

STUDENT HANDBOOK

————— 2021-2022 —————



The
College
of Saint
Rose

Notice of Non-Discrimination

In compliance with Title IX of the Education Act Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other federal, state, and local equal opportunity laws, The College of Saint Rose does not discriminate on the basis of age, race, color, sex, religion, creed, disability, national/ethnic origin, gender identity or expression, sexual orientation, familial status, marital status, military status, or domestic violence victim status or other protected statuses in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs. The Title IX Coordinator is responsible for coordination of the College's efforts to comply with Title IX regulations. The Provost and Vice President for Academic Affairs is responsible for matters related to academics, admissions and enrollment. The Associate Vice President for Student Development is responsible for coordination of the College's efforts to comply with the other regulations related to the College's Nondiscrimination policy in student related matters. The Associate Vice President for Human Resources and Risk Management is responsible for coordination of the College's efforts to comply with the other regulations related to the College's Non-discrimination policy in employee matters. The Chief Diversity Officer is responsible for coordination of the College's efforts to comply with regulations related to discrimination and bias.

Questions or concerns regarding equal opportunity matters should be directed to these individuals:

- Amanda Bastiani, Title IX Coordinator and Director of Prevention Education & Response, Wellworth Hall, Room 3, 963 Madison Avenue, Albany, NY, (518) 4585308, bastiana@strose.edu, www.strose.edu/titleix
- Dr. Margaret McLane, Interim Provost and Vice President for Academic Affairs, Administration Center, 1000 Madison Avenue, Albany, NY, (518) 454-5160, mclanem@strose.edu
- Jen Richardson, Associate Vice President for Student Development, Events and Athletic Center, Room 210, 420 Western Avenue, Albany, NY, (518) 454-2023, richardj@strose.edu
- Jeff Knapp, Associate Vice President for Human Resources, Cabrini Hall, 399 Western Ave., Albany, NY, (518) 454-5138, knappj@strose.edu
- Yolanda Caldwell, Chief Diversity Officer and Director of Leadership Institute, 1020 Madison Ave., Albany, NY, (518) 485-3133, caldwely@strose.edu

Individuals may also report incidents of discrimination or bias through the College's online reporting system which can be found at: <https://www.strose.edu/student-development/diversity-inclusion/bias-anddiscrimination-reporting/>

Individuals may also report incidents of gender or sex-based discrimination, harassment, abuse, or violence through the College's online reporting system which can be found at: <https://www.strose.edu/titleix/reporting/>

Individuals have the right to seek resolution through other sources, for example, the New York State Division of Human Rights (<http://www.dhr.ny.gov/how-file-complaint>), the Equal Employment Opportunity Commission (<https://www.eeoc.gov/employees/charge.cfm>), or Office of Civil Rights of the United States Department of Education (<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt> or 1-800-4213481).

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INTRODUCTION

General Information

The College of Saint Rose is a dynamic, comprehensive college of over 2,500 students where teaching is the first priority. Located in the heart of New York State's Capital District, the College is an independent, coeducational college. Through a strong liberal education curriculum and progressive academic programs, the College serves traditional students and working professionals in 35 bachelor's degree programs, 5 undergraduate certificate programs, 25 master's degree programs, 17 advanced certificate programs, and 8 accelerated programs.

It is one of six colleges in the United States sponsored by the Congregation of the Sisters of Saint Joseph of Carondelet.

History & Mission

History of the College

The College of Saint Rose was founded in 1920 by the Sisters of Saint Joseph of Carondelet as a Roman Catholic college for women. Its founders selected the name of Saint Rose to honor the first woman saint in the Americas. The primary academic purpose of the college was the full development of the person through a strong liberal arts curriculum. Initially, emphasis was placed on the professional training of teachers and this emphasis was expanded in the early years to preparation for business and other professions.

As needs in the Albany area increased, the College expanded and revised its programs to meet those needs. An evening division was developed in 1946 to meet the needs of World War II veterans and was re-instituted in 1974 to respond to the need for masters' degree programs. Men were admitted to both the original and graduate division and, in 1969, the College became fully coeducational.

In 1970, the board of trustees was expanded to include lay persons in addition to the Sisters of Saint Joseph. With the formal transfer of control to its board, The College of Saint Rose became an independent college sponsored by the Sisters of Saint Joseph of Carondelet.

College Mission

The College of Saint Rose community engages highly motivated undergraduate and graduate students in rigorous educational experiences. In the progressive tradition of the founding Sisters of St. Joseph of Carondelet, we welcome students from all religious and cultural backgrounds. In addition to developing their intellectual capacities, students have the opportunity to cultivate their creative and spiritual gifts in a diverse learning community to create a campus culture that fosters integrity, interdependence, and mutual respect.

The College delivers distinctive and comprehensive liberal arts and professional programs that inspire our graduates to be productive adults, critical thinkers, and motivated, caring citizens.

Our engagement with the urban environment expands the setting for educational opportunities and encourages the Saint Rose community's energetic involvement and effective leadership in society.

Institutional Goals

- To offer curricula that encourages students to integrate personal development.
- To offer courses, programs, and intellectual opportunities that nurture critical thinking, value formation and responsible citizenship.
- To provide opportunities and institutional resources for the social, intellectual, cultural, spiritual, and physical development of all students.
- To foster an awareness of and respect for diversity through curricular and extracurricular activities, and through active efforts to encourage persons with various ethnic, religious and personal backgrounds to join the College community.

Statement of Values

The College of Saint Rose values an environment which:

Promotes academic excellence

Nurtures respect for and commitment to life-long learning

Strives to achieve a caring, diverse community

Fosters the development of the whole person

Empowers individuals to improve themselves and the world around them

Reveres its Catholic history and heritage and respects other traditions.

Integrity Statement

Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. Faculty, staff, administrators, and students embrace these ideals in all their interactions and communications. Members of the Saint Rose community are committed to developing and implementing clear and fair institutional policies, standards, and practices, applied equitably and humanely. In keeping with our mission, The College of Saint Rose creates a culture that continually fosters the development of personal integrity and promotes ethical behavior throughout the larger society.

Right to Modify

Information in this handbook is subject to change. The College reserves the right to change or add any policies, rules, regulations, fees or any other information contained herein. Consult the Student Development office or a particular office for the latest information.

The College promotes the ongoing development of the total person in its commitment to the educational process outside, as well as inside, the classroom.

The Spirit of Saint Rose

A college is many things. Primarily, it is an educational institution, a place of higher learning, of preparation for a career and for life itself. A college has classrooms, labs, and lecture halls, but these alone do not make it what it is. After the first perplexing period of adjustment, new students realize that college is more than the courses in a catalogue. Enlightenment brings awareness that it is much more than attaining a degree. Through experiences students come to see that it is the spirit that makes it what it is - something that cannot be confined merely to the academic characteristics of the school.

Students, with your eager minds and wide hearts, you too can bring something to this spirit - the refreshing eyes of youth, your trust, your faith, and your hope.

*Derived from Barbara Gallagher Malone '58
Reprinted by Amanda Clairmont G'97*

College Seal

The seal of The College of Saint Rose is designed so that it bears the colors of the United States of America.

Circular in form, the outer rim contains the name and location of the College. A silver shield covers the inner surface. Upon this surface, the red roses are the heraldic symbol of Saint Rose; thirteen in number they are commemorative of the thirteen original colonies.

Flanking the shield on either side is the motto of the College: "In Tuo lumine videbimus lumen." (In Thy light we shall see light.)

College Colors

The College colors are gold and white.

Mascot

To emphasize and enforce our colors and their meanings, the Saint Rose mascot was officially put to use in the 1970's. "THE SAINTS" derived from Saint Rose, carried our school from

1973-1981, marking the beginning of intercollegiate sports. The construction of the Activities Center in 1978, combined with the addition of intercollegiate baseball, volleyball and softball teams, sparked an interest to find a new identity, and the search began for a new mascot. A campus wide ballot was conducted and in 1981 the 'GOLDEN KNIGHTS' were born. Today, our fighting Golden Knights proudly wear our school colors of gold and white, along with black as a complementary color.

Our Traditions

Tradition is an inherited culture which symbolizes the past and present, the old and the new united in the bonds of time.

Throughout our school year, the old and new intertwine to attend to the needs of all, as a community. Traditions are seasonal and yet, have a permanent place in our college life. During RETREAT, students paused in the sometimes hectic college routine to meditate and reflect on their lives - past and present.

In an informal atmosphere, the beginning of new friendships once was marked at the CAMPFIRE AND SONGFEST and are now being celebrated at the **HARVESTFEST** in October.

Proud Rosebuds entertained their parents during the full and exhilarating PARENTS WEEKEND. In recent years we have come to extend our special weekend to brothers, sisters, and loved ones. We know this exciting weekend as **FAMILY WEEKEND**.

The cold weather and winter winds blow in the **FALL SEMI-FORMAL**. Dinner and dancing excitingly welcome our first formal dance of the school year. This gala has been a tradition since 1924. Although it was once referred to as the SENIOR BALL, we now prefer to extend our invitation to the entire Saint Rose community.

JUNIOR PROM AND WEEKEND, like a velvety valentine, arrived in February. Now in celebration of unity we dine and dance during our second dance of the year, the **SPRING SEMI-FORMAL**.

GRADUATION DAY arrives. With the accepting of your degree, the graduate is an alumna/us, ready to face the unknown future with faith, courage and determination. The tree is now at its full bloom, a cycle is completed once again.

ACADEMIC LIFE

Academic Information

Additional information on academic policies and regulations may be found in the undergraduate and graduate catalogues.

Academic Advising **518-454-5217**
advisement@strose.edu

The Office of Academic Advising is a central source of academic information at The College of Saint Rose. Here, students receive advice on choosing a major, minor, or concentration, as well as information on College policies and procedures in general. Students wishing to change their advisors should also contact the Office of Academic Advising. (Please note: the following majors have their own, separate advising office: Childhood Education, Communication Sciences and Disorders, Early Childhood Education, and Special Education. Students majoring in one of these four fields should turn to The Field Placement and Advising Office.)

Academic Advisors

In their first year at the College of Saint Rose, all incoming students have two advisors—an *Academic Advisor* (in the Office of Academic Advising or the Field Placement and Advising Office), and a *Faculty Advisor* (in their major). *Academic Advisors* help students transition to the College, making sure they know how to access campus resources, read degree requirements, prepare for course registration, and, in general, get connected to campus. Though *Faculty Advisors* provide assistance in many of these same areas, their primary focus tends to be on course-selection in, and questions about, their advisees' major. In addition, *Faculty Advisors* act as important resources as students prepare for internships, graduate school, research opportunities, and/or their first professional position.

Early in the Fall and Spring Semesters of their first year, new students meet with their *Academic Advisors* (for "Pre-Advisement"), and, then—some weeks later—with their *Faculty Advisors* (for "Advisement Day"). "Pre-Advisement" serves as an important "check-in" moment ("How are you transitioning? Is there anything you need?"), and helps students prepare to make the most of their first meeting with their *Faculty Advisor*. "Advisement Day" is set aside for students and *Faculty Advisors* to meet and prepare a schedule for the next semester. Please note that, while it is the advisors' responsibility to guide and counsel, it is the student's responsibility to make knowledgeable, final decisions. Ultimately, the student is responsible for her/his education.

The College of Saint Rose is strongly committed to the intellectual, emotional, social, and spiritual development of our students. Students are encouraged to stay in regular contact with their advisors (Academic and Faculty) for academic support, and to resolve issues in a timely

fashion. For more information about academic advisement, please see the Academic Advising page on The College of Saint Rose website.

Academic Success Center

The Academic Success Center partners with students and faculty to enhance student academic skills outside of the classroom and provide equal access to information presented in the classroom. Our focus is to support students in becoming independent learners and to assist in the achievement of individual learning goals. We are committed to working with students to promote their academic success and ultimate goal of graduation.

Drop-in Tutoring: The Academic Success Center (ASC) offers students open-group drop-in tutoring sessions in the academic areas of math, accounting, business, computers, communication sciences and disorders, psychology and the natural sciences (biology, chemistry, and physics). These sessions do not require an appointment. Since tutoring schedules change every semester, students are encouraged to stop by the Academic Success Center or check the ASC website to get the updated information. Schedules will also be available for students on the EAB Navigate app.

Study Clusters: Tutorial study clusters give students the opportunity to work through rigorous course work, with the support of classmates and a peer tutor. Students experiencing difficulty with a particular course may contact the Academic Success Center to inquire about creating a study cluster.

The Writing Center

The Writing Center welcomes all student writers, from first-year students to those in graduate programs, from students who find writing challenging to strong writers looking to be even more effective. Every writer can benefit from feedback and individual attention. Tutors are trained to support both native speakers of English and English Language Learners to develop and enhance writing skills. During sixty-minute one-on-one tutoring sessions, trained tutors assist students with a stages of the writing process: selecting a topic, brainstorming, outlining, drafting, organization, research, documentation, and revision.

Use your EAB Navigate app to schedule an appointment. You can find us under the care unit Academic Support > Writing Tutoring. Please follow all steps to make a writing center appointment. Appointments for the Writing Center can be held in person in the Academic Success Center or online via Zoom.

Writing Lab is a weekly tutorial service where, students work on writing assignments for any subject areas, while tutors act as consultants. Students determine how much interaction and consultation they require.

Math Skill Development

The Academic Success Center offers learning enrichment programs and academic support for students with math concerns, focusing on content from the Math Placement. Appointments are strongly encouraged to provide the most appropriate individual help. Students should call (518) 454-2177 or stop by the Academic Success Center to speak with the Associate Director of Student Development.

Services for Students with Disabilities

Accommodations for students with documented disabilities are coordinated in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended.

Registering:

Students interested in securing accommodations will need to present appropriate documentation of a disability to the Director of Services for Students with Disabilities. Prospective students are encouraged to meet with the Director early in the application process to obtain a copy of the documentation guidelines and to learn about the services provided.

Services and accommodations may include but are not limited to:

- a. Faculty notification
- b. Alternative testing arrangements
- c. Note-taking
- d. E-text
- e. Referrals to appropriate campus and/or community resources
- f. Student advocacy

Graduate and Continuing Education Admissions

The Office of Graduate Admissions offers a variety of educational opportunities, including over 25 master's degree programs and advanced certificates programs.

Graduate Admissions representatives are available Monday through Friday from 8:30am-4:30pm. Professionals are available to discuss the College's graduate admissions requirements, academic programs, student services and campus resources. The office is located in DeSales Hall at 919 Madison Avenue and online at <https://grad.strose.edu/>

Neil Hellman Library

Situated in the center of campus, the Neil Hellman Library has over 160,000 print titles, 115,000 e-books, and 100 databases, which provide access to more than 120,000 journals, magazines, and newspapers. Subscription databases and other electronic resources are available to students both on and off campus. The Library also offers a robust Interlibrary Loan service through which students can borrow materials and obtain journal articles from the collections of research libraries across the country.

NOTE: *For the safety of our users and staff, the Neil Hellman Library reserves the right to rollback services and alter library access should the COVID-19 situation warrant. Please visit the Library's website library.strose.edu for the most up-to-date information on hours, services, and policies.*

Facilities & Building Access

For the 2021-22 academic year, all users will need a valid St. Rose ID to access the Neil Hellman Library building. Masks will be required while in the Library, and hand sanitizer and wipes will be readily available.

With four floors of accessible space, the Library supports research, group work, private study, and silent study modes. 60 computers (both MAC and PC) are distributed throughout the building, 30 laptops can be checked out for use within the Library, and 4 multipurpose copiers allow students to print (both black & white and color printing available), copy, and scan documents. A wireless network provides Internet access throughout all four floors of the Library.

Neil Hellman Library Hours (Fall and Spring Semesters)

Monday-Thursday 10 am – 10 pm

Friday 10 am – 4 pm

Saturday Closed

Sunday 4 pm – 10 pm

Holiday, intersession, and summer hours will be posted on our website library.strose.edu and outside our building.

Reference Help

Librarians are available whenever the Neil Hellman Library is open to help with library/research needs and can be reached in person or via chat, email, text, or phone. Personal, in depth one-on-one reference help is also available by appointment through Navigate. When the building is closed, students can obtain reference assistance through our 24/7 chat service (staffed after hours by non-College of St. Rose Librarians). Please come to the Library or visit library.strose.edu/help for research help.

Borrowing

Students will need their St. Rose student ID to borrow items, including books, materials on Course Reserve, laptops, study room keys, and movies. For loan periods and borrowing policies, visit library.strose.edu/loanperiods.

Library Web Site: Information on all Neil Hellman Library resources, departments, and policies is available on the Library web site at library.strose.edu.

The Patricia Standish Education and Curriculum Library: The Patricia Standish Curriculum Library is a specialized curriculum and instruction library housed within the Lally School of Education. All staff of the Curriculum Library have a background in the field of education. Curriculum Library print holdings include lesson-planning resources for classroom

teachers, speech therapists, and counselors, and an extensive collection of fiction and nonfiction children's literature- including numerous multicultural and award-winning titles. Additionally, the Curriculum Library has hundreds of educational games, toys and numerous other manipulative and therapeutic resources which range in age and ability-appropriateness from birth to adult. All items circulate on a two-week borrowing schedule for use in classrooms, hospitals and other therapeutic settings. Group workspace, desktop computers and printing/ scanning technology is also available on site. Masks are currently required at all times in the CL.

NOTE: For the safety of our users and staff, the Curriculum Library reserves the right to rollback services and alter library access should the COVID-19 situation warrant. Please visit the Curriculum Library's website for the most up-to-date information on hours, services, and policies. <https://library.strose.edu/CL/Homepage>

Tours and Reference Services: Curriculum Library tours are provided in collaboration with professors throughout the semesters. Reference services are provided by librarians, reference assistants, and staff.

Circulation: To check out materials from the Curriculum Library, you need a valid College of Saint Rose ID. All items circulate for 2 weeks with a one-time renewal.

Hours (Fall and Spring Semesters):

Monday through Thursday 10:00am- 7:30pm

Friday 10:00 am- 3:00pm

Closed Saturday & Sunday

Intercession, holiday, and summer hours will be posted outside the library and on the website.

Center for Global Affairs

Mission Statement

The Center for Global Affairs supports The College of Saint Rose with the dual mission of providing international opportunities to domestic students and welcoming and integrating international students into the campus community.

One aspect of the Center's mission is to assist in the academic, intercultural and holistic development of Saint Rose students by providing a diverse range of academic challenging, accessible, and high quality on-campus and off-campus opportunities to learn about their role as global citizens.

The Center for Global Affairs is also tasked with providing support and guidance to our vibrant international student community. We provide a holistic set of support services which include: guiding them through the admissions process, advising students in maintaining and

meeting the legal requirements of their student visa status, as well as providing support on academic, personal, cultural, and developmental concerns.

Study Abroad

Students interested in studying abroad can choose from a variety of experiences: Faculty Led Programs, Semester/Year Long Study, and Summer Sessions in over a 30 different countries and 60 cities. Please refer to the Center for Global Affairs Study Abroad website for a list of all study abroad opportunities offered in upcoming semesters.

Faculty Led Programs

The primary objectives of a Faculty Led Program are (1) to provide The College of Saint Rose students with a short-term global academic experience, and (2) to encourage Saint Rose faculty to expand their global travel interests, skills, experiences and contacts. A Faculty Led Program (FLP) is a combination of a Saint Rose course and a short-term global or US travel experience, with the travel portion playing a key role in achieving the academic objectives of the course. Participants are enrolled in the course for the duration of the academic term and/or for the semester the FLP will be offered. Participants pay Saint Rose tuition, a short-term Faculty Led Program fee, and an additional fee to cover the travel component of the course.

