY 10976

Orangetown Police Dept. 845- 359-3700 or 911
26 Orangeburg Rd. Orangeburg, NY 10962

The Center for Safety and Change 845-634-3344 (Formerly Rockland Family Shelter - 24 Hour Crisis Hotline)

9 Johnsons Lane New City NY 10956

They provide a hotline, advocacy, accompaniment, counseling and support groups for complainants of sexual assault/abuse and their families.

Counseling and Psychological Services at STAC 845-398-4065
Romano Student Alumni Center 125 Route 340 Sparkill NY 10976

Nyack Hospital 845-348-2000
N. Midland Avenue Nyack, NY

Good Samaritan Hospital 845-368-5000
Rt. 59 Suffern, NY

ANTI-HARASSMENT POLICY

A. ANTI-HARASSMENT POLICY AND PROCEDURES

1. Policy Statement:

St. Thomas Aquinas College is committed to a working and learning environment in which all individuals are treated with respect and dignity. Every member of our campus community has the right to work and learn in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, St. Thomas Aquinas College expects all members of the College community to assume responsibility for ensuring that all decisions and interactions among students, employees and other members of the community are free of unlawful bias, prejudice and harassment.

The College also is committed to the principles of academic freedom and recognizes that enthusiastic discussion and debate, as well as open inquiry and free expression, foster critical thinking skills and are essential in an academic environment. This policy will be administered in an endeavor to recognize both objectives and to provide all protections recognized under the law.

2. Scope of Applicability:

This policy applies to all members of the College community, individuals doing business with the College, and any person utilizing or visiting campus facilities. This will include St. Thomas Aquinas' campus, any off-site facilities where the College's business is conducted, and work-related travel. In addition, harassment by electronic means, such as by telephone, email, Internet postings, or other messaging means is prohibited to the same extent as in-person conduct.

3. Definition of Harassment:

Harassment is any verbal, non-verbal or physical conduct directed at an individual because of traits protected under federal, state or local law, including, but not limited to: a person's gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, sexual orientation, genetic predisposition, military status, domestic violence victim status or any other basis protected by federal, state or local law, that is severe and/or persistent and is likely to interfere significantly with an individual's work or education, or adversely affect an individual's living conditions on campus and create an intimidating, offensive or hostile environment. Isolated incidents (e.g., a single comment) ordinarily will not constitute harassment. However, a single sexual advance may constitute harassment if it is linked to the granting or denial of employment benefits. Also, a single incident involving conduct of a physical nature may constitute harassment.

"Quid pro quo" harassment, arises where submission to harassment is used as a basis for employment decisions or academic advancement (e.g., promotions, raises, better working hours, grades, special accommodations, etc., are linked to compliance with sexual advances).

Therefore, only someone who possesses authority to grant or deny such benefits can engage in “quid pro quo” harassment.

“Hostile work or learning environment” harassment arises where the harassing conduct creates an offensive and unpleasant working or learning environment for a person to whom harassing conduct is directed or for other persons whose environment is affected by, for example, observing the harassing conduct.

4. Prohibited Activity:

In accordance with applicable law, St. Thomas Aquinas College prohibits all forms of harassment which includes any unwelcome conduct, whether verbal, physical, or visual, that is directed at an individual because of any trait protected by law. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or learning environment.

Examples of Prohibited Sexually Harassing and Other Unlawful Harassing Conduct:

- verbal or physical conduct designed to threaten, intimidate, or coerce. This may include verbal taunting (including racial and ethnic slurs or negative stereotyping) or physical actions which impair the employee’s ability to perform his or her job or interfere with the employee’s or student’s work or academic performance.
- Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of protected status.
- Verbal or physical conduct designed to threaten, intimidate or deter an employee or student from reporting potential harassment.
- Offensive or derogatory comments or jokes.
- Any conduct involving “kidding” or “teasing,” or “practical jokes” based on a person’s race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, sexual orientation, genetic predisposition, military status, domestic violence victim status or any other basis protected by federal, state or local law.
- Blocking someone’s path or impeding movement or otherwise using unwarranted physical force to restrict the freedom of movement of another person.
- Deliberate destruction of another’s property.
- Overt threats or intimidation.
- Discrimination in the provision of employment opportunities, benefits or privileges or in any education program or activity based on one of the enumerated protected traits.