Student eligibility for faculty led programs:

1. Students must be matriculated students
2. Students must have a 2.5 GPA
3. Students must have completed 15 credit hours (or one full semester) at The College of Saint Rose prior to studying abroad
4. Students must be in good academic and judicial standing

Semester Study Abroad

The College of Saint Rose is affiliated with a number of overseas universities and study abroad providers, offering study abroad experiences to students in over 30 countries. The Center for Global Affairs provides guidance in choosing an appropriate program and planning for the experience of living/learning in a foreign country. Please review the timeline for study abroad to view all the necessary steps.

Students will be charged The College of Saint Rose tuition and an off-campus program fee rather than the cost indicated in the program's materials, as this gives students the opportunity to receive Saint Rose grants/scholarships and maintain eligibility for federal and state funds. If the host study abroad tuition is higher than The College of Saint Rose tuition, the student will pay the difference. College of Saint Rose students studying abroad are responsible for the room and board fees of the affiliated program.

Student eligibility for semester study abroad:

1. Students must be matriculated students

2. Students must have at least a 2.5 GPA (higher GPA can be required depending on the host institution)
3. Students must have completed 30 credit hours at The College of Saint Rose prior to studying abroad. Transfer students must have completed one complete semester.

First year students may begin the application process at the completion of the first semester of study if they have the necessary GPA.

4. Students must be in good academic and judicial standing

International Student Services and Programs

The Center for Global Affairs (CGA) also facilitates the acculturation of international students to life at The College of Saint Rose by providing a space where they can feel welcome and supported. CGA provides immigration expertise for students on F-1 and J-1 visas, advising on matters such as employment authorization, overseas travel, and maintaining status. CGA also helps all international students navigate the personal, social, and academic challenges of living and studying in the United States.

The Student Exchange Program of the Association of Colleges of Sisters of Saint Joseph (ACSSJ)

The ACSSJ Student Exchange Program offers students the opportunity to enrich their educational experience by studying for a semester or a year at a member campus located in the following states: California, Massachusetts, Minnesota, Missouri, New York or Pennsylvania. Full-time students who have completed at least 24 credit hours and maintain a minimum 2.5 grade point average are eligible to participate. The exchange may be for one or two semesters. The two semesters may be on one campus or a semester each on two different campuses. Students must apply by April 10 for the fall semester, and November 10 for the spring semester. Students pay the current rate of Saint Rose tuition for the semester(s) of participation and the cost of room and board, for the semester(s) of study at the exchange college. Exchange applicants should have no prior college policy violations on their record. Students who participate in the exchange program are governed by the policies and procedures listed in this handbook. Students interested in participating in the exchange should contact the Director of International Studies.

Transcripts

A transcript is released only upon written request of the student. An official transcript, one bearing the seal and an authorized signature of The College of Saint Rose, is sent from the Registrar's Office directly to the official or institution specified. An official transcript issued to a student will be labeled "Issued to Student". The College does not issue copies of transcripts on file from other institutions. Transcripts will not be issued to students who have outstanding financial obligations to The College.

STUDENT LIFE

The Office of Student Life supports the mission of The College of Saint Rose by providing intentional learning opportunities that foster the development of the whole person and help students be involved and engaged on campus. The office promotes community involvement through leadership education, student organization involvement, and campus programming. We appreciate that all of our student clubs and organizations have a positive impact on campus culture and help students recognize the ways in which they can live and interact together to make our campus an inclusive community.

Student Life is responsible for the coordination of student activities programming, specifically Week of Welcome, Late Knight and NSLS Program, providing support to our many clubs and organizations, and keeping parents and families connected with The College of Saint Rose.

Week of Welcome (WOW) starts each incoming and transfer students' journey at The College of Saint Rose. WOW begins with a kick-off event on New Student Move-In Day, followed by a two-day New Student Orientation experience. WOW continues with programs to provide both new and returning students opportunities to get better acquainted with the campus, get involved, meet fellow peers and make new friends. The goal of WOW is to help all students feel welcomed into the Golden Knights community.

Late Knight events occur Thursdays to Saturdays on and off campus, providing students with alcohol/drug-free alternative programs. Students are encouraged to join the Late Knight programming committee to assist in the planning and sponsoring of events. Along with offering social activities to bolster involvement and connectedness on campus, Student Life sponsors educational workshops through the NSLS Program. The mission of the program is to employ students with both foundational knowledge and practical application of leadership skills.

There are a variety of clubs and organizations for students. Student clubs and organizations include social cultural, educational, faith-based, community service, and performance clubs; they can seek guidance, training, advising, and other help with facilitating the success of the club. The Office of Student Life, along with an advisor, will assist clubs in terms of event advising and planning and compliance to campus guidelines. Student clubs and organizations are afforded a budget to defer costs to programmatic efforts. To be a student club/organization, students must provide a constitution/by-laws, name of their advisor (fulltime or part-time faculty, staff, or administrator), names of their executive board (at least two current students), a list of current students who are general members to the Office of Student Life and must attend a club training (advisor will also receive training). This will afford the club with the ability to have access to a small budget and to book meeting/event spaces with Events Scheduling and Administration. For more information about being a student club/organization or how to seek approval, please contact the Office of Student Life at belfanct@strose.edu. We strongly encourage students that if they do not see a club or organization that they are interested in, to find out how to start one! We are always willing to help students find new ways to come together and share in their Saint Rose experience.

Through Student Life, parents and families can stay connected with campus events, important updates, and more. Whether it is through the Parent and Family Newsletter or the

Parent and Family Facebook group, Student Life seeks to engage families with relevant information and serve as a resource. Student Life provides support to parents and families as they navigate their students' journey as a Golden Knight.

Our programs are aimed at creating innovative learning environments outside of the classroom, aiding the transition to college and beyond, and helping students stay connected to campus through social events. Student Life is located in the Events and Athletics Center, main level and may be reached by calling 518.454.2089. Students are welcome to stop in to discuss how to get involved on campus through social programming or leadership opportunities.

Alumni Association

The College of Saint Rose Alumni Association welcomes all alumni as lifetime members upon graduation. Founded in 1924 and incorporated in 1949, the Association boasts more than 43,000 members to date. Under the leadership of an elected board, comprised of five officers and sixteen directors, as well as appointed representatives from the Board of Trustees, Board of Associates, alumni chapters, student body and faculty, the Alumni Association provides alumni with opportunities for connecting with current students, networking with leaders in their professional fields, and participating in career and personal enrichment activities. Many alumni also become involved with their local chapter of the association, joining Saint Rose graduates in planning and hosting alumni events right in their own neighborhoods.

Alumni enjoy a wide variety of exciting activities through the Office of Alumni Relations and the Alumni Association, including: class reunions, constituency reunions (gatherings of former teammates, club members, etc.), get-togethers for recent alumni, student/alumni networking programs, regional sporting events, special interest lectures, alumni in admissions activities and a variety of other events hosted on the Saint Rose campus and around the country. Together with the Office of Alumni Relations, the Alumni Association Board represents the interests of the alumni body to the College and develops initiatives designed to promote alumni engagement with their alma mater. The Office of Alumni Relations is located on the first floor of Moran Hall, 979 Madison Avenue. The Alumni Relations team can be reached at (518) 454-5105 or via e-mail at alumni@strose.edu.

Scholarships

Monsignor Delaney Family Scholarships

Legacy families are a proud Saint Rose tradition. Two incoming first-year students who are family members of alumni are each awarded a 4-year scholarship of \$1,000 per year.

Awards

Distinguished Alumni Award

An alum is honored annually for demonstrating the excellence of The College of Saint Rose education through outstanding accomplishments or significant contribution to society in one of the following areas: professional, academic, cultural, service or creative expression.

Dr. Thomas A. Manion Distinguished Faculty Award

Annually, a faculty member is honored for his/her excellence in teaching, outstanding professional accomplishment and concern for the students as demonstrated by influencing their personal and professional lives.

Sister Catherine Francis Soulier Junior Appreciation Award

Each year, one Junior is awarded \$500 based upon his/her leadership, service, and commitment to Saint Rose and the greater community.

KnightWire

A team of highly motivated and enthusiastic student ambassadors, the members of KnightWire team enjoy serving the alumni community by providing exciting campus updates while helping to elevate their college through securing alumni contributions for The Saint Rose Fund. One of the highest paying student job opportunities available, KnightWire offers flexible evening hours, invaluable resume-building experiences, exciting incentives and a friendly and dynamic work environment. Employees of KnightWire are a critical part of the Institutional Advancement team who enjoy the many benefits of getting to know Saint Rose alumni and helping to shape the future of their college. Applications are accepted on an ongoing basis. To apply for a position or to learn more, please e-mail saintrosefund@strose.edu.

Athletics, Recreation and Intramurals

The College of Saint Rose takes pride in its athletics facilities and programs. Members of the student body have a wide variety of opportunities to get active and get involved!

The Events & Athletics Center (EAC) serves as a focal point for a wide variety of indoor activities at Saint Rose while the Plumeri Sports Complex (PSC) offers outdoor athletic facilities for intercollegiate teams and intramurals. Both venues serve to meet the fitness and participation needs of our students.

The EAC & PSC provide activity space for our intercollegiate team practices & contests, intramural and recreational programs, physical education courses and many social and cultural events. The Events & Athletics Center houses a four-lane swimming pool, locker room facilities, an athletics training room and equipment room for varsity teams, a classroom, the Nolan Gym, and the Bob Bellizzi Fitness Center which houses a variety of aerobic equipment and weights.

Offices for intercollegiate athletics staff and physical education instructors are also located in the Events and Athletics Center.

Students must bring their Saint Rose identification card with them to use the facilities in the Events and Athletics Center.

The Plumeri Sports Complex is located 2.5 miles east of the main campus and is accessible by personal car, or college shuttles that run to/from campus during home games and special events. The PSC includes NCAA-standard baseball field, softball field and all-weather turf soccer/lacrosse field for varsity and intramural use. There is also a grass field and adjacent building which houses concessions, athletics training room, and a meeting room. The building at the softball field includes the softball press box, SR Security office, and restrooms.

Injury Insurance

The College cannot assume liability for injuries sustained while participating in intramural or recreational activities. Each individual participates at his/her own risk. Any individual who plans to participate in athletic and recreational events is encouraged to have accident/health insurance. The College carries a partial and limited coverage plan for members of intercollegiate teams who are participating in NCAA varsity sports. For more information on medical coverage required for participation in varsity athletics contact the Athletic Trainer at 518-454-2009.

Intercollegiate Sports

The College of Saint Rose is a Division II member of the NCAA and a member of the Northeast-10 Conference (NE10). The GOLDEN KNIGHTS have enjoyed continued success competing against highly competitive teams throughout the Northeast during regular season play and many of our teams and participants have earned regional and national bids to NCAA Championships.

Our 19 varsity men's & women's teams include: m/w Soccer, m/w Cross Country, w Volleyball, m/w Golf, m/w Swimming & Diving, m/w Basketball, m/w indoor & outdoor Track & Field, m/w Lacrosse, Baseball, Softball, m/w Esports, and a cheerleading club that performs at home basketball games. Additional Information is available in the Athletics Office in the Events and Athletics Center and by viewing the Athletics website at www.gogoldenknights.com

Intramurals

Individual and team participation in indoor and outdoor activities is made available through The College of Saint Rose Athletics Department. Up-to-date information on the intramural programs, including dates, times, locations and more can be found on the intramural website at www.imleagues.com/StRose.

Recreation

Self-directed, informal use of the available equipment and facilities in the Events & Athletics Center is open to all members of the College community and is encouraged. Facilities such as the pool, gym and fitness center are available on a regular basis when classes or practices/events are not scheduled. "Open use" schedules are posted outside each of the facilities, are available in the Athletics Department and/or are posted on the website www.gogoldenknights.com.

Support Your Golden Knights!

All members of the College community are urged to become fans and support our Golden Knights as spectators at home athletic events. Get involved and join our mascot, FEAR, at home games throughout the year! Students gain free admission to home basketball games in Nolan Gym by showing a current Saint Rose ID card. All other Golden Knights home contests are free! Volleyball games are also held in Nolan Gym. Soccer, baseball, softball and lacrosse home games are held at the Plumeri Sports Complex and free shuttles may run regularly to and from campus to PSC. Check the website www.gogoldenknights.com for information on locations for our home and local competitions for swimming & diving, golf, cross-country, and track & field.

You may also want to follow your teams electronically:

<http://www.gogoldenknights.com> <http://twitter.com/gogoldenknights>

<http://www.facebook.com/GoGoldenKnights>

Bursar's Office

The Bursar's Office is located in the Student Solution Center, on the third floor of St. Joseph Hall. This office is responsible for:

- Student account billing and payment processing
- Student loan processing
- Outside scholarships/special funding
- Student and parent refunds
-
- Assisting students and parents with account discrepancies and payment options.

The Bursar's Office is open from 9:00am to 4:30pm Monday through Friday. For further information, please refer to www.strose.edu, under Offices and Resources and then Student Payment Center. To contact the Bursar's Office, call (518) 458-5464, or send an email to bursar@strose.edu.

Campus Dining

The Campus Dining office is located on the second floor of the Events and Athletics Center. There are five convenient campus dining locations to choose from; the Camelot Room, Starbucks, the Main Dining Room, and the Lally Café.

All resident students may select from a variety of meal plans designed to meet their individual needs. Commuter students may enjoy the benefits of purchasing a Commuter meal plan that maximizes dining flexibility, convenience and selection. All Commuter meal plans include a FREE Commuter parking pass! Cash and credit cards are accepted at each dining location, and visitors are always welcome.

As an added convenience, the *Ozzie Sustainable* meal program is available to all students participating in a meal plan. This program is designed to accommodate the dining needs of students “on-the-go” who are unable to eat a sit-down meal in our facilities due to scheduling conflicts. Students may come to the Main Dining Hall at any time during our continuous service meal periods and choose whatever menu items they like and place them in an Ozzie sustainable to-go container. Students may return the dirty container the next time they are in the dining hall where it will be washed and sanitized for future use.

Students may also utilize their meal plans to purchase a “meal exchange” in the Camelot room up to 3 times per week whenever the Main Dining Hall is closed. If a student has a need for a meal outside of regular scheduled dining hours, they are encouraged to contact the Food Service Director to discuss additional options.

Students with special dietary needs are encouraged to contact the Food Service Director to make an appointment with the dietitian to discuss their dietary guidelines.

Catering

Campus Dining provides catered events, from simple to elegant, campus wide. Students planning a floor party or gathering with friends have many options at any price level. All catering requests should be made through the dining office at least 72 hours prior to the function. The catering manager may be contacted at ext. 5179. **Due to COVID-19 handling of events may change based on CDC guidelines.**

Additional information on menus, services and all things Saint Rose Dining may be found at <https:saintrose.sodexomyway.com>

Campus Store

The Campus Store: 518-454-5245. Regular hours*: M-Th 8:00a.m-4:00p.m.; Fri. 9:00a.m.4:00p.m.; Sat. 10:00a.m.-2:00p.m. (the first week of fall and spring semesters the store will be open until 7:00p.m.; Monday through Friday; Saturday until 6, and Sunday until 5). Hours are abbreviated during the summer terms. Located in the Events and Athletics Center, the Campus Store offers a wide variety of items and services to the campus

community. This is the place to purchase your new and used textbooks, classroom and dorm supplies, Saint Rose apparel and gifts, Alumni items, Hallmark cards and much more. Also, visit us at saintroseshop.com. Our Store's website is the place to order your books for the semester, and take advantage of great savings on academically priced computer software for your PC or MAC. Be sure to ask us about our year round used book buy-back program.*Hours are subject to change.

Career Center

The Career Center assists students and alumni throughout the career development process. Our staff provides advisement, resources and programs on major and career exploration, part-time jobs and internships, resumes and cover letters, interviewing, networking and job search strategies, graduate school and post-graduation employment. Services and resources include individual appointments and walk-ins, a career management system, employer recruiting program, job and internship postings, networking opportunities and programs, print and online career resources, as well as a variety of career-related programs and events.

We strongly encourage all students to login to **HireStRose**, our online career management system, to access:

- **Jobs and Internships:** full-time, part-time, on-campus, off-campus, internships, volunteer, caregiving, tutoring, Saint Rose work-study and graduate assistantship positions
- **Events:** Career Carnival, Career Development Month, Career Roundtables, Education Expo, Etiquette Dinner, Graduate School Workshops, Employer Workshops, LinkedIn Headshots, Resume Critique Week, plus more
- **Recruiting:** employers interested in connecting with Saint Rose students and alumni via Information Sessions, Resume Collections, and Interviews
- **Resource Library:** Career Center Handbook, Business Review Portal, eBook Collection, GoinGlobal, Vault, What Can I Do With This Major, plus more
- **Outcomes:** employment, internship, and continuing education information for Saint Rose alumni

It is never too early or too late to explore career interests and options, gain experience through employment and/or internship opportunities, develop a network or begin the job search.

Students should stop by the Career Center, (Saint Joseph Hall, Second Floor), call 518-4545141, email career@strose.edu or refer to the Career Center's website at www.strose.edu/careercenter.

Commuter Life

Commuter students make up half of the full-time students at The College of Saint Rose. You are strongly encouraged to take advantage of all the student services and involve yourself in as many activities for which you have the time and interest. Commuter student lockers are located on the lower level of the Events and Athletics Center and can be rented from September-May for a fee. Contact the Student Development office for more information.

The **Main Lounge** and the **Camelot Room**, both located on the first floor of the Events and Athletics Center, are popular social and study areas for commuters.

The Camelot Room offers a variety of food options. A microwave is also available for student use. Commuter students can contact Dining Services to obtain commuter meal plans.

The Residence Life office maintains a listing of available off-campus housing in the surrounding community. A listing of available off-campus housing options in the surrounding community can be found at www.csr.och101.com.

Phones are available throughout the Events and Athletics Center. The mail room, also located in the Events and Athletics Center, offers a full range of postal services for the campus community.

COVID-19 as it Relates to Graduate and Undergraduate Commuting Students

If a Graduate or Undergraduate commuter student suspects that they have been exposed to COVID-19, they are expected to:

- Not come to campus
- Notify the campus' Office of Health Services at 518-454-5244
- Follow instructions provided by Health Service Staff
- [Get tested for COVID-19](#)
- Self-quarantine for 14 days, unless they obtain a negative COVID-19 test prior to the end of the 14-day quarantine period or receive further instructions when the test results come back
- Notify faculty members to make arrangements to take classes remotely and/or stay current with assignments

If a Graduate or Undergraduate commuter student tests positive for COVID-19, they are expected to:

- Notify the Office of Health Services at 518-454-5244 so the College can track that the student has tested positive; follow up will be done by the Department of Health, but the Office of Health Services will check in on the student
- Notify their college faculty members that they will be out sick and make arrangements to coordinate completion of work
- Provide documentation to the Office of Health Services that they have received clearance from their treatment provider or the Department of Health. After this the Office of Health Services will provide the commuter student with a note stating that the student is approved to return to campus.

Counseling Services

The Counseling Services Center provides free short-term psychological services to all students and provides consultation and referrals to off-campus providers as appropriate for chronic, long-term mental health issues or for issues requiring more specialized treatment. Services offered include individual, couples, and group counseling and psychotropic medication evaluations and management. All counseling is strictly confidential in accordance with established professional and state guidelines. Services are provided or supervised by licensed mental health professionals. The Center is a training site for master's and doctoral students pursuing degrees in counseling and psychology.

Counseling Services also provides outreach educational programming and trainings on a variety of topics related to personal and community wellness.

Appointments can be made by calling the Center at (518) 454-5200 or stopping by our offices on the third floor of Saint Joseph's Hall. The Center is open from 9:00AM-5:00PM weekdays. After hours, in the event of a serious mental health emergency, students may call the main office number to speak to an on-call crisis counselor.

Financial Aid

The College of Saint Rose has long been committed to the premise that a quality education should be within the reach of qualified students. To this end, the College serves its student body through a comprehensive program of state, federal and institutional financial aid. A student must be matriculated in order to be eligible for the various types of financial aid. While the basic responsibility for financing education lies with the student and the family, insufficient family resources may be supplemented with part-time employment, grants, scholarships, and loans. The amount of aid available through Saint Rose is limited and most is awarded on the basis of need as demonstrated by the need analysis performed on the Free Application for Federal Student Aid (FAFSA). All financial assistance from the College is subject to adjustment if the recipient is later granted aid from other sources. Financial aid awards are contingent upon the student maintaining good academic standing and satisfactory progress. A student's academic record will be reviewed at the end of each academic year. Students who do not meet the Satisfactory Academic Progress criteria will be ineligible to receive further federal, state or institutional financial aid until deficiencies have been remedied.

For complete information on financial aid eligibility, available grants and scholarships, and policies and procedures, refer to one or all of the following sources:

1. The College catalogue
2. The College of Saint Rose Financial Aid webpage
<https://www.strose.edu/campusoffices/financial-aid/>
3. Visit the Financial Aid Office
4. Internet resources:
www.studentaid.gov (U.S. Dept. Of Education)
www.hesc.ny.gov (New York State Higher Education Services Corporation)

Health Services

Health Services provides nursing coverage and various clinical services five days a week during the academic year to full-time and part-time students registered for more than six credits who have paid a health service fee. Students do not need to be enrolled in the College sponsored health insurance plan to utilize the on-campus Health Service.

Nurse practitioners are on campus to see and treat students Monday through Friday. There are no clinic hours during the summer or semester breaks. There are no additional charges for services provided in Health Services, but students assume financial responsibility for all outside medical services such as visits to specialists, prescription drugs, ambulance transportation, emergency room visits and laboratory work sent off campus.

New York State Law requires all students born on or after January 1, 1957 registering for six or more credits to prove immunity to measles, mumps, and rubella.

All students registering for six or more credits must submit:

- Immunization Record
- Report of Medical History

All International and Resident Students must complete the following:

- Immunization Record
- Report of Physical Evaluation
- Report of Medical History
-

Required Immunizations Consist of:

Measles (Rubeola):

- The student must submit proof of two doses of live measles vaccine given after 1967. The first dose given no more than 4 days prior to the student's first birthday and the second dose at least 28 days after the first dose; or
- The student must submit serological proof of immunity to measles through a lab report from an approved medical laboratory confirming immunity; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease.

Mumps:

- The student must submit proof of one dose of live mumps vaccine given after 1968 and no more than 4 days prior to the student's first birthday; or
- The student must submit serological proof of immunity to mumps through a lab report from an approved medical laboratory confirming immunity; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had mumps disease.

Rubella (German measles):

- The student must submit proof of one dose of live rubella vaccine given after 1968 and no more than 4 days prior to the student's first birthday; or
- The student must submit serological proof of immunity to rubella through a lab report from an approved medical laboratory confirming immunity (Since rubella rashes resemble rashes of other diseases, it is impossible to diagnose reliably on clinical grounds alone. Serological evidence is the only permissible alternative to immunization).

Meningitis - the meningitis vaccine is not required, however, all students registering for six or more credits must submit one of the following:

- Certificate of immunization for meningococcal meningitis disease; or
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

New York State law requires documentation of the immunizations described above. A student's continued ability to register and attend classes rests on providing the required documents.

Physical Evaluation and Tuberculosis Screening

Physical Evaluation and TB screening/PPD are required for all international students, students living on campus, and student athletes.

- The physical evaluation must have been completed within one year of the start of the semester.
- If a PPD is necessary, it must have been done within six months of arrival on campus.

Medical History

All students are required to complete and return the Report of Medical History.

Health forms must be submitted to the Health Services office in accordance with the following timelines:

- New York State Residents by September 16th for the fall semester and February 6th for the spring semester.
- International and Out-of-State Students by October 1st for the fall semester and February 21st for the spring semester.

Students who fail to submit the necessary forms in accordance with the timelines above will be assessed a nonrefundable \$100.00 late fee. If students are not in compliance within 30 days from the start of the semester for New York State Residents and 45 days for International and Out-Of-State Students they will be subject to immediate exclusion from their courses and removal from residence halls, when applicable.

Students will be considered "in process" and will be allowed to attend classes if he/she has presented a Certificate of Immunization that shows the student is in the process of completing the immunization requirements of PHL Section 2165. To be in process the student must have received at least one dose of the MMR vaccine and have an appointment to return to a health practitioner for the second dose within ninety (90) days. A student will also be considered "in process" if they have had blood titers drawn and are awaiting results to prove immunity to measles, mumps and rubella.

A student can be considered "in process" of complying with PHL Section 2167 regarding meningococcal disease through a thirty (30) day grace period. If the student is not in process and/or goes beyond the 30 day grace period, he/she will be subject to exclusion from classes.

Students who provide proof of honorable discharge from the armed services within ten years from the date of application to an institution shall qualify as in process, enabling a student to attend the institution pending actual receipt of immunization records from the armed services by the end of that semester. To enroll in future semesters, the student must supply the immunization records from the armed services.

Students who fail to comply with the timelines in this Policy will be excluded from attending classes and residing in their residence hall, when applicable, until such time as all immunization records are complete in Health Services. Faculty will be notified that the student is not permitted to attend class, complete coursework, or submit assignments until the student is in full compliance with this Policy. Once in full compliance, the student will be required to pay a \$200 fee to be permitted to return to class and their residence hall, when applicable, and then the faculty member will be notified accordingly.

Correspondence related to insufficient records will be communicated via Saint Rose student email accounts and phone numbers provided by the student in the Banner system. Health forms are available on the Saint Rose website at www.strose.edu. Call (518) 454-5244 with any specific health concerns or questions.

Immunization records are kept for a period of six years. A copy of a student's health records will be released by Health Services only upon written request from the student. Records are released in person, by mail, or by fax. We are unable to email medical records. Please allow three business days to process a request for immunization records.

Health Insurance

The College of Saint Rose has determined it is important for all students to have the financial stability that is required should a medical event occur. Therefore, the College offers students a voluntary accident and sickness insurance plan.

Please visit www.haylor-college.com/strose for more information.

Information Technology Services

ITS provides a range of community and instructional computing facilities and services, including Windows, Macintosh and Linux computer labs, and wireless internet access. Once you register for classes, a computer and e-mail account will be created that can be used in the computer labs. To find out how to login once it is created, refer to the ITS web site.

Policies and services are updated regularly; please check the ITS web site at <https://its.strose.edu> for any additions or changes. The ITS Help Desk, located in the basement of the Saint Joseph Hall 016, provides help with e-mail accounts, antivirus software, wireless or wired internet on personal computers and computer related classroom technology. They cannot provide service or help with any other questions related to your personal computer other than the above problems. You can reach the ITS Help Desk at x4357 (H-E-L-P) or (518) 454-2190.

The College's Acceptable Use Policy regarding the use of technology resources can be found at: <https://www.strose.edu/campus-offices/its/about-its/policies/acceptable-use-policy/>

ITS Technology Support Services supports classroom instruction and other college community events with audio/visual technology and service with a primary emphasis on academics. Early planning and communication is strongly recommended to ensure access to our resources. Please visit the "Need Technology?" portion of the ITS web site (<https://its.strose.edu>) for the policy on advanced notice for equipment and staff reservations, and for a list of our services. ITS Technology Support Services follows College policies and laws regarding copyright of audio/visual works. All students and employees must adhere to the provisions of current copyright laws, congressional guidelines and the College's copyright policy. The ITS Technology Support Services is located in Saint Joseph Hall 016 and can be reached at x4357(HELP) or (518-454-2190).

The College provides all-digital, high-definition cable TV service. Bring a 25' coaxial TV cable to connect your TV to the wall jack. Your TV will need to have a QAM tuner built-in (most TVs made after 2006 have this, except a handful of newer low-end models). Once connected, using the "channel search" or "auto program" function on your TV.

The College's Copyright Policy regarding the use of technology can be found at: <https://www.strose.edu/academics/academic-resources/academic-integrity/copyright-policy/>

For in-depth information on all of the services that ITS offers to students, please visit <http://its.strose.edu> and look for "Student Info."

Computer Equipment/Facility Usage

The College reserves the right to suspend or revoke the privilege of system access if a user's system activity threatens to overload the system network, threatens the security or integrity of the College, threatens the computer system, or if the user has violated institutional policies or committed a violation of law. A College official may enter a student's room to verify a threatening activity. The College's Acceptable Use Policy regarding the use of technology resources can be found under IT Policies at: <https://www.strose.edu/campusoffices/its/about-its/policies/>

Copyright Policy

It is the policy of The College of Saint Rose to promote legal and ethical use of information in all media. Clearly, information in the form of books, periodicals, web sites, videos and DVDs, music, television broadcasts, computer software, and multimedia is a resource central to the educational mission of the College. It is therefore the responsibility of all faculty, administrators, staff, and students to respect the rights of copyright holders when making use of these materials. Given the difficult task of interpreting copyright law as it applies to specific, local use, the College offers guidelines that follow to help faculty, administrators, staff, and students make informed decisions about using copyrighted materials. In every instance, these guidelines have been informed by both the law itself and a number of model

statements that have been developed through the collaboration of Congressional committees, professional organizations and industry groups. The College's copyright policy and guidelines can be found online at

<https://www.strose.edu/academics/academicresources/academic-integrity/copyright-policy/> .

Since copyright infringement can result in significant monetary fines and/or imprisonment, it is important that students be familiar with copyright law, particularly as it pertains to music and movie file sharing.

Intercultural Leadership

intercultural@strose.edu

(518) 454-2050

Office of Intercultural Leadership's (OIL) Mission Statement

The mission of the office is to assist the college in providing the campus community an opportunity to engage cross culturally around activities targeting leadership development.

The Office of **Intercultural LEADership** (OIL) provides direct services to underrepresented students [i.e. ALANA – (African, Latino/a, Asian, & Native American) & LGBTQI (Lesbian, Gay, Bisexual, Transgender, Questioning, & Intersex)] while presenting opportunities for all members of the community to engage in cross cultural educational and social programs targeting leadership development. Through the first-year mentoring program, ALANA is Leadership; we encourage students to collaborate with their Peer/Professional Mentor to promote academic success and retention at Saint Rose. We support all student-based organizations in their efforts to create diverse interactions through sponsored activities, excel in scholarship, leadership development, and social responsibility.

Mediation

Mediation is a voluntary, private, and confidential process led by trained staff at The College of Saint Rose in an effort to resolve conflicts between two or more students. With assistance from mediators, individuals have the opportunity to develop a mutually acceptable solution to their disagreement. A few benefits to mediation include:

- An opportunity to have your voice heard in a controlled environment
- Resolve disagreements and improve your overall college experience
- Receive FREE support that reinforces a respectful and productive conversation

To participate in a mediation, you can be referred by your Resident Assistant (RA), faculty, or campus staff/administrator. You can also submit a request for mediation by contacting mediation@strose.edu.

Security

Campus Security, located at 340 Western Ave., Albany, NY can be contacted 24 hours a day at 518-454-5187. The Security Officers make continuous rounds on campus, provide an escort

service, assist with traffic and parking control and respond to problems. Their primary function is to insure the safety and security of the campus community. The College takes security very seriously and encourages all students to report any incidents to Campus Security. Campus crime statistics are available from this office or on the College website.

Spiritual Life

The Hubbard Interfaith Sanctuary is the sacred space for the College. The Sanctuary is a house of prayer and worship for all religious traditions and spiritual beliefs. There is a large worship area, a Catholic/Christian prayer room, an interfaith prayer room, and an indoor garden with flowing water. It is also a “sanctuary” in the midst of a city campus for quiet reflection and meditation. In addition, the building serves as a site for yoga classes, guided meditations, cultural events and lectures, as well as spiritually-based student organizations on campus. You are always invited to enjoy the serenity of this space.

The Office of Spiritual Life at the College includes the offices of Campus Ministry, Community Service, and Mission Experience. Campus Ministry promotes the personal and spiritual growth of the campus community. While rooted in the Roman Catholic tradition, Campus Ministry provides interfaith and ecumenical programs of prayer, liturgy, service and social justice and celebration to invite the spiritual growth of people of all faiths and those who are exploring the spiritual aspect of their lives. Weekly programs, yearly retreats and workshops are offered to students who wish to develop their personal and spiritual lives. Student organizations – Better Together, our campus multi-belief organization; and the Catholic Student Organization are available to students who want to get together with other students for whom spirituality and faith are important. There are also opportunities to develop ones faith and spiritual life through service, outreach trips and social justice programming.

Information is available on the website and at the Office of Spiritual Life for the times and locations of religious services for the various religious traditions and denominations in the Albany area. A weekly Roman Catholic Eucharist is celebrated at the Church of St. Vincent de Paul. This Mass is college-oriented and welcomes people from many local colleges and from the surrounding region. Students participate in the ministries needed for the celebration. A mid-week communion service takes place on campus each Wednesday afternoon.

The Offices of Community Service and Mission Experience strive to get people involved in a variety of community outreach and service programs. A large network of local agencies provides students with opportunities to give form to their commitment to the community around them; for some, that is a chance to put their faith into action and for others, a chance to give expression to their personal dedication to people in need and taking action out of compassion and working to create a more just world. Opportunities to serve locally, nationally, and internationally, especially in developing countries are provided throughout the year. In addition, the Office of Spiritual Life sponsors on-campus events which encourage students to respond to community needs locally and in the world beyond our campus borders.

Student Life

The Office of Student Life supports the mission of The College of Saint Rose by providing intentional learning opportunities that foster the development of the whole person and help students be involved and engaged on campus. The office promotes community involvement through leadership education, student organization involvement, and campus programming. We appreciate that all of our student clubs and organizations have a positive impact on campus culture and help students recognize the ways in which they can live and interact together to make our campus an inclusive community.

Student Life is responsible for the coordination of student activities programming, specifically Week of Welcome, Late Knight and NSLS Program, providing support to our many clubs and organizations, -and keeping parents and families connected with The College of Saint Rose.

Week of Welcome (WOW) starts each incoming and transfer students' journey at The College of Saint Rose. WOW begins with a kick-off event on New Student Move-In Day, followed by a two-day New Student Orientation experience. WOW continues with programs to provide both new and returning students opportunities to get better acquainted with the campus, get involved, meet fellow peers and make new friends. The goal of WOW is to help all students feel welcomed into the Golden Knights community.

Late Knight events occur Thursdays to Saturdays on and off campus, providing students with alcohol/drug-free alternative programs. Students are encouraged to join the Late Knight programming committee to assist in the planning and sponsoring of events. Along with offering social activities to bolster involvement and connectedness on campus, Student Life sponsors educational workshops through the NSLS Program. The mission of the program is to employ students with both foundational knowledge and practical application of leadership skills.

There are a variety of clubs and organizations for students. We strongly encourage students that if they do not see a club or organization that they are interested in, to find out how to start one! We are always willing to help students find new ways to come together and share in their Saint Rose experience.

Through Student Life, parents and families can stay connected with campus events, important updates, and more. Whether it is through the Parent and Family Newsletter or the Parent and Family Facebook group, Student Life seeks to engage families with relevant information and serve as a resource. Student Life provides support to parents and families as they navigate their students' journey as a Golden Knight.

Our programs are aimed at creating innovative learning environments outside of the classroom, aiding the transition to college and beyond, and helping students stay connected to campus through social events. Student Life is located in the Events and Athletics Center, main level and may be reached by calling 518.454.2089. Students are welcomed to stop in to discuss how to get involved on campus through social programming or leadership opportunities.

Student Development

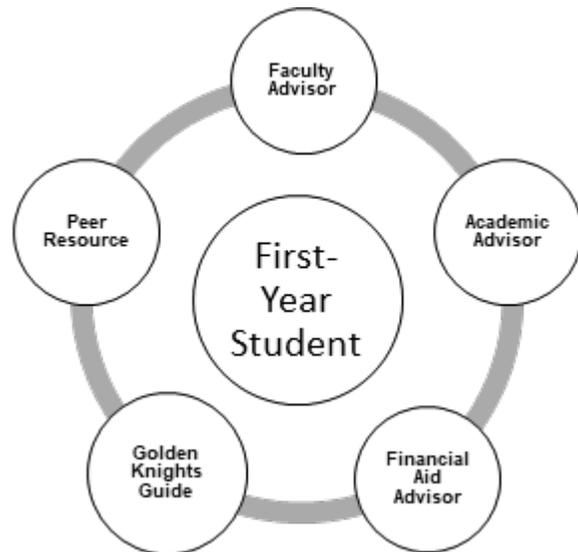
Mission

Student Development at The College of Saint Rose is committed to helping students shape an educational experience that will prepare and empower graduates for life. Our primary responsibility is to support progress toward earning a degree in a manner that educates the whole individual by providing opportunities to apply what is learned both inside and outside of the classroom toward the intellectual, cultural, social, and spiritual development of all students. At the core of this approach is the development of programs, policies, and practices designed to improve student outcomes through indicators that measure engagement, retention, persistence, graduation, and post-graduate employment rates.

Programs & Services Targeting First-Year Students

Circle of Success

An important part of student development is learning to advocate on one's own behalf. Every first-year student is assigned a team of professionals who will provide support, resources and encouragement to help students settle in to their first year. The Circle of Success is comprised of a Faculty Advisor, General Advisor, Financial Aid Advisor, Golden Knights Guide and Peer Resource.



Faculty Advisors advise students on academic matters and opportunities for research, internships and other scholarly pursuits within the major. Faculty advisors can talk to students about graduate school or career options in their field of choice.

Academic Advisors are general advisors who work in the Academic Advising office. They are responsible for assisting with course registration and preparing students for meeting with their Faculty Advisor. They also serve as great resources to refer students to various offices and support services.

Financial Aid Advisors are assigned to each first-year student. They are valuable resources who help students understand the financial aid process and work closely with students to overcome financial obstacles and challenges.

The Circle of Success also includes employees – **Golden Knights Guides** serve as resources and mentors to first-year students. Their goal is to help students navigate the transition to the campus community.

For students living on campus, the **Peer Resource** is a Resident Assistant (RA). RAs develop a positive living environment, supporting residents to grow as members of our campus community while learning from each other. RAs are available to answer questions, brainstorm solutions to challenges, and celebrate accomplishments.

For students living off-campus, the **Peer Resource** is called a Commuter Assistant (CA). CAs provide support, advice, and camaraderie throughout the semester. CAs will reach out by email on a weekly basis to share information about campus events and activities. Students are encouraged to email, phone, text or meet their CA in person throughout their first semester.

Everyone in the Circle of Success plays a key role in acclimating new students to the campus community, providing them with opportunities to develop meaningful connections to individuals who can help them succeed through their first year.

STUDENT ASSOCIATION

Association Structure

All students, both full and part-time, are members of the Saint Rose Student Body. The student governing organization of the Student Body is called the Student Association (SA). The Student Association was established in the Fall of 1973 to provide representation of students on campus. SA is the liaison between the student body, faculty, staff, administrators, and governing board of the College.