- Use of discriminatory evaluative standards in employment or academic evaluation based on one of the enumerated protected traits.
- Unwelcome sexual advances, requests for sexual favors or repeated requests for dates.
- Vulgar or lewd comments or jokes.
- Graphic or sexual comments about an individual's dress or body.
- The use of sexually degrading words to describe an individual.
- Physical contacts such as patting, pinching, or repeated brushing against another's body.
- Promise or provision of promotions, raises, better working hours, better grades, or special accommodations based on compliance with sexual advances or harassment.
- Any other unwelcome written, verbal or physical conduct of a sexual nature when:
 - There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status, e.g., promotions, raises, better working hours, better grades, or special accommodations.
 - Such conduct has the effect of creating an intimidating or hostile or offensive work or academic environment, or unreasonably interferes with a person's work or academic performance.
 - The sexual conduct or communication of others offends a third party.

Sexual Harassment may occur between members of the same or opposite sex. Further, harassment based upon a person's sex is not limited to instances involving sexual behavior. That is, harassment on the basis of sex may occur without sexual advances or sexual overtones when conduct is directed at individuals or groups because of their sex. This often is referred to as sex or gender harassment and violates this policy.

The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, student or a non-employee.

5. Responsibility:

For Employees: The Director of Human Resources is responsible for assuring institutional compliance with this policy and with any applicable federal and state laws with respect to claims of illegal discrimination and harassment as they relate to incidents other than those that are determined to be gender based, or of a sexual nature.

For Students: The Vice President and Dean of Student Development is responsible for assuring institutional compliance with this policy and with any applicable federal and state laws with respect to claims of illegal discrimination and harassment as they relate to incidents other than those that are determined to be gender based, or of a sexual nature.

For All Members of the College Community: The Title IX Officer is responsible for assuring institutional compliance with this policy and with any applicable federal and state laws with respect to claims of illegal discrimination and harassment that are determined to be gender-based, or of a sexual nature.

Title IX Officer and Deputy Coordinators

College Title IX Officer:

Maria Coupe, Director of Human Resources, Borelli Hall 206E, 845-398-4044,
mcoupe@stac.edu

Title IX Deputy Coordinators:

Norman Huling, Associate Dean of Student Development, Romano Student Alumni Center, 845-398-4068, nhuling@stac.edu

Nicole ryan, Assistant Athletic Director and Senior Woman Administrator, Aquinas Hall, Athletic Department 845-398-4163, nryan@stac.edu

6. The College's Response:

The College will actively work to prevent and eliminate discrimination and harassment on campus and will respond promptly, positively, and aggressively to deal with any incidents. This response may include referral to counseling and/or disciplinary action, up to and including discharge for employees and expulsion of students who violate this policy.

7. Supervisor Guidelines:

All supervisory personnel (administrators, cabinet members, directors, deans, managers, supervisors) are required to:

- Properly respond to discrimination and harassment complaints.
- Promptly notify the
 - Director of Human Resources and Section 504 / Title IX / Age Act Compliance Officer when they observe or otherwise become aware of incidents of harassment, and when they receive reports or complaints of employee harassment involving employees, which are not gender-based or of a sexual nature.
 - Vice President and Dean of Student Development when they observe or otherwise become aware of incidents of harassment, and when they receive reports or complaints of harassment involving students, which are not gender-based or of a sexual nature.
 - Title IX officer when they observe or otherwise become aware of incidents of harassment, and when they receive reports or complaints of harassment which are gender-based or of a sexual nature.
- Participate in education and training on harassment prevention as provided by the Office of Human Resources.

- Discourage discrimination and harassment in their areas of responsibility.
- Ensure compliance with this policy in their areas of responsibility.

8. Reporting Procedures:

Harassment:

Any employee or individual who feels that he or she is the victim of unlawful harassment, or who has witnessed an incident of possible harassment, should promptly report the incident to his or her immediate supervisor, or the Director of Human Resources.

Any student who feels that he or she is the victim of unlawful harassment, or who has witnessed an incident of possible harassment, should promptly report the incident to the Vice President and Dean of Student Development.