It is the responsibility of the Student Association to speak out and advocate in the best interest of all students at The College of Saint Rose. The 2021-2022 academic year will be used to work with all of our students to gather feedback and create a Student Association that empowers students to be an active part of in the future. While this is happening, all students are encouraged to share their suggestions, ideas, and concerns with the Office of Student Life by emailing studentlife@strose.edu.

Activity Fee

The Student Activity Fee is paid by all full and part-time students. This money is distributed to the College's clubs and organizations to fund academic and cultural programming, social events, publications, conferences, and many other services. A portion of the Activity Fee is given to Athletics.

Clubs and Organizations (Student Association)

There are a variety of clubs and organizations for students. We appreciate that all of our student clubs and organizations have a positive impact on campus culture and help students

recognize the ways in which they can live and interact together to make our campus an inclusive community.

We strongly encourage students that if they do not see a club or organization that they are interested in, to find out how to start one! We are always willing to help students find new ways to come together and share in their Saint Rose experience. The complete list of clubs and organizations is available online at <http://sa.strose.edu>.

GENERAL COLLEGE POLICIES AND PROCEDURES

Academic Dishonesty, Policy on Plagiarism and Other Infringements

Definition: Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student's own must be the product of her or his own efforts. Plagiarism, cheating, academic misconduct, or any other submission of another's work as one's own is unacceptable. Students working in groups are each individually responsible for the academic integrity of the entire group project.

Plagiarism includes but is not limited to:

- Purchasing, copying, down-loading, printing, or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument, or any other work and presenting it as one's own, either in whole or in part.
- Incorporating portions of another's work without proper acknowledgement and documentation.
- Academic misconduct includes but is not limited to:
- Using means other than academic achievement or merit to influence one's academic evaluation.
- Knowingly providing assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations. A student who writes a paper or does an assignment for another student is an accomplice and must be held accountable just as severely as the other. A student who knowingly permits another student to copy from her or his own paper, examinations, or project should be held as accountable as the student who submits the copied material.
- Receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations.
- Presenting as one's own the ideas or words of another for academic evaluation without proper acknowledgement or documentation.
- Presenting the same, or substantially the same, papers or projects in two or more courses without the explicit permission of the instructor(s) involved.

- Obtaining and/or reporting research data in an unethical or intentionally misleading manner.

In sum, the work of others, regardless of origin, must be properly and accurately cited in an accepted style. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' work when used. Students are advised to always indicate another writer's exact words and ideas with appropriate references. Whenever in doubt, cite the source.

Academic Grievance Procedure

Policy on Academic Grievances

To resolve academic grievances, students should complete this procedure no later than 60 days after the first day of the next regular (Fall or Spring) semester. (A summary checklist for this procedure is available on the Student Solution Center website under "Forms."):

1. A student with a grievance must first identify the grievance and discuss the matter at issue with the faculty member who is the party to the grievance. Students who cannot locate the faculty member to discuss the grievance should meet directly with the chair of the relevant department. If a grievance arises against a department chair then the school's faculty will select a faculty colleague to meet with the student.
2. If no resolution of the grievance was achieved during that first step, then, second, the student must request, in writing, a meeting with the chair of the relevant department (or an appointed representative in the case of grievances against a department chair) and the faculty member who is party to the grievance (and the student, him/herself). In the written statement, the student will make clear to the department chair that there is a grievance matter, and that the issue was unresolved in a meeting with the faculty member. The meeting will be set by the department chair for within two weeks of receiving the written request. At this meeting, the grievance issue(s) must be identified. The department chair will facilitate an attempt to resolve the grievance. Students and faculty members should complete the Academic Grievance Process form (available on-line under "Forms" on the Student Solution Center website) at the end of this meeting if the student intends to pursue the grievance to the next step.
3. If no resolution of the grievance is achieved at the second step, the student may make a request for a formal hearing of the grievance by the Academic Grievance Committee. The request must be in writing and presented to the chair of the Academic Grievance Committee within the 60 day time limit noted above. A detailed and clear statement with supporting evidence of the facts must accompany the hearing request. The Academic Grievance Committee will determine if the appeal is within its purview and if the facts warrant a hearing. Four affirmative votes of the Committee members are needed to call a formal grievance hearing.

The student has the responsibility to gather the appropriate signatures on the Academic Grievance Process Form at the end of each meeting of the grievance process. Additionally, the student must provide a signed copy of this completed form to the Academic Grievance

Committee should the grievance not be resolved at steps 1 and 2 of the process. The Academic Grievance Process Form is available in the Student Solution Center.

The student and faculty member, and witnesses with direct knowledge of events germane to the grievance for either party, are permitted at the formal hearing of the Academic Grievance Committee. All pertinent documents and supporting written statements will be admitted into evidence at this time, and those that are determined to be relevant by the committee will be considered carefully. The chair will moderate the proceedings. The grievant may be assisted during the hearing by an advisor selected from the College community (faculty, staff or student) but that advisor will not address the committee directly... While all parties to the grievance are free to consult with and receive advice from attorneys concerning the grievance, no party shall be represented by an attorney during the hearing itself.

The Committee's recommendations, in writing and within a reasonable time frame, typically within ten days of the formal hearing, and they will be forwarded for final deposition to the appropriate school dean (or directly to the Provost in situations where no dean is available). The school dean will notify all parties concerned, in writing, of his/her decision and the recommendations of the Committee.

The Academic Grievance Committee will be comprised of four faculty representatives elected by each of the four schools and three students selected by the Student Association (which should keep in mind the fact that a traditional, nontraditional and graduate student should be included). Two alternate students will also be selected annually by the Student Association. No person on the Academic Grievance Board shall hear his/her own complaint. Confidentiality must be maintained at all times.

Integrity Statement

Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. Faculty, staff, administrators, and students embrace these ideals in all their interactions and communications. Members of the Saint Rose community are committed to developing and implementing clear and fair institutional policies, standards, and practices, applied equitably and humanely. In keeping with our mission, The College of Saint Rose creates a culture that continually fosters the development of personal integrity and promotes ethical behavior throughout the larger society.

Procedures

It is the responsibility of the course instructor to identify and act upon breaches of academic integrity according to her or his best judgment in conjunction with institutional guidelines.

- In cases where the instructor determines that a violation of academic integrity has been committed, she or he will attempt to inform the student and will inform the department chairperson* of the charge and the consequence. Within 2 weeks of notification, the student may request an opportunity to present her or his defense to the instructor.

- The course instructor will file a report in the Registrar’s office by either completing an Academic Dishonesty Report Form or by writing a letter.
- The report will be retained in a central file in the Registrar’s office.
- If the student elects to appeal the sanction by following the steps outlined in the College’s Academic Grievance procedure, the report will be kept by the Registrar in a “Pending File.”
 - If the student’s appeal is successful, then the Registrar will remove the report from the files.
 - If the student chooses not to appeal or if the appeal is not successful, then the report will be retained in a central file in the Registrar’s office.
 - The Registrar will refer repeated violations of the standards of academic integrity to the Provost.

A student who has more than one report filed in the Registrar’s Office regarding a violation of the standards of academic integrity may receive sanctions up to, and including, dismissal from the College as determined by the Provost. *Department chairs will confer with a tenured colleague.

Acceptable Use Policy

It is the policy of The College of Saint Rose to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the College’s information technology resources is a privilege and must be treated according to the highest ethical standards.

The College expects all members of the community to use computing and information technology resources in a responsible manner and respect the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facility and controls, and all pertinent laws and College policies and standards.

This policy outlines the standards for acceptable use of Information Technology Services and Information Technology Resources, which include, but are not limited to, equipment, software, networks and data whether owned, leased, or otherwise provided by The College of Saint Rose.

This policy applies to all users of Information Technology Services and information technology resources, including faculty, staff, students, and guests accessing external network services, such as the Internet via College facilities.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical computer use:

- Use only those computing and information technology resources for which you have authorization.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- Respect the privacy and personal rights of others.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property. Any member of the College community found using information resources for unethical or unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, dismissal from the College, termination of employment and/or legal action as may be appropriate.

The College of Saint Rose reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of College policies, contractual agreements, or applicable state and federal laws. Although all members of the College have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by the College's requirement to protect the integrity of information technology resources, the rights of all users and the property of the College. The College, thus, reserves the right to examine material stored on or transmitted through its facilities if there is reasonable cause to believe that the standards for acceptable and ethical computer use are being violated by a member of the College community. A reasonable attempt will be made to notify end users if a violation of these or other College policies is known or suspected before any specific action is taken.

Guidelines for Interpretation and Administration of the Acceptable Use Policy for Computing and Information Technology Resources:

These guidelines are intended to assist the College community in the interpretation and administration of the Acceptable Use Policy for Computing and Information Technology Resources. They outline the responsibilities each member of the College accepts when using computing and information technology resources. This is put forth as a minimum set of standards for all areas of the College and may be supplemented with unit specific guidelines. However, such additional guidelines must be consistent with this policy and cannot supersede this document.

User Responsibilities

Use of Information Technology Services and information technology resources is granted based on acceptance of the following specific responsibilities:

- Use only those computing and information technology resources for which you have authorization.
 - For example: it is a violation**
 - to use resources you have not been specifically authorized to use
 - to use someone else's account and password or share your account and password with someone else
 - to access files, data or processes without authorization
 - to purposely look for or exploit security flaws to gain system or data access

- Use computing and information technology resources only for their intended purposes.
 - For example: it is a violation**
 - to use electronic resources for harassment or to stalk other individuals
 - to send bomb threats or "hoax messages"
 - to send chain letters
 - to intercept or monitor any network communications not intended for you
 - to use computing or network resources for consulting, advertising or other commercial purposes
 - to attempt to circumvent security mechanisms
 - to use privileged access for other than official duties
 - to use former privileges after graduation, transfer or termination

- Protect the access and integrity of computing and information technology resources.
 - For example: it is a violation**
 - to release a virus or worm that damages or harms a system or network
 - to prevent others from accessing an authorized service
 - to send email bombs that may cause problems and disrupt service for other users
 - to attempt to deliberately degrade performance or deny service
 - to corrupt or misuse information
 - to alter or destroy information without authorization

- Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
 - For example: it is a violation**
 - to make more copies of licensed software than the license allows
 - to download, use or distribute pirated software
 - to operate or participate in pyramid schemes
 - to distribute pornography to minors
 - to upload, download, distribute or possess child pornography

- Respect the privacy and personal rights of others. **For example: it is a violation**
 - to tap a phone line or run a network sniffer without authorization
 - to access or attempt to access another individual's password or data without explicit authorization
 - to access or copy another user's electronic mail, data, programs, or other files without permission

System Administrator Responsibilities

System Administrators and providers of Information Technology Services and information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Security Caveat

Be aware that although computing and information technology providers throughout the College are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as safeguarding their account and password, taking full advantage of file security mechanisms, backing up critical data and promptly reporting any misuse or violations of the policy.

Violations

Every member of the College community has an obligation to report suspected violations of the above guidelines or of the Acceptable Use Policy for Information Technology Resources. Reports should be directed to the area responsible for the particular system involved.

If a suspected violation involves a student, a referral may be made to the Executive Director of Information Technology Services at the College. The Student Handbook should be referenced regarding the College's student conduct process. If a suspected violation involves a staff or faculty member, a referral will be made to the individual's supervisor.

In addition to this document, specific computers and labs may have additional rules in association with their use. These rules should be posted clearly at the facility, or pointers included in the login message. Violations of those rules are considered violations of Acceptable Use, and may be reported using the procedure in this document.

Specific Interpretations Interfering with Other Systems

Problems often occur when someone creates a program that does something many times. For example, if you write a program that looks at the same web page thousands of times, this will normally cause a problem. Both the servers that handle web pages, and the network that gets the pages to you, are designed for normal human use. They are not designed to cope with programs that ask for the same thing many times.

Similarly, sending the same request via email a large number of times (even in the same email message) will often cause problems. So will repeatedly opening and closing network connections, continuously sending "ping" packets, etc.

Networks can only handle a limited amount of traffic. If you start writing programs or scripts that use these tools repeatedly or in unusual ways, it is your responsibility to make sure that what you are doing will not cause trouble for the rest of the network.

Commercial Use: Commercial use is covered in both the policy and guidelines document. It is being mentioned here simply because commercial use is one of the most common violations of Acceptable Use. Here are some of the most common examples of things we consider commercial use:

Using a Saint Rose system to host a web page for any business, including your private consulting practice, unless given permission to do so.

Referring people to a Saint Rose email address for commercial use (e.g. in print ads or commercial web pages).

Email to Large Numbers of Users: Currently, the academic systems are not configured to handle bulk email. Sending email to large numbers of users can cause significant problems for the system. Bulk email (except to people who have requested it) is also considered a violation of good network citizenship. Therefore, it is considered a violation of acceptable use to send substantially the same email message to more than 50 users.

Exceptions are: When the use has been approved by the system administrator. When the mail uses majordomo, listserv, or another facility that has been specifically engineered to handle mailing lists without causing problems for the receiving system. In almost all cases these systems will also allow users to join and leave lists themselves.

Even for email to fewer than 50 users, you must abide by other restrictions. This includes the restriction against commercial use, and the general requirement that all activities must abide by the law. There are now laws against unsolicited commercial email in some areas.

Chain letters: [This text is from the US Postal Inspection Service web site.] A chain letter is a "get rich quick" scheme that promises that your mailbox will soon be stuffed full of cash if you decide to participate. You're told you can make thousands of dollars every month if you follow the detailed instructions in the letter.

A typical chain letter includes names and addresses of several individuals whom you may or may not know. You are instructed to send a certain amount of money--usually \$5--to the person at the top of the list, and then eliminate that name and add yours to the bottom. You are then instructed to mail copies of the letter to a few more individuals who will hopefully repeat the entire process. The letter promises that if they follow the same procedure, your name will gradually move to the top of the list and you'll receive money -- lots of it.

There's at least one problem with chain letters. They're illegal if they request money or other items of value and promise a substantial return to the participants. Chain letters are a form of gambling, and sending them through the mail (or delivering them in person or by computer, but mailing money to participate) violates Title 18, United States Code, Section 1302, the Postal Lottery Statute. (Chain letters that ask for items of minor value, like picture postcards or recipes, may be mailed, since such items are not things of value within the meaning of the law.)

Recent Internet chain letters often start out by saying "this is absolutely legal", or "I used to think this was illegal, but I checked with a lawyer and it's not". The USPS and FBI say that this is false.

These schemes (and various related ones, including some multilevel marketing scams) are considered to violate Federal Laws against both gambling and wire fraud.

Cooperation with System Administrators From time to time activities may interfere with operation of the system, even though they may not clearly be prohibited by the Acceptable Use Policy. In such cases, the system administrator or other College staff person may contact you and ask you to stop doing something. You are expected to comply with such instructions. Once you have received such a warning, any further activity of the same kind will be treated as a violation of Acceptable Use. If you think the staff member has acted inappropriately in asking you to stop something, you may ask either the Director of Administrative Information Systems or the Executive Director of Information Technology Services to review the decision. However you will be expected to comply with the ruling of the staff while this review occurs.

How to Report Infractions Involving Information Technology Services Systems

The majority of reports should be made through normal College support channels. (e.g, the Information Technology Services web site). For more serious incidents, you may prefer to contact the Executive Director of Information Technology Services or the Director of Administrative Information Systems.

For certain kinds of incidents, special reporting channels are appropriate. However if you have trouble determining what approach to use, it is always appropriate to consult Information Technology Services information channels, the Executive Director of Information Technology Services, or The College of Saint Rose Director of Safety and Security.

Alcohol/Drugs

A. General College Policy

The College of Saint Rose prohibits the unlawful possession, use or distribution of alcohol and illicit drugs by students and employees on its property or as part of any of its activities.

B. Alcohol Policy

Small amounts of alcohol (i.e. no more than a six pack of beer, a liter of wine, or half liter of alcohol, etc.) for personal consumption are allowed in a student's bedroom if the student is at least 21 years of age. The collection, displaying or storing of empty alcohol containers is prohibited.

Alcohol

Alcohol as it Relates to Underage Students

If a student is under the age of 21 (hereafter referred to as an "underage student"), the possession, consumption, or distribution of any amount of alcohol is prohibited.

- Underage students shall not possess, consume or distribute alcoholic beverages.
- Underage students shall not furnish or sell any alcoholic beverage.
- Underage students shall not be in the presence of alcohol.
- Underage students shall not allow guests to bring alcohol into the residence halls.
- Underage students shall not be incapacitated by the influence of alcohol or another drug or substance.

Alcohol as it Relates to Of-Age Students

If a student is at least 21 years of age (hereafter referred to as an "of-age student"), they are permitted to possess and consume a "reasonable amount" of alcohol in their College-assigned room, or in the College-assigned room of another of-age student. A reasonable amount of alcohol is defined here as no more than a six pack of beer, a liter of wine, or a half-liter of liquor.

- Of-age students shall not possess, consume, or distribute any alcoholic beverage(s) if any underage person is present.
- Of-age students shall not furnish or sell any alcoholic beverage to any person not 21.
- Of-age students shall not possess, consume, or distribute large quantities of alcohol, including, but not limited to, kegs or beer balls.
- Of-age students shall not possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.
- Of-age students shall not allow guests to bring alcohol into the residence halls.
- Of-age students shall not be incapacitated by the influence of alcohol or another drug or substance.

Alcohol as it Relates to Excessive Drinking

Excessive drinking (or "binge-drinking") is prohibited. Of-age students are expected to drink responsibly and never in excess.

Alcohol as it Relates to Paraphernalia

Underage students shall not possess any drinking paraphernalia.

- This includes, but is not limited to: funnels, beer mugs, flasks, game tables, shot glasses, steins, margarita glasses, and wine glasses.

Although Of-age students are permitted to possess and consume alcohol on campus, they shall not possess drinking paraphernalia that is intended to be used for, or otherwise could be used for, excessive drinking.

- This includes, but is not limited to: funnels, flasks, game tables, and shot glasses.
- Regardless of age, students shall not collect, display, or store empty alcohol containers.
- All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of.

Resident students may be removed from campus housing after their third violation of the alcohol policy or earlier depending upon the severity of the violation.

Student and other College groups, including offices cannot serve alcoholic beverages at events at which students will be present without prior approval from the Assistant Director of Student Conduct. Alcohol beverage request forms should be completed a week prior to the event. Alcohol shall not be provided to individuals who are underage, appear to be intoxicated or under the influence of other psychoactive drugs.

Individuals or groups having events in a facility covered by the NYS liquor license serving Saint Rose may not legally bring alcoholic beverages into those areas; therefore, such beverages must be ordered from Hospitality Services.

Saint Rose community members are responsible for the alcohol-related actions of their guests, including any related damage.

Neither the advertisement nor emphasis of an event can promote alcoholic beverage(s) as the sole or main purpose of that event. In addition no specials for alcoholic beverages are allowed.

Whenever an alcoholic beverage is served, a non-alcoholic beverage and food must also be available.

No member of the College community may possess an open container in common areas, such as the lawn, lounges, hallways, kitchens etc.

Proofing is to be done at the entrance to the drinking area and only one alcoholic beverage is given to any one person.

Student Sponsored Events

For student sponsored events a designated area for the serving and consumption of alcohol must be utilized. Only those of age with appropriate proof may enter the area and no one may take beverages out.

It is the responsibility of the Hospitality Services staff to proof, enforce and report violations of the College alcohol policy. The sponsoring group is equally responsible to enforce the College alcohol policy and to report violations to the Assistant Director of Student Conduct.

Proofing Policy

Saint Rose identification cards are not valid for proof of age. Governmental proof, such as a driver's license, passport or original birth certificate is required.

The Saint Rose identification is also necessary to identify you as a member of the College community since we have a NYS club license.

Drug Policy

Possessing, consuming, distributing or selling illicit drugs is prohibited.

- Being present where illegal drugs are being used, had been used, or were suspected of being used is prohibited.
- The odor of marijuana in corridors, lounges, public areas or student rooms in conjunction with the possession of a fan, towel, or any other element used to mask the smell will result in participation in the Student Conduct process.
- Students shall not possess any items that are designed for the use of drugs (bowls, bong, hookahs, pipes, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.
- All drugs and drug paraphernalia will be confiscated and disposed of by Security.
- Incapacitation by the influence of alcohol or another drug or substance is a violation of College policy.
- Violators of the drug policy may be removed from campus housing and/or the College after their second violation or earlier depending on the severity of the incident.

Sanctions for Alcohol/Illicit Drug Violations

Students found in violation of the College's policies on alcohol and illicit drugs are subject to a hearing and possible disciplinary action. Sanctions will be assigned in accordance with the Student Conduct procedures of the College and may vary depending upon the particular circumstances surrounding an infraction, up to and including suspension or expulsion.

New York State Law and Sanctions Governing Alcohol Include:

The use of alcoholic beverages is subject to the New York State Alcoholic Beverage Control Law and certain provisions of the New York Penal Law. It is important to understand these laws clearly, as they pertain to the possession, sale or serving of alcoholic beverages.

- It is illegal for individuals under the age of 21 to possess alcoholic beverages. Underage drinkers are subject to a \$50 fine.
- An underage drinker who uses fraudulent identification is guilty of a violation punishable by a fine of up to \$100 and community service of thirty hours. If the

fraudulent identification is a New York State driver's license, the revocation of the license will be added to the above penalty.

- No person may sell, deliver or give any alcoholic beverage to a person under the age of 21 (the law does not apply to the parent of a minor). Individuals violating this law are guilty of a "Class B misdemeanor," and may be subject to a fine not exceeding \$500 and a term of imprisonment not to exceed three months.
- A person who misrepresents the age of a person under 21 for the purpose of inducing the sale of alcohol to the "underage" person is guilty of an offense and is subject to a fine of not more than \$200 and imprisonment not to exceed five days, or both.
- Any person who shall be injured in person, property, means of support or otherwise by reason of intoxicated person, or by reason of the intoxication of any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor to such intoxication; and any such person shall have the right to recover actual damages.
- Any person who shall be injured in person, property, means of support or otherwise by reason of intoxication or impairment of any person under the age of 21 years old shall have a right of action against any person who knowingly causes such intoxication or impairment by unlawfully furnishing to or assisting in procuring alcohol for such a person with knowledge or cause to believe that such person was under the age of 21 years.
- Any event or function at which alcoholic beverage(s) are being sold or, an admission fee or donation is charged or requested, requires a license from the state.

New York State Law and Sanctions Governing Illicit Drugs

Marijuana

Article 222 of the Penal Law of the State of New York is a special section of the law dealing with offenses involving marijuana. In total, there are 14 subsections which deal with the definition, possession and sale of marijuana. Possession of marijuana in any amount above three ounces or twenty-four grams of concentrated marijuana is illegal. Unlawful Sale of marijuana will, at minimum, result in a fine of no more than \$250.00. Unlawful sale of marijuana in amounts larger than three ounces and twenty-four grams of concentrated marijuana will, at minimum, be considered a misdemeanor and, at maximum, will be considered a "Class C felony," carrying with it a minimum jail sentence from five to 15 years. Keep in mind that being convicted under these statutes results in a permanent criminal record which may have a serious impact on a person's future educational or professional plans.

Controlled Substances

Section 220 of the Penal Law defines those drugs considered "Controlled Substances," including narcotic drugs, narcotic preparation, hallucinogens (LSD, "hallucinogenic mushrooms," etc.), stimulants, depressants and concentrated forms of cannabis. Individual statutes deal with the criminal possession or sale of these substances and are categorized as misdemeanors or felonies depending on the specific substance, the amount of the substance in question, or the circumstances surrounding the possession or sale of the

substance. Possession or sale (or possession with intent to sell) of even a very small amount of some substances is considered a felonious offense and may result in a lengthy jail sentence. In fact, with the exception of "criminal possession of a controlled substance in the seventh degree," which is considered a misdemeanor, all other statutes in Section 220 of the Penal Law are felonies. In New York State, felonies are ranked from category A-1, the most serious, to category E, the least serious. First offenders convicted of a category A-1 felony are subject to a minimum sentence of from 15-25 years and a maximum of life imprisonment. At the other end of the scale, for the first offender, category E felony convictions carry with them a jail sentence of from one to three years, with a maximum of three to four years. Firstdegree criminal sale or possession of controlled substances is placed in the same category as first degree arson, first degree kidnapping, or first-or-second degree murder.

Health Risks Associated with Alcohol and Drug Use/Abuse

Alcohol. Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack. Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines. Amphetamines can cause rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin. Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Immunity Statement

The health and safety of every student at the Institution is of utmost importance. The College of Saint Rose strongly encourages students to report incidents of sexual misconduct and students who are in physical or mental distress (i.e. sick, overdosing, injured, etc.) The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs or that they are a witness to another student in physical distress may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander, acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Institution's officials or law enforcement or alerts the College to a student in distress, will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault, or other reported incident.

Animals

The College has a responsibility to keep its buildings and grounds as free as possible from health hazards and nuisances. In order to maintain these safety standards, the agriculture and markets law and the applicable laws of the City of Albany will be enforced.

As authorized by these laws, unleashed and/or unlicensed dogs are subject to removal by the animal shelter and pets are not permitted in any residence hall, food preparation or service area.

No animals except fish (in properly maintained aquariums of 10 gallons or less), will be allowed in residence halls. Students are responsible for unplugging tanks and/or water heaters during break periods when the residence halls are closed. Service Animals and Emotional Support Animals are excluded from this. Please refer to the Service Animal and Emotional Support Animal Policies. Tying pets to trees, posts or stair railings, or otherwise leaving a pet unattended is prohibited. Unleashed and/or unlicensed animals are not permitted in residence halls or food preparation or service area and are subject to removal from other areas of the campus.

Anonymity

Anonymity will be granted: a) when there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy, or b) the witness might be subject to harassment. Upon request of the witness, the Assistant Director of Student Conduct, or designee, will investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Associate Vice President for Student Development.

Bias Related Crime and Bias Response Policy

Bias Related Crime

Any activity or action on the part of an individual or group that constitutes a bias related crime will not be tolerated. Violation of the College's policy on bias crime will result in strict disciplinary action including possible suspension or dismissal from the College.

Applicable Laws

Under NY law, a person commits a hate crime when he or she commits a specified criminal offense and either:

- Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct
- Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. See New York Penal Law 485.05

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. As used in the College's policies, "bias related crime" means the same as "hate crime" under New York Penal Law 485.05.

Campus Procedures for Dealing with Bias Related Crime

A student or employee in possible violation of an all-campus bias related crime regulation is subject to a hearing and possible disciplinary action (see Student Conduct Process, All College Regulations). The Associate Vice President for Student Development or the Assistant Director of the Office of Student Conduct will be the hearing officer for grievances brought by students against students. The Associate Vice President for Human Resources & Risk Management will serve as the hearing officer for grievances brought by students or employees against an employee. The Vice President for Finance and Administration may appoint a different hearing officer if so requested by the Associate Vice President for Human Resources & Risk Management.

Appeal Process

The student in possible violation or the complainant may appeal the decision of such a hearing in writing within two working days of the receipt of the decision letter. Refer to Appeal Procedures in the Student Conduct Process Section. The Vice President for Student

Development and Chief Diversity Officer will serve as the appeal officer in student cases. The Vice President for Finance and Administration or the Provost/Vice President for Academic Affairs will serve as the appeal officer for employee cases.

What to Do if I'm the Victim of a Crime

1. Report the incident to Campus Security and/or the police if you feel comfortable doing so.
2. File a complaint following the campus student conduct process if the perpetrator is a member of the Saint Rose Community. An investigation for appropriate disciplinary action under the College's prohibition against bias related crimes will occur including, but not limited to, suspension and/or expulsion from the school, and termination of employment.
3. Tell your story soon to avoid forgetting details. Alternatively, write out the details or use a tape recorder.
4. Seek counseling in accordance with the College's policies and procedures. Pursuant to our policy, professional counseling is available, through the Counseling Center. Counseling can be beneficial as you work through your reaction to being the victim of a crime. The Counseling Center may be reached at 518-454-5200.

Bias Response Policy

Purpose

The College of Saint Rose is committed to the fundamental belief that all people should be treated with dignity and respect. Discrimination and harassment will not be tolerated in any context but not limited to interactions between the following parties:

- Employee/Employee
- Faculty/Student
- Faculty/Faculty
- Student/Student
- Employee/Student
- Or any other affiliates of the College

All members of the College community have the protected right to work, learn and/or live in an environment that is free from derogatory remarks, unwelcome sexual advances and any other verbal or physical conduct constituting discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, disability, veterans' status or any other category covered under federal, state and local law (protected classes). In order to actively live by these principles all parties experiencing or witnessing discrimination, harassment, or a hate crime are strongly encouraged to come forward anonymously or self-identified. The College provides a direct channel of communication through the Bias Response Team for a complete complaint resolution procedure. Individuals found to be in violation of this policy will be appropriately sanctioned, up to and including dismissal.

If you feel that you have been subject or witness to sexual harassment, assault, or misconduct, please seek immediate assistance. After you or the victim are safe, report the incident. To report, refer to the College's Policy and Procedures for Handling Complaints of Discrimination and Harassment for Employees and or the Student Handbook. You can find information on how to proceed in the College's Sexual Harassment and Misconduct Policy. See www.strose.edu/titleix.

Definitions

- A. Bias: Prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair.
- B. Bias Behavior: Hurtful or harmful conduct of an individual that is based on bias.
- C. Bias Response Team (BRT): A team of administrators, faculty, staff, and students who receive, review, and respond to notifications of bias-related incidents, discrimination and harassment complaints.
- D. Covered Individual: All students, faculty, staff, volunteers, and contractors and other persons conducting business with the College.
- E. Complainant: The individual who makes the initial claim regarding bias and/or discrimination. If the actual complaint is anonymous, the BRT may act as the Complainant.
- F. Designated Official: The Bias Response Team and other College officials who are designated in other College policies to receive and investigate notification of bias incidents, discrimination, harassment or hate crimes.
- G. Discrimination: Treating a Covered Individual less favorably because of that individual's Protected Status. For purposes of this Policy, Discrimination includes biased behavior, harassment and hate crimes.
- H. Employee: In this Policy, Employee refers to individuals who hold fulltime or part-time positions as faculty members, administrators, or staff members.
- I. Harassment: Severe, persistent, or pervasive conduct towards or about an Individual on the basis of that Individual's protected status that creates a hostile living, working, educational, or social environment.

- J. Hate Crime: A crime, typically one involving violence, that is motivated by prejudice on the basis of race, religion, sexual orientation, and all federally or state statutorily protected classes.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. As used in the College's policies, "bias-related crime" means the same as "hate crime" under New York Penal Law 485.05

- K. Respondent: The individual against whom a complaint is filed under this policy.

- L. Retaliation: Treating someone differently or subjecting that individual to an adverse action because the individual:

- i. Filed a complaint alleging biased behavior, discrimination, or harassment,
- ii. Reported an incident of biased behavior, discrimination, or harassment, or
- iii. Participated in an investigation of biased behavior, discrimination or harassment

- M. Sexual Harassment: Severe, persistent, or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that creates a hostile working environment.

- N. Student: An individual who is currently attending the College or has applied for admission to the College.

- O. Witness: An observer who was present at the time of the event that is the subject of the complaint and/or has firsthand knowledge of the event.

Policy

- A. The College of Saint Rose does not discriminate nor permit discrimination on the basis of age, race, color, sex, religion creed, disability, national/ethnic origin, gender identity or expression, sexual orientation, familial status, marital status, military status, domestic violence victim status, or other protected statuses in the administration of its educational programs and policies, admissions policies, scholarship and loan programs, athletics and other schooladministered programs. The College's Notice of Non-Discrimination is available at <https://www.strose.edu/student-development/policiesimportant-info/title-ix/notice-of-non-discrimination/>

- B. Behavior or conduct based on bias that is hurtful or harmful to a Covered Individual is a form of prohibited Discrimination on the campus or at offcampus events that are sanctioned or sponsored by the College of Saint Rose.

Procedures

- A. Bias reports serve an important function even when the reporting and/or targeted party is not seeking an incident-specific response. They are a tool for assessing campus climate with regard to diversity, inclusion, and equity issues. While some expressions of bias may be overt, subtler forms of bias often go unnoticed. Bias reports can help our community to recognize and address the intended and unintended ways in which our words and actions may affect others.
- B. Reporting:
 - 1. All incidents of biased behavior, discrimination, harassment, or a hate crime should be reported by either the Complainant or any Witness. All are encouraged to submit a report, even if they are uncomfortable identifying themselves. Any information shared with the Bias Response Team (BRT) will be useful in identifying and addressing experiences and patterns of bias behavior in our community.
 - 2. Reports filed anonymously may be managed as though the BRT was the Complainant. Reports can be filed at www.strose.edu/diversity
 - 3. Once an individual discloses identifying information in a statement (verbal or written) about an alleged case of bias, harassment, or discrimination to a designated official or supervisor/area head, they will be considered to have filed a report with the College.
 - 4. Specific notifications brought to faculty, supervisors, or area heads will be referred to the BRT. All members of the Saint Rose community have the responsibility to ensure a report is filed with the BRT, who will work with appropriate campus officials and determine findings.
- C. Complaints:
 - 1. Complaints should be filed promptly after an incident of alleged bias behavior, discrimination, harassment, or hate crime. To ensure the prompt and thorough review of a bias behavior, discrimination, harassment, or hate crime complaint, the Complainant should provide as much information as possible.

2. Within ten (10) business days of receiving the bias incident report, the Bias Response Team will assign two members to begin a review and determine if the complaint can be resolved informally, with education, counseling, mediation and other methods.
3. If it cannot be resolved informally, the Bias Response Team will initiate an investigation to gather evidence related to the complaint.

D. Investigations:

1. The two assigned members will be known as the Bias Response Team for the investigation and will be present during all meetings with the complainant(s), respondent(s), and witness(es). If needed, the Bias Response Team will consult with the College's General Counsel or Human Resources Office throughout the review and/or investigation. The Bias Response Team will compile evidence related to the complaint.
2. The College of Saint Rose attempts to complete investigations within ninety (90) days excluding holidays. The Bias Response Team is responsible for ensuring that an impartial investigation begins within a reasonable time after the complaint has been filed. In certain circumstances, the investigation time frames may need to be extended and the BRT has full authority to extend or modify all time frames set forth in this Policy. In such instances, all parties to the complaint will be notified.
3. The Bias Response Team will contact the Respondent, give them a summary of the complaint, solicit the Respondent's account of the alleged incidents, and inform the Respondent that a findings report (summary of complaint, Respondent's response, statements/evidence gathered during investigation, findings of whether the policy was violated, and if so, the recommended sanction) will be prepared.
4. Generally, once contacted, the Complainant, Respondent and Witness have ten (10) business days to provide statements to the investigator. The College reserves the right to move forward with case resolution should parties fail to adhere to this time frame. In certain circumstances these time frames may need to be extended (e.g. during June, July, and August students and faculty members are often not available; significant number of witnesses to interview; multiple allegations in a single complaint.)

5. Every effort will be made to conclude the investigation as expeditiously as possible. The preponderance of evidence or “more likely than not” standard of review will be used during the investigatory process.
6. The complaint can be resolved with a discussion, counseling, mediation, suspension, dismissal, or other methods.
7. Additionally, in the event of an agreement, all parties to the agreement will receive copies of appropriate documents.
8. The BRT Team will complete a finding report (summary of complaint, Respondent’s response, statements/evidence gathered during investigation, findings of whether the policy was violated, and if so, the recommended sanction) of the investigation.
9. Complaints against Administrative or Support Staff:
 - a) In the case of complaints against administrative or support staff Employees, the report will be forwarded to the Associate Vice President for Human Resources, unless they are named in the complaint, then it will go to the Vice President for Finance and Administration.
 - b) After reviewing the BRT Report, The Chief Diversity Officer, the AVP for Human Resources and a member of the BRT, not involved with this investigation, will then determine agreement with the recommended disciplinary action.
 - c) The Respondent will receive notification of the findings and any disciplinary information.
 - d) The Complainant will receive notification of the findings; the notification will not include disciplinary information.
10. Complaints against Students:
 - a) In the case of complaints against students the report will be forwarded to the Associate Vice President for Student Development, unless they are named in the complaint, then it will go to the Chief Diversity Officer.
 - b) After reviewing the BRT report, the Chief Diversity Officer, the Assistant Vice President for Student Development, and a selected student will determine agreement with the recommended disciplinary action.

- c) The Respondent will receive notification of the findings and any disciplinary information.
- d) The complainant will receive notification of the findings; the notification will not include disciplinary information.

11. Complaints against Employees serving as Faculty:

- a) In the case of complaints against faculty, the report will be forwarded to the appropriate Dean, unless they are named in the complaint, then it will go to the Provost.
- b) After reviewing the BRT report, The Chief Diversity Officer, a member of the BRT not participating in this investigation, the Dean and (The Faculty Review Committee ONLY if suspension or termination is determined) will agree on the final decision. The Dean will submit a letter indicating the decision.
- c) The Respondent will receive notification of the findings and any disciplinary information.
- d) The Complainant will receive notification of the findings; the notification will not include disciplinary information.

E. Appeals:

1. Appeals can be made by either the Complainant or the Respondent to the appropriate College Official

- i. Students appeal to the Chief Diversity Officer who will adhere to the applicable processes contained within the College's Student Handbook.
- ii. Employees serving as Administrators or Staff to the VP of Finance and Administration who will follow appropriate provisions of the employee handbook or union contract.
- iii. Employees serving as Faculty appeal through the Faculty Manual Process and follow the outlined process.

Monitoring Compliance

- A. The student conduct officer or supervisor/area head of an individual found to have violated this policy is responsible for monitoring the individual's future compliance with this Policy.

False Reports

- A. Complainants found to have made intentionally false allegations or to have made allegations maliciously will be subject to disciplinary action.

Community Care

- A. The Bias Response Team will assess the needs of The Saint Rose community. An email may be sent to the appropriate affected individuals after the situation has been assessed and next steps identified.
- B. The Bias Response Team may inform the larger community about what has transpired, if appropriate.
- C. The Bias Response Team may organize and hold open forums for affected individuals as well as the larger community to provide details of the incident which can be revealed outside of the investigation, to gather suggestions, to denounce such incidents, to reaffirm Saint Rose's values and standards and to educate about hate crimes and bias incidents.
- D. The Bias Response Team may also determine incident-related topic program areas for additional trainings for Students and Employees.
- E. All efforts should be made to identify and provide opportunities for the community that will enhance and encourage inter-group dialogue that focuses on relevant issues of bias, hate crimes, hate groups (their profiles, agendas and patterns of behavior), discrimination, and effective strategies for enhancing individual and community safety and well-being and reinforcing community values.

Confidentiality

- A. All inquiries, complaints and investigations are private and any information obtained is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept private; however, the identity of the Complainant and Respondent usually is revealed to the Respondent and Witnesses.
- B. Witnesses will be directed not to disclose the fact that they have been interviewed or the nature of the inquiry to others.
- C. Violation of this directive shall be a basis for disciplinary action or other sanctions as may be determined by the College.