Employees, supervisors, and managers have an affirmative obligation to report any incident of harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, military status, or any other basis protected by federal, state or local law they may observe or become aware of, even if they are not the target or victim of such harassment.

Gender-Based or Sexual Harassment:

Employees, supervisors, and managers have a legal obligation under Title IX to report any incident of sexual harassment, harassment based on sexual orientation, genetic predisposition, or domestic violence victim status, or any other basis protected by federal, state or local law that relate to gender-based or sexual harassment or discrimination they may observe or become aware of, even if they are not the target or victim of such harassment.

The College will investigate all incidents promptly and in an impartial manner. The individual reporting the discrimination or harassment will be interviewed to establish what has occurred, who was directly involved in the incident(s) and other individuals who may have witnessed the incident(s).

While it is not possible to maintain absolute confidentiality and still effectively investigate a discrimination or harassment complaint, the investigation will involve only those persons who have necessary information or a legitimate need to know in order to investigate and address the situation fully, and comply with the College's legal obligations.

The individual who reported gender-based or sexual-harassment will be advised of the results of the investigation. If that individual is not satisfied with the handling of a complaint, he/she may make a written request to the President of the College to review the matter.

Investigations into reports or complaints of gender-based discrimination or harassment and reports of or complaints of a sexual nature are processed in accordance with procedures outlined in the College's Gender-Based and Sexual Misconduct policy.

9. No Retaliation for Reporting or Participating in Investigations:

Retaliation against any faculty member, administrator, staff member, student, member of the

public or applicant for employment for reporting any instance of harassment or for participating in an investigation is strictly prohibited.

Any employee or individual who has filed a complaint of harassment, who has reported witnessing harassment or who has participated in the harassment complaint process and feels he or she has been subjected to adverse actions as a result should report this to the Director of Human Resources. However, allegations proven to have been made falsely and with malicious intent are violations of College policy, and will be treated as a serious matter.

Any student who has filed a complaint of harassment, who has reported witnessing harassment or who has participated in the harassment complaint process and feels he or she has been subjected to adverse actions as a result should report this to the Vice President and Dean of Student Development. However, allegations proven to have been made falsely and with malicious intent are violations of College policy, and will be treated as a serious matter.

St. Thomas Aquinas College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation or expression, disability, age, religion, ancestry, genetic information, marital status, veteran status or any other legally-protected category. Announcement of this policy is in accordance with State and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

For more information, please contact:
Maria Coupe
EEO, Section 504/ADA and Title IX Compliance Officer
125 Route 340, Sparkill, NY 10076
845-398-4044

RULES AND REGULATIONS FOR THE MAINTENANCE OF ORDER

St. Thomas Aquinas College has established regulations on campus conduct, to include:

Tradition of Academic Freedom

The tradition of the College as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, or scholars to engage in the advancement of knowledge, of students to learn and express their views, free from external pressures or interference.

Self-restraint and Reciprocity

These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the College Community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

College's Right to Defend Itself

Academic freedom and the sanctuary of the College campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders, the College has the right, and indeed the obligation, to defend itself.

GUIDELINES FOR RETURN TO CAMPUS FOLLOWING A MEDICAL/PSYCHOLOGICAL WITHDRAWAL

Occasionally a student withdraws from college for medical/psychological reasons. Students who do so and wish to return to the college should obtain the "Guidelines for Return to Campus", which are available in the Office for Student Development.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's education records within 45 days of the day St. Thomas Aquinas College (here after known as the College) receives a request for access. Students should submit to the registrar, dean, department chair, or other appropriate college official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request for submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

3. The right to consent to disclosure of information to third parties. Students must submit a signed, dated written release providing the College permission to disclose specific information for a stated purpose. Exceptions to this are the disclosure of information without the written consent of the student:

- a. to school officials
- b. to federal, state and local authorities involving an audit of evaluation of compliance with educational programs,
- c. in connection with Financial Aid,
- d. to state and local authorities pursuant to a state law adopted before 1974 requiring the disclosure,
- e. to organizations conducting studies for or on behalf of educational institutions
- f. to accrediting organizations
- g. to comply with a lawfully issued judicial order or subpoena by a judge or attorney
- h. in a health or safety emergency
- i. directory information
- j. results of disciplinary hearing to an alleged victim of crime of violence
- k. parents of students with an established dependent status pursuant to Internal Revenue Code of 1986, Section 152.