- D. A copy of the investigation report and the final decision is included in the Respondent's personnel or student file only if the investigation concludes that the Respondent violated this policy.
- E. A copy of the documentation will be provided to the appropriate official in which identifying information about an alleged Respondent has been disclosed (whether or not the harassment was found to be substantiated).
 - 1. For Employees > Associate Vice President for Human Resources and Risk Management
 - 2. For students > Associate Vice President for Student Development
- F. These secure files will be kept separate from all other human resources and Student files maintained by the College. No record of a complaint is kept in the complainant's human resources or student file, unless the investigation concludes that the complaint was reckless or frivolous.
- G. All information pertaining to allegations and incidents under this Policy are maintained in secure files by Chief Diversity Officer.

Retaliation

- A. The College condemns retaliation against anyone who participates in a review or investigation under this Policy and will take adequate steps to ensure that the Complainant and any Witnesses are protected from retaliation throughout the processes in this Policy.

Right of Independent Action

- A. Although the College hopes that all parties will avail themselves of the internal mechanisms provided to resolve complaints of discrimination and harassment, all individuals also have the right to file complaints with appropriate local, state and federal agencies, including the Office of Civil Rights of the U. S. Department of Education.

Bias Response Team – Roles and Responsibilities

- A. It is the role of the Bias Response Team to address expressions of bias in our community.
- B. When appropriate, the Team provides educational opportunities for specific campus constituencies and/or the Campus to reflect on the nature, causes, and effects of bias.

- C. Moreover, the Bias Response Team coordinates interpersonal and campus-wide response to expressions of bias reported through the online reporting form.
- D. These reports allow the Team to:
 - 1. Assist those directly impacted by bias incidents and work with reporting and /or targeted parties to determine the kind of response, if any, that would be helpful.
 - a) Though the Team will always reach out to reporting parties, reporting parties play a significant role in determining what the follow up to a specific incident entails. If a reporting party communicates that they are not interested in an incident-specific response, the Team will do its best to honor that.
 - 2. Gather campus climate data regarding bias-motivated expressions and behaviors.
 - 3. Maintain an updated incident log of all reported incidents, omitting all names and including a brief summary of the behavior/expression being reported.
 - 4. Communicate with the campus about specific incidents and/or campus climate trends, when deemed appropriate.
 - 5. Make data-informed policy recommendations.
 - 6. Recommend and assist with data-informed educational programming, largely in collaboration with other campus entities addressing equity and inclusion.

Campus Bulletin Boards/Posters

On-campus publicity must be confined to bulletin boards and must be removed in a timely fashion. Saint Rose has an all-campus poster policy which must be followed when posting flyers, posters or announcements. There is ample bulletin board space in all campus buildings and thus all printed material must be posted on bulletin boards only.

“For Sale,” “For Rent,” and “Ride Board” bulletin boards are located in the Events and Athletics Center.

All signs (flyers, posters, announcements) must be approved by the Student Development Office. Signs without approval stamps will be removed. For complete policy information contact the Office of Student Development.

Campus Crime Reporting and Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Schools are required to publish an annual report every year that contains 3 years' worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes.

The report is to be made available to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy.

The College, in accordance with state and federal regulations, provides its campus crime statistics to the U.S. Department of Education. To access our statistics, as well as those of all other institutions of higher education, go to <http://ope.ed.gov/security>

The College's Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. To request this information please contact Steve Stella, Director of Safety and Security, either by visiting the Office of Safety and Security or calling 518-454-5187. A copy of the statistics will be mailed to the requestor within 10 days.

The Campus Crime statistics will be posted on the College website by October 1, in accordance with federal regulations.

Campus Lawn

Any playing of sports (i.e. football, wiffleball) must take place on the Campus Center lawn to prevent damages or disturbances in surrounding areas. Loud events, such as band parties on the lawn, are not allowed when they will interfere with classes, other academic events or be in violation of local or state laws. As of this writing, local noise ordinances prohibit any loud events between 8:00pm and 6:00am.

Use of the lawn for an event that will include live music must be approved by the Office of Student Life. A college administrator must be in attendance for the entire event. All music events must end by 9:00 p.m.

Cell Phone/Communication Devices

As a member of the Saint Rose learning community, each student has a responsibility to other members of the campus community. When cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the use, by students, of smart phones, cell phones, pagers, PDAs, or similar communication devices is prohibited during scheduled classes, unless allowed by the instructor for educational purposes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a college emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away.

Use of cell phones, similar communication devices, or any unauthorized electronic data storage device in testing situations, other than to receive College emergency notifications, may constitute a violation of Academic Honesty and lead to sanctions under the ***Policy on Plagiarism and Other Infringements of Academic Honesty***.

The use of these devices is prohibited in locker rooms, bathrooms, other private areas, and while driving a College owned, leased or rented vehicle. Students that violate this policy will be subject to disciplinary actions and possible expulsion/termination as well as criminal or civil penalties for related violation of federal, state, or local laws.

Confidentiality of Student Records (Family Educational Rights and Privacy Act)

Disclosure of Student Records Policy

I. Introduction:

- A. The College of Saint Rose (the College) complies with the Family Educational Rights and Privacy Act (FERPA), as amended. FERPA is commonly known as the "Buckley Amendment" and provides students with the following rights:
 1. To inspect and review their education records,
 2. To seek an amendment of their education records, when appropriate,
 3. To limit disclosure of education records and the personally identifiable information contained therein without a student's written consent, and
 4. To file formal complaints alleging a violation of FERPA with the Family Policy Compliance Office of the U.S. Department of Education.
- B. Each of these rights is detailed further below.

II. Definitions:

- A. Directory Information: The College defines directory information as a student's
 1. Name,

2. Local, home, and email addresses,
3. Local and home telephone numbers,
4. Major field of study,
5. Dates of attendance,
6. Anticipated degree and degree date,
7. Degrees, honors, and awards received,
8. Enrollment status (such as undergraduate, graduate, full-time, part-time),
9. Participation in officially recognized activities and sports,
10. Height and weight of members of athletic teams,
11. Undergraduate student grade level (first year, Sophomore, Junior, Senior),
12. Most recent educational agency or institution attended before the College,
and
13. Photographic image.

B. Education Records: Records directly relating to a student that are maintained by the College or by a party acting for the College. Education records do not include:

1. Records kept in the sole possession of the maker of that record for use as a personal memory aid;
2. Records of the law enforcement unit of an educational agency or institution;
3. Employment records that are made and maintained in the normal course of business, relate solely to that individual's capacity as an employee, and are not used for any other purpose;
4. Treatment records made or maintained by a physician, psychiatrist, psychologist, or other professional disclosed only to individuals providing the treatment; and
5. Records created or received by an institution after a student is no longer a student;
6. Grades on peer graded papers before they are collected and recorded by a teacher.

C. Personally Identifiable Information: Information related to the student including which would identify a student including, but not limited to:

1. The student's name,
2. The student's address,
3. A personal identifier such as a social security number or student's identification number, or
4. A student's date of birth

D. School Official: A "school official" is:

1. Any person employed by The College of Saint Rose in any administrative, supervisory, academic or research, or support staff position (including security/law enforcement personnel and health staff);
2. Any person or company with whom the College has an affiliation or a contract and that the College has designated to receive such information (to include without limitation, an attorney, auditor, banking organization,

- collection agent, contractor, consultant, volunteer or others under contract with the College to perform institutional services and functions);
3. Any person serving on the College's Board of Trustees;
 4. Or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

E. Student: An individual who has or is attending the College.

III. Inspect and Review Their Education Records:

- A. Students have a right to inspect and review their education records (with certain limited exceptions) within 45 days of when the College receives a request for access.
- B. A student seeking access should submit a request to the Registrar's Office in writing, identifying the records he/she wishes to inspect.
- C. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
- D. Records that are customarily open for student inspection will be accessible without written request.

IV. Request Amendments of Education Records

- A. Students who believe that an education record is inaccurate, misleading, or otherwise in violation of the student's rights under FERPA should submit a request for an amendment of that record to the Registrar's Office in writing, clearly identifying the record(s) that he/she wants to have amended and specifying the reasons he/she believes them to be inaccurate. The Registrar's Office will notify the student of its decision and, if the decision is negative, of his/her right to a hearing regarding your request for amendment. The Academic Grievance procedure should be used for contesting individual course grades. Information on this process can be found in the Student Handbook or the College Catalog.
- B. If the student requests a hearing, it will be conducted by a College official who does not have a direct interest in the outcome.
 1. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
 2. The College official conducting the hearing will, after considering all relevant information, make a recommendation to the Vice President for Academic Affairs and Provost.

3. Within a reasonable period of time after the conclusion of the hearing, the College will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
4. If the College decides that the information in the student's records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the College will amend the records accordingly.
5. If the College decides that the information is not inaccurate, misleading, or otherwise in violation of the student's FERPA rights, the College will inform the student of the right to place in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the College's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

V. Disclosures of Education Records and Personally Identifiable Information Contained Within Those Education Records. The College will maintain records of all disclosures made pursuant to this Policy. Such disclosures may include the following:

A. Student's Written Consent: The College will disclose Education Records and/or Personally Identifiable Information as provided by the student on a written consent or "FERPA Waiver". That document must:

1. Specify the records that may be disclosed,
2. State the purpose for the disclosure,
3. Identify to whom the disclosure is to be made, and
4. Be signed and dated.

B. School Officials: The College may disclose Education Records and/or Personally Identifiable Information to School Officials with "legitimate Educational Interests". A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill the official's professional or assigned responsibility.

C. Directory Information: Directory Information may be disclosed without a student's consent unless the student notifies the Registrar's Office in writing. Students who do not want to have their information published in the student directory, must notify the Registrar's Office no later than September 30th of each year.

- D. Subpoenas or Judicial Orders: Subpoenas or judicial orders for Education Records are provided to the Registrar's Office for handling in coordination with the College's General Counsel. Unless expressly prohibited by the subpoena, the College will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance in order to give the student time to seek protective action. The College will not notify the student of the subpoena or order if:
1. The subpoena is issued by a Federal grand jury and the court ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or
 2. The subpoena is issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- E. Health or Safety Emergency: The disclosure is in connection with a health or safety emergency or to protect the health or safety of a student or other individuals. In a health or safety emergency, the College's written records will include information about the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the information was disclosed.
- F. Victims of Crimes: Disclosures may be made in the following limited circumstances:
1. The disclosure is to an alleged victim of any crime of violence or nonforcible sex offense, of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of that crime or offense with respect to that crime or offense.
 2. The disclosure is to an alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of that crime with respect to that crime.
- G. Sex Offenders: The disclosure concerns sex offenders and other individuals required to register under 42 U.S.C. 14071 and the information was provided to the College under that federal law or applicable federal regulations.
- H. Terrorism: The disclosure is to comply with an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

I. Other Disclosures:

1. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled, for purposes related to the student's enrollment or transfer. Upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.
2. The disclosure is to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or state or local educational authorities.
3. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
4. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
5. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, pursuant to a written agreement. The studies shall be conducted so as not to permit personal identification of students or parents to individuals other than the representatives of the organization conducting the study who have legitimate interests in the information, and the information is destroyed or returned to the College when it is no longer needed for those purposes.
6. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.

VI. File a Complaint with the U.S. Department of Education. If a student believes that the College failed to comply with the requirements of FERPA, the student may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copyright Policy

It is the policy of The College of Saint Rose to promote legal and ethical use of information in all media. Clearly, information in the form of books, periodicals, web sites, videos and DVDs, music, television broadcasts, computer software, and multimedia is a resource central to the

educational mission of the College. It is therefore the responsibility of all faculty, administrators, staff, and students to respect the rights of copyright holders when making use of these materials. Given the difficult task of interpreting copyright law as it applies to specific, local use, the College offers guidelines that follow to help faculty, administrators, staff, and students make informed decisions about using copyrighted materials. In every instance, these guidelines have been informed by both the law itself and a number of model statements that have been developed through the collaboration of Congressional committees, professional organizations and industry groups. The College's copyright policy and guidelines can be found online at <http://ets.strose.edu/copyright.asp>. Since copyright infringement can result in significant monetary fines and/or imprisonment, it is important that students be familiar with copyright law, particularly as it pertains to music and movie file sharing.

Credit Cards

The College prohibits the advertising, marketing and merchandising of credit cards on campus. Any advertising or application materials found posted on campus will be removed and discarded. Graduating students will have an opportunity to learn about good credit management practices through educational programs, pamphlets, discussion groups and/or workshops on campus. An exception is that the Alumni Association is allowed to market a Saint Rose Credit Card to Alumni of the College.

Dangerous Substances/Weapons

Possessing firearms, explosives, explosive devices, or any other dangerous weapon is prohibited (collectively referred to as "weapon"). The possession of a New York State weapons permit does not authorize that a student or any other person to have a firearm on campus.

Written authorization from both the Director of Student Conduct and the Director of Safety and Security is needed to possess a weapon on campus.

The following is a list of weapons that are prohibited:

Weapons as it Relates to Firearms, Projectiles, Explosives, & Potentially Dangerous Objects

Students shall not possess, sell, furnish, or distribute:

- a. Firearms,
- b. Ammunition,
- c. Any projectile objects,
- d. Firecrackers,
- e. Gunpowder, and/or
- f. Other explosives or potentially dangerous objects.

Additionally, the following items are prohibited:

- a. Airsoft rifles,

- b. Archery bows,
- c. BB guns,
- d. Launching devices,
- e. Mace,
- f. Paintball guns,
- g. Pellet guns,
- h. Slingshots,
- i. Tasers,
- j. Water pistols,
- k. Toy guns,
- l. Nerf guns, and
- m. Cap guns
- n. Pepperspray

Martial Arts Weapons

Students shall not possess, sell, furnish, or distribute:

- a. Martial arts displays;
- b. Bladed weapons, such as knives or swords;
- c. Nunchaku, or “chukka” sticks;
- d. Billy clubs, black jacks, or night sticks; and
- e. Metal knuckles.

Weapons as it Relates to Simulated Weapons

Students shall not use any object or instrument to simulate a weapon in a manner that endangers or intends to endanger any person.

Dangerous Substances

Any or all chemicals which can either be made to possess, or which inherently possess, volatile, explosive or dangerous properties are prohibited on campus, except under the academic supervision of a member of the College faculty or a College official.

Emergency Administrative Action

Should an individual pose an immediate danger to, or severely disrupt the College Community or endanger any individual, Emergency Administrative Action may be taken to relocate an individual within on-campus housing, restrict activities of the individual on campus, or to remove the individual from the College Community (i.e., residence halls, classroom) pending the outcome of disciplinary procedures. Within five (5) business days of the Emergency Administrative Action, preliminary disciplinary charges will be filed followed by formal charges once the investigation has been completed. The student must receive written notification of the charges as specified in the Student Conduct Referral Process. The decision whether or not to take Emergency Administrative Action will be at the sole discretion of the Director of Student Conduct or designee.

Financial Aid Appeal Policy

Should a student desire to appeal the loss of financial aid due to the pertinent policy provisions governing aid eligibility, such appeal may be submitted. Any appeal must be submitted in written form to the Financial Aid Office. Any appeal for reinstatement of financial aid that has been canceled must be submitted within three weeks of notification to the student that eligibility has been terminated.

The Financial Aid Office will determine the appropriate action to be taken regarding all financial aid appeals. Appeal submissions shall be reviewed and evaluated on a case-by-case basis. Decisions regarding appeal submissions will be made in accordance with the pertinent law, regulation, and policy governing the aid award(s) involved. Students are responsible for understanding the various policies regarding financial aid eligibility.

If it is deemed necessary by the Director of Financial Aid, any appeal submission may be reviewed by the Financial Aid Board (FAAB). The FAAB consists of administrators from various offices who possess an understanding of financial aid policy. The FAAB may require an interview with the applicant or other parties involved (i.e., faculty, administrators, etc.) to assist in the decision making process. The FAAB may not determine appeals regarding the Satisfactory Academic Progress policy for financial aid.

The Financial Aid Administrator or the FAAB reserves the right to request documentation supporting the appeal submission. Students will receive written notification of the appeal decision. The decision of the Financial Aid Office or the FAAB are considered final decisions regarding the appeal submission.

The Financial Aid Appeal Process may not impact the College's policy for admission, academic standing, dismissal, grading, or campus residence concerns. While policy relating to these issues will impact financial aid eligibility, students must pursue appeals in these areas by taking the appropriate action through Academic Affairs, Undergraduate Admissions, Graduate, Adult, and Continuing Education, or Student Development.

Fire & Fire Safety

Fire & Fire Safety as it Relates to Building Evacuation

In the case of emergency or emergency drills, failure to leave or preventing a College official from evacuating a building is prohibited.

Fire & Fire Safety as it Relates to Fire Safety Equipment

Tampering with fire or safety equipment (i.e. fire alarms, door alarms, fire extinguishers, exit signs, emergency phones, fire doors, sprinklers, or smoke or heat sensors) is a violation of law and can result in a criminal penalty as well as student conduct action and a fine.

Activation of fire alarms due to reasons including, but not limited to, cooking, hair spray use, smoking, candles, incense, etc. will result in a fine. Disciplinary action may be taken if repeated alarm activations occur in same location by the same student.

Activation of fires alarms due to reasons including, but not limited to, cooking hair spray use, smoking, candles, incense etc. will result in a fine. Disciplinary action may be taken if repeated alarm activations occur in same location by the same student.

Fire & Fire Safety as it Relates to Prohibited Items

Due to fire safety regulations, the following items are prohibited in the residence halls:

- a. Candles (burned or unburned, and with or without a wick)
- b. Curtains or fabric decorations of any type
- c. Extension cords*
- d. Flammable or explosive liquids or gases, including lighter fluid
- e. Incense
- f. Live Christmas trees
- g. Portable heaters not provided by the College
- h. Potpourri
- i. Wax burners

Any illegal items will be confiscated by Staff or Security.

*Extension cords with a surge protector and an on/off switch are permitted.

Fire & Fire Safety as it Relates to Mandatory Fire Safety Prevention Meetings

Attendance at annual fire safety/crime prevention meetings is mandatory for all students.

Free Speech

The College of Saint Rose considers freedom of inquiry and discussion essential to a student's educational development. Thus, the College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of our state and national constitutions. It feels this broad principle is a cornerstone of education in a democracy.

Further, the College endeavors to develop in its students a realization that all citizens not only have the right but the obligation to inform themselves regarding these issues and to give expression to them. However, in discharging the right and obligation of citizenship, students must also recognize their responsibilities to individuals, to the College and to the state and nation. Consequently, orderly and dignified expression is expected. Responsible behavior would seem to indicate that the names of individuals or organizations sponsoring literature or other material distributed should appear on the material. No individual or group may state or imply that they are a College group or committee without going through the recognition process.

Student groups may freely select persons, films and other programs they wish to invite. A clear and present physical danger is the only basis for rejection of a program.

There are no restrictions to control the point of view expressed by a guest other than those imposed by state or federal laws. Approval of a program does not necessarily imply College agreement or sponsorship of any view(s) presented.

In order to provide for appropriate hospitality for representatives of state, federal or foreign governments, the Office of the President should be notified when such invitations are confirmed.

Freedom from Harassment Policy – See Sexual Harassment and Misconduct Policy

Fund Raising and Solicitation

Any club, team, house, floor or other Saint Rose student group wishing to participate in fund raising must first obtain permission from the Associate Vice President for Student Development, Director of Residence Life, Director of Athletics or the Office of Institutional Advancement. A Fund-Raising Form must be completed and provided to the appropriate administrator. Only recognized College organizations may solicit funds on College property.