4. The right to file a written request to the College (Records Office) to restrict the printing of directory information in the printed and electronic address directory. St. Thomas Aquinas College considers the following information to be Directory Information: Name, photo, home address, residence life or local address, e-mail address, home and residence life phone number and voice mailbox, class year, and enrollment status.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Thomas Aquinas College in New York to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

The parent(s) of a dependent student as defined in Title 26 U.S.C.S.S. 152 Internal Revenue

Code, also has the right to inspect records which are maintained by the College on behalf of the student. Proof of dependency must be on record with the College or provided to the office responsible for maintaining records prior to reviewing the records.

The College does not discriminate against students, faculty, staff, and other beneficiaries on the basis of race, color, national origin, gender, age, disability, marital or veteran status, of religious affiliation in admission to, or in the provision of its programs and services. The Section 504 Coordinator, the Title IX Coordinator, and the Age Act Coordinator are the Director of Human Resources, Marian Hall 216, ext. 4044.

TELEPHONE DIRECTORY

Main Number 845-398-4000

St. Thomas Aquinas College

| | |
|---|--------------|
| Dr. Margaret Fitzpatrick, S.C. President | 845-398-4012 |
| Mr. Vincent Crapanzano Senior Vice President | 845-398-4019 |
| Mr. Joseph Donini Vice President of Administration & Financial Affairs | 845-398-4040 |
| Mr. Kevin P. Duignan Vice President of Institutional Advancement | 845-398-4017 |
| Dr. Robert Murray Provost & Vice President for Academic Affairs | 845-398-4125 |
| Dr. Kirk Manning Vice President & Dean for Student Development | 845-398-4052 |
| Mr. John Edel Dean of Instructional Technology & Retention | 845-398-4243 |
| Mr. Norman Huling Associate Dean for Student Development | 845-398-4068 |
| Dr. Louis M. Muggeo Director of Counseling & Psychological Services | 845-398-4174 |
| Ms. Jean Marie Mohr Director of Financial Aid | 845-398-4106 |
| Ms. Eileen Murphy Registrar | 845-398-4310 |
| Mr. Gerald Oswald Director of Athletics | 845-398-4186 |

Miscellaneous***ON CAMPUS EMERGENCY***

Office of Annual Giving & Alumni Affairs

Office of Campus Safety & Security

845-398-4080

845-398-4284

845-398-4080

| | |
|---|--------------|
| Office of Development | 845-398-4045 |
| Office of Foundations, Government & Community Relations | 845-398-4018 |
| Office of Student Activities | 845-398-4084 |
| Campus Bookstore | 845-398-4211 |
| Office of Campus Safety & Security | 845-398-4080 |
| Business Office | 845-398-4042 |
| Campus Services Office (Dining & Cleaning) | 845-398-4244 |
| Club Sports & Intramurals | 845-398-4153 |
| Health Services | 845-398-4242 |
| Spartan Grille | 845-398-4213 |
| WSTK Radio Station Request | 845-398-4281 |
| Business | 845-398-4070 |
| Student Government Office | 845-398-4074 |
| The Thomist Yearbook Office | 845-398-4076 |
| The Thoma Newspaper Office | 845-398-4075 |
| Communications Center | 845-398-4050 |
| Center for Academic Excellence | 845-398-4090 |
| Campus Ministry Office | 845-398-4062 |
| Maintenance Office | 845-398-4395 |

RESIDENCE LIFE STAFF

Aquinas Village

Resident Assistants

| | |
|--------------------|------------|
| Brianna Weaver | Apt. 101-1 |
| Katherine Mollahan | Apt. 403-2 |
| Ryan Wilhelm | Apt. 404-1 |

McNelis Commons

Resident Assistants

| | |
|-----------------|-----------|
| Amanda Leone | Apt. 2G-2 |
| Julia Martocci | Apt. 2M-1 |
| Fabian Mullings | Apt. 3C-1 |
| Justyn Borges | Apt. 4F-2 |
| Kevin Alvora | Apt. 4J-1 |