Good Neighbor Policy

It is inappropriate and against residence policy and in violation of the city noise ordinance to play stereos, TV's or create noise in a manner that is too loud for a residential neighborhood setting. The College considers rude, loud and other inappropriate off-campus behavior a violation of campus policy. We feel strongly about being responsible neighbors. The City of Albany prohibits between, 8:00PM and 6:00AM, "any noise that annoys, injures or endangers the comfort, repose, health or safety of a reasonable person of normal sensitivities."

Hazing

Hazing includes intentional or reckless conduct in the course of a person's initiation into or affiliation with an organization which creates a substantial risk of physical injury, whether or not an injury actually occurs. Acts of this nature are considered hazing whether or not a person willingly participates in such activities.

Specifically, students shall not:

- a. Engage in any act which endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of The College of Saint Rose.
- b. Engage in any action where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual's academic pursuits for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of The College of Saint Rose.

- c. Engage in any acts such as paddling, creating excessive fatigue, work sessions, physical or psychological shock, wearing apparel which is conspicuous and/or containing language or graphics which another individual might find offensive, public stunts, morally degrading or humiliating games or events, or that encourage the illegal or abusive use of alcohol and/or other drugs.

In addition to being in violation of the Student Code of Conduct, hazing is in violation of New York State Penal Law. Hazing in the first degree is a class A misdemeanor and hazing in the second degree is a violation.

Any allegations of hazing will be handled under the Student Conduct Process.

Hoverboard Policy

Due to safety concerns regarding fire safety and operator safety, hoverboards are not permitted to be stored or used anywhere on campus. The term "hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free Segway's and electric powered skateboards.

Here is a link to a safety statement related to Hoverboards by the Consumer Product Safety Commission

<http://www.cpsc.gov/en/About-CPSC/Chairman/Kaye-Biography/Chairman-KayesStatements/Statements/Statement-from-the-US-CPSC-Chairman-Elliot-F-Kaye-on-the-safety-of-hoverboards/>

Identification Cards

The student identification card is furnished by the College as a means of personal identification as a student and represents your membership in the College community. Each student is issued an ID at his/her first enrollment in the College. This card is the property of the College and is only valid while a student is enrolled and in good standing. The card is required for admission to College functions, checking out material from the library, entrance to all buildings and use of other facilities and services. ID cards must be produced upon demand by a college official. Loss of this card should be reported to The Golden Knights Card Office which is located in the Student Solution Center on the 3rd floor of Saint Joseph Hall.

ID cards are issued or revalidated through The Golden Knights Card Office during the hours of 8:30am-3:00pm. Replacement of a student ID is \$30.00 for lost, stolen or damaged cards. The replacement charge is applied to the students account.

Illegal File Sharing Provisions of the Higher Education Opportunity Act (HEOA)

The College of Saint Rose Plan for Compliance with Illegal File Sharing Provisions of the Higher Education Opportunity Act (HEOA)

Annual Disclosure

- New students and their parents are informed about copyright law and the College's policies, disciplinary procedures and consequences regarding copyright infringement during orientation sessions. All new students also receive a copyright brochure in their orientation packets.
- Information Technology Services (ITS) also includes copyright information on its website.
- The College's [Acceptable Use Policy](#) specifically states that all users of College technology must abide by copyright law.
- The College also has a comprehensive [Copyright Policy](#) that is based on current copyright law.
- ITS offers several copyright workshops to the campus community each semester.
- New faculty members are advised of the College's copyright policy during their orientation sessions.
- The Executive Director of ITS meets with the Student Association each semester to discuss copyright issues.
- The Academic Technology Committee discusses copyright issues and is involved in the development and implementation of copyright and related policies.
- ITS personnel are required to abide by the College's Copyright Policy in all aspects of their job responsibilities. They are also directed to educate the campus community about copyright law and the College's Copyright Policy when they receive requests that would violate either one.

Plan to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material

The College currently utilizes bandwidth-shaping technology to prioritize network traffic. This system drastically limits the amount of bandwidth available to P2P applications to a point that it is extremely impractical to share files. Realizing though that there are legal uses of P2P applications, the College is also considering the use of other technologies including Allot Dynamic Actionable Recognition Technology (DART) and/or the Audible Magic CopySense Appliance.

Upon legal notification of a copyright infringement claim involving music, video, software or other digital content, the College will remove the offending content as quickly as possible and notify the alleged infringer of the claim.

A first offense of copyright infringement by a student will result in a mandatory meeting with the Executive Director of Information Technology Services to discuss the legal and ethical implications of copyright infringement. The goal of this meeting is to educate the student and deter repeat infringements by the student. The student must agree to not infringe upon any more copyrighted materials.

A second or repeat copyright infringement by the same student will result in a referral to the College's Student Conduct System where a possible outcome may be the loss of access to the College's technology resources for a specified period of time.

A copyright infringement by an employee will be referred to the employee's immediate supervisor.

Alternatives to Illegal File Sharing

The College of Saint Rose provides a list of links to web sites that offer legal options for downloading music, videos and other digital content on its web site.

Review of the Plan

The plan will be reviewed on a regular basis by tracking the number of infringement claims received by the College. The results of these reviews will be presented to the President's Cabinet.

Insurance

The College strongly recommends that students have adequate health insurance before starting classes. Information about optional plans is available in the Student Development Office or Health Services.

In order for an international student to be eligible to waive the health insurance, they would need to meet one of the following criteria:

1. Student's home country provides health insurance for the student (ex: Saudi Students) in the United States.
2. Student is covered under a relative's U.S. Health Insurance Policy.
3. Student works for/interns for a company that provides insurance that meets the Affordable Care Act Guidelines.

If an international student believes they meet one of these three criteria they need to provide documentation to that effect. The documentation should be taken to the Student Development Office.

Charges for the insurance premium will be posted on the student's account.

All student interns placed in an internship in an agency or site outside the College will be required to have health insurance where the agreement or contract between the College and the agency or site requires the College to indemnify the agency or site for workers' compensation claims involving injury or illness to the student intern while performing internship duties at the agency or site.

Students studying abroad should contact the Center for International Programs to make sure that they have adequate coverage for their program and location.

Students may also be interested in purchasing optional tuition refund insurance, which would provide reimbursement if a student is forced to withdraw from all classes due to a medical

reason. Please visit the Bursar's Office or refer to the College's website for further information.

Lead-Based Paint Hazard

Buildings owned by The College of Saint Rose constructed before 1978 may contain leadbased paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. It is the College's intention to reduce risk associated with lead exposure by informing the community that all state and local health and safety requirements are adhered to and appropriate risk assessment procedures are being utilized. Additional information regarding the hazards of exposure to lead paint can be obtained in the Office of Safety and Security.

Lost and Found

The College is not responsible for any books or personal articles left in buildings or elsewhere on the campus. Articles left in buildings while the College is in regular session, or on the campus overnight, will be turned in daily to the lost and found located in Campus Security. Lost items and other personal articles not properly labeled in designated storage areas will be deemed abandoned and disposed of at the discretion of the College.

Missing Residential Student Notification Policy

I. Policy

In accordance with the Higher Education Act of 2008 (20 U.S.C. §1092(j)), The College of Saint Rose ("Saint Rose") has established these Policies and Procedures. This Policy applies to all Saint Rose Residential Students (as defined below).

II. Definitions:

- A. Emergency Contact – Anyone designated by the student who can be contacted in case of an emergency, such as if the student is missing. A student may update his/her Emergency Contact(s) through MyStudentHousing on the Secure Site (<https://bannerweb.strose.edu>).
- B. Missing Student – A residential student who is absent from Saint Rose without any known reason, who is reported missing and a preliminary investigation fails to locate the student. In most instances, a student will not be deemed a Missing Student for at least 24 hours.
- C. Residential Student – A currently enrolled Saint Rose student who lives in a facility owned or operated by Saint Rose, including, a dormitory/residence hall, apartment, or house.

- D. Security – Saint Rose’s Department of Safety and Security.
- E. Local Law Enforcement Agencies - Any agency or agencies employing peace officers or police officers for the enforcement of the laws of New York, and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of Saint Rose, subject to the provisions of this section. In this case, local law enforcement will mean the Albany Police Department.

III. Information for Students:

- A. A student has the option to identify an Emergency Contact who can be contacted by Saint Rose not later than 24 hours after it is determined that the student is a Missing Student.
- B. A student may register confidential contact information that can be used if the student is a Missing Student for more than 24 hours. Depending upon the circumstances, the College may contact the student’s confidential contact without waiting for 24 hours.
- C. If any student who is under 18 years of age and not emancipated is determined to be a Missing Student, then Saint Rose is required to notify that student’s custodial parent or guardian not later than 24 hours after the student is determined to be a Missing Student.
- D. Saint Rose will initiate Emergency Contact procedures in accordance with the student’s designation if Security and/or the Albany Police Department are notified and make a determination that the student is missing for more than 24 hours and has not returned to campus.

IV. Procedures:

- A. A report of a Missing Student, from any and all sources, should immediately be provided to the Security Director or designee who shall initiate a preliminary investigation which will include the following:
 - a. The Security Director or designee shall notify the Director of Residence Life and the Associate Vice President for Student Development or designee. The Associate Vice President for Student Development or designee, in consultation with the Security Director shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.
 - b. The Security Director will notify the Albany Police Department as soon as practical regarding the Missing Student, but in no case more than 24 hours after a report that a Residential Student is missing from campus.
- B. The preliminary investigation by Security shall include one or more of the following, as required by the circumstances:
 - a. Checking the residence of the student, ordinarily with a representative from Residence Life, and talking with known associates;

- b. Calling any phone numbers the student has on file with Saint Rose;
 - c. Searching on campus public locations;
 - d. Contacting known friends, family or faculty members for last sighting or additional contact information;
 - e. Contacting Student Development or academic departments to seek information on last sighting or other contact information;
 - f. Reviewing card access logs to determine last use of the card and track the card for future uses;
 - g. Reviewing vehicle registration information for the student's vehicle location and distribution to appropriate authorities; and/or
 - h. Looking up College Network logs for last login and the use of the Saint Rose email system; and
 - i. If necessary, coordinating with local law enforcement agencies.
- C. Either concurrently with the preliminary investigation or if the preliminary investigation fails to yield the location of the Missing Student, Security and/or the Associate Vice President for Student Development or designee, shall contact the student's emergency contact person. If the Missing Student is under the age of 18 and not emancipated, the student's custodial parent or guardian as noted in Saint Rose's records will be notified within 24 hours of the determination that the student is missing.
- D. If these contacts fail to yield the location of the Missing Student, Security will file a missing person's report with the Albany Police Department. At his/her discretion, the Security Director may notify the Albany Police Department immediately upon a report of a Missing Student, but not longer than 24 hours after student is reported missing.
- E. Saint Rose employees will immediately report any suspicious findings to the Albany Police Department during any step of this process.
- F. Saint Rose and the Albany Police Department have entered into a written agreement providing for the prompt investigation of Missing Students, which can be found in the Memorandum of Understanding.

Name and/or Address Change

Current students who wish to change their names on college records may do so by producing evidence showing that the change of name is official. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is required to support an official name change.

Students changing their address and/or names by legal means must report such changes to the Registrar's Office in St. Joseph Hall. Resident students should report changes to the Office of Residence Life as well.

Non-Discrimination Policy

The College of Saint Rose does not discriminate on the basis of age, race, color, sex, religion, creed, disability, national/ethnic origin, gender identity or expression, sexual orientation, familial status, marital status, military status, domestic violence victim status, or other protected statuses in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs. The College's Notice of Non-Discrimination is available at <https://www.strose.edu/studentdevelopment/policies-important-info/title-ix/notice-of-non-discrimination/>

Grievance Procedures

I. Purposes:

These Procedures provide the grievance process for Students to follow when they believe they have been discriminated against or harassed on the basis of any of the protected statuses listed in the Non-Discrimination Policy above.

These Procedures do not apply to Students who believe that they have been subjected to sexual harassment, assault, or misconduct. In these situations, the College's Title IX Grievance Policy or Sexual Harassment and Misconduct Policy applies as determined by the Title IX Coordinator.. See www.strose.edu/titleix.

II. Definitions:

- A. Designated Official – A College Employee who is designated to receive and investigate complaint of discrimination and/or harassment.
- B. Discrimination – Treating a Student or applicant for admission unfavorably because of that individual's Protected Status.
- C. Employee – In this Policy, Employee refers to individuals who hold full-time and parttime positions as faculty members, administrators, or staff members.
- D. Harassment – Severe, persistent or pervasive conduct towards or about a Student or applicant on the basis of that Student's or applicant's Protected Status that creates a hostile working environment.
- E. Respondent – The individual who the complaint is filed against under this Policy.
- F. Retaliation – Treating someone differently or subjecting that individual to an adverse employment action because the individual:
 - 1. Filed a complaint alleging discrimination or harassment,
 - 2. Reported an incident of discrimination or harassment, or
 - 3. Participated in an investigation of discrimination or harassment

- G. Sexual harassment is defined under this policy as severe or persistent or pervasive or objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies a student’s ability to participate in or benefit from the college’s educational programs or activities, or creates a hostile working environment. when:
1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s academic or other advancement (quid pro quo harassment);
 2. Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting the individual (quid pro quo harassment); or
 3. Professional or educational performance, productivity, physical security, participation in living arrangements; or extracurricular activities, academic or career opportunities, services or benefits— or of creating an intimidating, hostile, or offensive learning environment.
- H. Student – An individual who is currently attending the College or has applied for admission to the College.

III. Procedures:

A. Informal Process:

1. Students who believe that they have been harassed or discriminated against on the basis of a Protected Status shall contact the applicable Designated Official:

Complaints Filed About Non-Faculty Employees: Jeffrey Knapp
 Associate Vice President for Human Resources and Risk Management knappj@strose.edu 518-458-5374

Complaints Filed About Faculty Employees:
 Ian MacDonald
 Dean of Math & Science
macdonai@strose.edu 518-458-

5396 Complaints Filed About Students:

Jennifer Richardson Assistant Vice President for Student Development
richardj@strose.edu 518-454-5170

2. In most instances, Students should contact the Designated Official promptly and within 30 days from the date in which the alleged discrimination or harassment took place. If the Student is unable to contact the applicable

Designated Official, the Student may contact the Chief Diversity Officer, General Counsel, or another Designated Official so the College can determine who should handle the matter.

3. The Designated Official will meet with the Student and collectively they will determine if an informal review may be appropriate. This could include mediation, discussions with a supervisor, or another potential resolution.

B. Formal Process:

1. If the informal process is unsuccessful or if the Designated Official determines that an informal process should not be utilized, the Student may file a formal complaint by providing as much information as possible about the alleged discrimination and/or harassment.
2. Within 10 days of receiving a formal complaint, the Designated Official or a third party appointed by the College (the "Investigator") will begin an investigation. If needed, the Investigator will consult with the College's General Counsel or Human Resources Office throughout the investigation. A second person will accompany the Investigator during all meetings with the Student filing the complaint (the "complainant"), respondent, and witnesses.
3. The investigation will include meeting with the complainant, respondent and any identified witnesses or other individuals who may have knowledge about the matters in the complaint and any supporting documentation/evidence associated with the complaint.
4. At the conclusion of the investigation, the Investigator will prepare a written report which must include the following components:
 - a. A summary of the complaint,
 - b. A summary of the respondent's response,
 - c. A summary of the statements and evidence obtained during the investigation,
 - d. A recommendation on whether or not this Policy was violated with an explanation to support that recommendation,
 - e. If the Investigator believes that a violation occurred, a statement about the severity of the violation, and
 - f. A recommendation with respect to any disciplinary action that should be taken.
5. The Investigator will forward the completed report to one of the following division heads:
 - a. For complaints filed against administrators, staff, or third parties – to the Vice President for Finance and Administration,
 - b. For complaints filed against faculty – to the Provost and Vice President for Academic Affairs, or

- c. For complaints filed against Students – to the Vice President for Student Development & Chief Diversity Officer.
6. The applicable division head will consult with the Vice President for Student Development & Chief Diversity Officer, Associate Vice President for Human Resources, and/or General Counsel, as needed, and issue a final decision regarding the complaint. If termination is recommended, the applicable employee handbook, student handbook, or union contract will be followed.

IV. Confidentiality:

- A. All inquiries, complaints and investigations are confidential and any information obtained is revealed strictly on a need-to-know basis.
- B. Information contained in a formal complaint is kept confidential. However, the identity of the complainant and respondent usually is revealed to the respondent and witnesses.
- C. A copy of the investigation report and the final decision is included in the respondent's personnel or Student file only if the investigation concludes that the respondent violated this Policy.
- D. All information pertaining to allegations under this Policy are maintained in secure files by the Associate Vice President for Human Resources and Risk Management for complaints against employees and by the Vice President for Student Development & Chief Diversity Officer for complaints against Students. These secure files will be kept separate from all other human resources and Student files maintained by the College. No record of a complaint is kept in the complainant's human resources or Student file, unless the investigation concludes that the complaint was reckless or frivolous.

V. Retaliation:

- A. The College does not condone Retaliation against anyone who participates in a review or investigation under this Policy and will take adequate steps to ensure that the complainant and any witnesses are protected from retaliation throughout the processes in this Policy.
- B. If any Employee retaliates against an individual who follows or participates in the processes under this Policy, that Employee shall be subject to disciplinary action.

Right of Independent Action

Although the College hopes that Students and applicants will avail themselves of the internal mechanisms provided to resolve complaints of discrimination and harassment, they also have the right to file complaints with appropriate state and federal agencies, including the Office of Civil Rights of the U. S. Department of Education.

Parking

Parking permits are required for students using all College parking facilities. Permits are available to purchase online at <https://www.strose.edu/student-development/security/parkingand-transportation/>. Parking lot information may also be found online at <https://map.strose.edu/> under the “parking” tab. Please reach out to Campus Security at 518454-5187 if you have any questions related to parking. You may also reach out via email at transportation@strose.edu. It should be understood that parking is a privilege and not a right. The acceptance of parking privileges and the presence of any vehicle on campus is, in effect, an agreement by the motorist to abide by these rules and regulations, and it also acknowledges the fact that the College is in no way liable for personal injury, damage or loss of parts or contents of vehicles. Obtaining parking permits fraudulently will subject the person to revocation of parking privileges, attachment of a vehicle immobilizer device, towing, fines and other sanctions.

Personal Property

The College accepts no responsibility for loss of personal property due to theft, fire or other causes. Students are advised to carry insurance on their personal property, either through their family homeowner's policy or by separate coverage. Since most burglary insurance is collectable only when access is gained to a room by forcible entry, residents are encouraged to keep their rooms locked.

Students who store personal property in attics or basements of buildings do so at their own risk. The College does not accept responsibility for any item left in these areas. The College offers personal property coverage which can be purchased. Brochures can be found in the Office of Student Development.

Prior Criminal Conviction Application and/or Disciplinary Dismissals Policy

Please note that this policy applies only to those applicants who have met all other admissions criteria and might otherwise be offered an opportunity to enroll in the College of Saint Rose.

New York State Corrections Law does not allow discrimination against individuals with prior criminal convictions. The College of Saint Rose (“College”) has a duty to all current students and employees to maintain a safe learning/work environment, and to those living on campus, a safe living environment. Consistent with these obligations, the College maintains the following policy regarding applicants with previous criminal convictions or disciplinary dismissals from the College or any other academic institution.

Each application will be initially reviewed by the Vice President for Enrollment Management , who in turn will consult with the Behavior Assessment Team (BAT) and advisors within the College community to determine the risk posed to the college community should the applicant be admitted. If the Vice President for Enrollment Management determines that

there is little to no risk posed to the college community then the applicant may be admitted to the College, should all other admissions criteria be met.

If, after reviewing the application, the Vice President for Enrollment Management has additional questions regarding the nature of the crime or the individual applicant, then the College reserves the right to seek additional information from the applicant. This information includes, but is not limited to, records of the charges filed and the dates of occurrence, parole information and recommendations from parole officers from those applicants convicted of a crime. Additionally, for those applicants who have been dismissed from other academic institutions due to disciplinary reasons, the College reserves the right to seek additional information including but not limited to records of the disciplinary dismissal, recommendations from employers and additional character references. This additional information will be reviewed by the Vice President for Enrollment Management who may, in his/her discretion consult with the other staff members, the BAT and advisors within the College community. The Vice President for Enrollment Management may also ask for a personal interview with the applicant to further determine the risk posed to the college community should the applicant be admitted. The applicant may be required to sign a "Release and Authorization" form to permit the College to obtain information sought under this policy. Failure of the applicant to comply in a timely manner with requests for such cooperation will result in a denial of the application.

Based on this review, a determination will be made to deny the applicant, admit the applicant or admit the applicant with certain restrictions.

This decision will be made based on:

1. The type of offense;
2. The risk posed to the college community as a whole or any individual who is a part of the college community;
3. The length of time which has passed since the conviction/disciplinary dismissal;
4. Recommendations made by current or former parole officers or employers.

If, after analyzing all of the above factors, the College believes that the risk posed to the campus community, or to any one individual who is a part of the college community, is larger than the benefit to the applicant to be admitted to the College, then the applicant will be denied admission to the college. Additionally, if there is little to no risk posed to the college community, or any one individual who is part of the college community, then the applicant may be admitted to the College, so long as all other admissions criteria are met. Finally, the College reserves the right to admit an applicant with restrictions. These restrictions include but are not limited to:

1. Placing limitations on on-campus housing availability;
2. Placing limitations on access to residence halls;
3. Placing limitations on contact, including enrollment in classes, with current students who may have had a past or currently have an existing conflict with the applicant; and
4. Placing limitations on major field of study availability after consulting with department heads and considering possible professional licensure restrictions as determined appropriate by the Vice President for Enrollment Management

The College may require mandatory academic or other counseling sessions.

The applicant will be notified in writing of the College's decision regarding his or her application. A copy of the letter will be put in the applicant's admission file. Additionally, a statement will be written and placed in the applicant's admission file outlining the basis for the decision to deny, admit or admit with restrictions and specifically state what the restrictions are, if any.

Only admissions employees, excluding student employees, College counsel, and any other College personnel deemed necessary to assist with the decision making process by the Vice President for Enrollment Management will be allowed access to the information obtained from this review process. All information obtained through this review process will stay in the student's admission file and will not become a part of the student's academic file should the student enroll in the College.

Public Order

In compliance with the provisions of §6430 of Article 129-A of the Education Law of New York State (N.Y, Educ. Law §6430), the trustees of The College of Saint Rose have adopted rules (a) for implementing all policies required by Article 129-A, (b) the maintenance of public order on its campus and other college property used for educational purposes, and (c) the enforcement of these rules. Such rules prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules govern the conduct of students, faculty and other staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules are clearly set forth herein and in other policies and handbooks establishing the rules and include provisions for the ejection of a violator from such campus and property, in the case of a student or faculty violator his or her suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties are in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.

We recognize that in matters of this sort in particular, full and prompt communication among all components of our College community is highly desirable, and that to the extent time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in the following rules, regulations and procedures:

1. These rules, regulations and procedures shall apply as appropriate at all times to all persons (students, faculty, staff, visitors, invitees, licensees and trespassers) on the campus or other College property used for educational purposes, and this includes not only those persons associated with the regular academic sessions of the College, but also those present for special programs, such as those held during the summer. All of

the participants in such special programs, other than members of the Saint Rose faculty and staff, shall be deemed invitees.

2. All disruptions of public order shall be dealt with by the College authorities according to the established system of rules, regulations, and procedures set forth in the College's Faculty Manual, Student Handbook, and Employee Handbook as supplemented herein.
3. Disruptions of public order include the following without limitation thereto:
 - a. violence or threats that unduly restrict the movements or activity of authorized personnel;
 - b. destruction of College property;
 - c. undue noise or other interference which disrupts the carrying out of an academic or noncurricular activity of the College;
 - d. any other gross misconduct which interferes with proper activities of the College.
4. When, in the judgment of a College Officer or designee, who has been specifically designated for the purpose, the normal procedures have failed to maintain proper order, the College Officer or designee shall put the following into effect:
 - a. if deemed that extreme circumstances exist, the College Officer or designee shall summon the appropriate law enforcement agency or agencies to quell the disrupters and eject them from the campus. This is an extreme measure to be used only in the event of grave emergency;
 - b. if deemed the disruption not such as to require the intervention of a law enforcement agency, the College Officer or designee shall offer a specific invitation to meet with the disrupters at some stated place and time in the immediate future for the purpose of constructive discussion which may continue without limit provided there is no interference with the conduct of any College activity or access to any College-controlled facility;
 - c. if this invitation is not accepted, or if after such time as the College Officer or designee deems reasonable under the circumstances there shall have been no sufficient progress, the following steps shall be taken:
 - i. the College campus shall be declared closed to outsiders without legitimate business on the campus. Violators shall be liable to treatment as trespassers;
 - ii. the College Officer or designee shall declare the disrupted area off-limits to all students, faculty, staff members and other College personnel, as well as to all visitors, invitees and licensees, except those designated by the College Officer or designee to enter it;
 - iii. the College Officer or designee shall warn the disrupters that unless the disruption ends by a specified time, a court injunction seeking their immediate ejection from the campus will be sought;
 - iv. if the disruption persists, the College Officer or designee shall apply forthwith to a court of competent jurisdiction for an injunction and temporary restraining order requiring the disrupters to cease their

disruption or be ejected from the campus, subject to whatever penalties the court may impose;

- v. if the court order must finally be served, those disrupters affected by the order, whether they are students, faculty, staff or other employees of Saint Rose, or others, will be subject to applicable judicial procedures.

5. Any action or situation occurring on the Saint Rose College campus or on other College property used for educational purposes, which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization (popularly referred to as hazing) is prohibited. This prohibition includes:
 - a. brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements;
 - b. forced consumption of any food, liquid, liquor, drug, or other substances;
 - c. or other forced activity which could adversely affect the mental or physical health or safety of the individual, or
 - d. any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.

This prohibition shall:

- a. apply to students, faculty and staff, as well as to visitors and other licensees, invitees and trespassers on the College's property described above, and
 - b. be deemed to be part of the by-laws of all organizations operating on such College property. Each organization operating on such College property must review annually such by-laws with individuals affiliated with it.
6. Notwithstanding the pendency or termination of criminal or civil proceedings with reference to the same conduct by independent or parallel action, the College may bring students, faculty, staff and other members of the community before appropriate collegiate bodies for such actions as individual cases may warrant.
 7. Penalties for violations of the provisions of these rules, regulations, and procedures (which penalties shall be in addition to any penalty provided for in the New York State penal law or any other New York or federal law to which a violator may be subject) shall include the following:
 - a. violators who are neither students nor members of the faculty or staff shall be subject to ejection from such College property;
 - b. for students the procedures shall be those set forth under "Student Discipline," and may result in disciplinary action of the most severe kind, including suspension or expulsion;
 - c. for faculty the procedures shall be those set forth in the applicable Faculty Manual;

- d. for staff and other employees of the College, normal procedures appropriate to the determination of their rights and responsibilities shall be followed, and may also result in suspension or dismissal;
- e. any organization which authorizes conduct prohibited by these rules, regulations and procedures shall be subject to the rescission of its permission to operate on such College property.

Service Animals

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by the service animal must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The care and supervision of the service animal is the responsibility of the individual with a disability. The service animal must be under the control of the handler through voice commands, signals and/or a harness, leash or tether. An animal who is not under the control of the handler, or whose behavior poses a direct threat to the health and safety of others, may be denied access. The animal must be housebroken and utilize designated outdoor relief areas. The handler is responsible for cleaning up after the animal. Service animals must be clean' free of fleas and in good health. Animals must be current on all vaccinations, as required by local laws.

The College may only ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform. The College may not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. The College may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

In general, individuals with disabilities shall be permitted to be accompanied by their service animals in all areas where other students or patrons are permitted access. However, in order to ensure the safe operation of the College's programs, activities and services, the College reserves the right to restrict access and impose other necessary safety limitations.

The College of Saint Rose

Sexual Harassment and Misconduct Policy

Responsible Office: Title IX and Human Resources

Origination Date: August 14, 2020

Revision Date: September 7, 2021

I. Policy

The College of Saint Rose (the “College”) is a private, independent, coeducational institution that reflects the values and heritage of our founders, the Sisters of St. Joseph of Carondelet. The values instilled by our founders include: creating an inclusive community, responding to the needs of the times, educating the whole person, and striving for excellence in all endeavors.

The College is committed to creating and maintaining a safe environment for all of its students and employees. All forms of sexual harassment and misconduct by members of the Saint Rose community will not be tolerated by the College and represent a violation of College policy and the law. Violation of the College’s Policy on Sexual Harassment and Misconduct will result in the responsive action, as prescribed under federal and state laws, including investigation of what occurred; action to stop the prohibited conduct; remedial support for the victim of the conduct and, as necessary, for the broader community; and action to reasonably prevent the re-occurrence of the behavior. This may result in possible suspension, dismissal or termination from the College.

This Policy applies regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status or other basis identified in federal or state law.

II. Scope of Policy and Jurisdiction

This Policy applies to all alleged instances related to sexual harassment and misconduct that do not fall under the Title IX Grievance Policy brought by the College’s students against any of the College’s students, employees, and campus visitors. This Policy applies on all property owned by the College, on all property at which the College holds educational programs or activities, including alleged circumstances that occur off-campus, during an off-campus educational program or activity, on all airplanes, buses, or other vehicles used to transport the College’s students, or any activity occurring within computer and internet networks, digital platforms and computer hardware or software not owned or operated by, or used in the College’s programs and activities.

The jurisdiction of the College discipline system can include both on-campus and off-campus incidents at the discretion of the Title IX Coordinator or the Assistant Director of Student Conduct. This includes both College related Exchange and Study Abroad programs and College-sponsored events. This means that any incident involving a student that harms the College’s interest will be reviewed to determine if College action is warranted. Any off-campus incident that endangers another member of the College community (i.e.: Sale or Dispensation of Illegal Drugs, Infliction or Threat of Bodily Harm, Sexual or other Related Misconduct, Assault, Aggravated Harassment, or Threat with a Deadly Weapon) may be considered harmful to the interest of the College.

Employees who have concerns or complaints about employee-employee sexual harassment should follow the College's Policy and Procedures for Handling Complaints of Discrimination and Harassment for Employees, <https://www.strose.edu/title-ix/documentation/#policy-procedures-for-handling-complaints-of-discrimination-and-harassment-for-employees>.

III. Definitions

A. Affirmative Consent:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

B. Incapacitated Sex:

To have sex with someone whom you know to be, or reasonably should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of College Policy and New York State Law. Incapacity to make rational decisions about a sexual decision might result from the taking of a date rape drug, other drugs, alcohol, or as a result of illness. Intoxication on the part of the initiator is not an excuse for the violation of this policy or the law.

C. No Contact Order:

A safety measure where the College's Department of Safety and Security or Title IX Coordinator or designee prohibits a student, employee or third party from contacting another student, employee or third party on campus when there is a behavior that represents a risk of violence, threat, pattern, or predation.

D. Order of Protection:

An order of protection is issued by a court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving sexual assault, dating violence, domestic violence, or stalking.

E. Relationship Violence:

A pattern of abusive behavior that one person uses to obtain and maintain power and control over their intimate partner. Physical and/or sexual abuse may or may not be present. Coercive control is always present. Relationship Violence is purposeful and systematic, involves a fixed imbalance of power that has been created over time, and is driven by a sense of entitlement.

a) Dating Violence

(As defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

b) Domestic Violence

(As defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State's (NYS) domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of NYS.

F. Responsible Employees:

Responsible Employees are mandatory reporters and include all employees (faculty, administrators, and staff) as well as student employees such as Resident Assistants, unless exempted as outlined in the Confidential Reporting and Resources section of this Policy below. As mandatory reporters, Responsible Employees are required to report all details of an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and any other sexual misconduct, including the identity of the victim, the identity of the alleged perpetrator (if revealed), the date and location of the incident and details regarding the incident if known, to the appropriate office for purposes of initiation of an investigation and appropriate action. Responsible Employees are trained to provide information and support and appropriate referral to confidential or private reporting resources. Responsible Employees are also required to provide Clery Act statistical information and/or information for a Timely Warning as warranted.

Any failure to report an incident of sexual misconduct may result in disciplinary action being brought against the Responsible Employee, up to and including termination of employment.

G. Sexual Assault and Misconduct:

- a) **Fondling:** Any intentional sexual touching without effective consent for the purpose of sexual gratification including instances where the victim is incapable of giving their consent because of their age or because of their temporary or permanent mental incapacity. This includes any contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of a person upon another person, as well as the touching of another with any of these body parts, without effective consent; or other intentional contact of a sexual nature without consent or after consent is withdrawn.
- b) **Forced Sexual Intercourse:** Any sexual intercourse (anal, oral or vaginal), by any object or body part, by a person upon another person, that occurs as a result of force. The prohibited force may be physical in nature, or represented by threats, intimidation or coercion. Intercourse obtained by any form of force impacts the free will of the victim and thus removes the opportunity for effective consent.
- c) **Incapacitated Sex:** To have sex with someone whom you know to be, or reasonably should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of the College's Code of Conduct and New York State Law. Incapacity to make rational decisions about a sexual decision might result from the taking of a date rape drug, other drugs, alcohol, or as a result of illness. Intoxication on the part of the initiator is not an excuse for the violation of this policy or the law.
- d) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- e) **Rape:** Any sexual intercourse or penetration (anal, oral, or vaginal) however slight, with any object or body part, by a person upon another person without effective consent or after consent is withdrawn
- f) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- g) **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non- consensual, unfair, or abusive advantage of another for his/her own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:
 - 1. Non-consensual photo-taking, video or audio taping of sexual activity.
 - 2. Stalking with a sexual component. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature sexual misconduct has occurred.
 - 3. Voyeurism is a form of sexual exploitation in which one individual engages in secretive observation of another for personal sexual pleasure or engages in non-consensual photo-taking, video or audio taping of sexual acts. Although the source for the secretive viewing or taping may be unaware of the observation, this behavior is a form of sexual misconduct and violates the integrity of the unaware student.

4. The disrobing or exposure of another person without their consent.
 5. Inter-personal or intimate partner violence (relationship violence)
- h) **Sexual Harassment:** Sexual harassment is defined under this policy as severe or persistent or pervasive or objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies a student's ability to participate in or benefit from the college's educational programs or activities, or creates a hostile working environment. when:
6. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's academic or other advancement (quid pro quo harassment);
 7. Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting the individual (quid pro quo harassment); or
 8. Professional or educational performance, productivity, physical security, participation in living arrangements; or extracurricular activities, academic or career opportunities, services or benefits—or of creating an intimidating, hostile, or offensive learning environment.

H. Intimate Partner Violence (IPV):

The term used to describe sexual assault, domestic violence, dating violence, and/or stalking.

I. Stalking:

Stalking is an unwelcome pursuit. It is an effective tactic of control exerted by one party upon another. Stalking is a violation of the College's Sexual Harassment and Misconduct Policy, as well as the Title IX Grievance Policy. It is also a crime that can cause fear without physical injury as it has no real identified beginning and seemingly no end. Stalking often leads to physical contact and is generally on a trajectory toward violence. Stalking often includes the use of technology such as phones, texting, cameras, social networking sites, and email.

Stalking, as defined in the VAWA amendments to the Clery Act, means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

- a) Course of conduct: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b) Reasonable person: A reasonable person under similar circumstances and with similar identities to the victim.
- c) Substantial emotional distress: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

J. Preponderance of the Evidence:

This standard of evidence means that there must be a determination of whether the alleged sexual misconduct “more likely than not” to have occurred or 51% likely to have occurred.

K. Title IX Coordinator

1. The Title IX Coordinator manages the College’s response to reports of gender inequity and discrimination, which includes reports of sexual violence including, but not limited to, sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Informed by current federal and state law and guidance, the Title IX Coordinator aims to ensure that the College’s responses promptly and effectively stop problem behavior, prevent its recurrence, and remedy its effects.
2. The Title IX Coordinator’s responsibilities include:
 - a. Overseeing the College’s response to gender discrimination, which includes all forms of sexual violence, to ensure prompt and equitable resolution of all complaints.
 - b. Providing a central place to report an incident and overseeing the reporting process.
 - c. Providing information about College policies and procedures.
 - d. Providing referrals to campus and community resources and victim advocates.
 - e. Facilitating supportive and/or safety measures to address safety concerns and to support victims and complainants so that academic and professional pursuits may continue unimpeded.
 - f. Collaborating with community partners to assist with a resolution that balances the needs of the individuals involved with those of the larger community.
 - g. Keeping records to ensure patterns of behavior are identified.
 - h. Overseeing investigations of misconduct to ensure fairness, impartiality, and equity.
 - i. Coordinating and providing training, education, and prevention programs for the entire College community.
3. The Title IX Coordinator receives and responds to gender equity and sexual violence concerns. In addition to the Title IX Coordinator, the Deputy Title IX Coordinators have the responsibility for either coordinating the College’s Title IX compliance efforts and/or assisting in sexual misconduct investigations in collaboration with the Title IX Coordinator. Collectively, the Title IX Coordinator, Deputy Title IX Coordinators, and Trained Investigators serve as the College’s Title IX team. The Title IX Team is charged with handling known instances of gender-based misconduct or sexual violence with fair and efficient processes that are intended to support the entire College community.

Title IX Coordinator	<p>Amanda M. Bastiani Director of Prevention Education & Response Wellworth Hall, Room 3 963 Madison Ave. Albany, New York 12203 bastiana@strose.edu (518) 458-5308</p>
Deputy Title IX Coordinator	<p>Jennifer Richardson Associate VP for Student Development Events and Athletic Center, Room 210 420 Western Ave. Albany, New York 12203 richardj@strose.edu (518) 454-2023</p>
Deputy Title IX Coordinator	<p>Jeff Knapp Associate Vice President for Human Resources and Risk Management Cabrini Hall 399 Western Ave. Albany, New York 12203 knappj@strose.edu (518) 454-5138</p>

L. Trained Investigators:

The College has identified members of the campus community who have gone through extensive training to serve as investigators of Sexual Misconduct complaints. The investigators receive annual training on issues related to:

1. The four types of cases: domestic violence, dating violence, sexual assault, and stalking, as well as other forms of sexual misconduct as outlined in this policy.
2. How to conduct an investigation “that protects the safety of victims and promotes accountability”.
3. How to conduct an investigation (hearing) “process that protects the safety of the victim and promotes accountability”
4. How to conduct investigations of sexual violence,
5. The effects of trauma,
6. Impartiality,
7. The rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and

8. The College's policies and procedures.

M. Verbal Harassment:

Verbal Harassment, without accompanying physical contact, is not sexual assault, but may fit the criteria for sexual harassment. Sexual harassment is also prohibited by the College's Student Responsibility and Social Conduct and the Policy and Procedures for Handling Complaints of Discrimination and Harassment for Employees.

IV. Information and Resources for Victims of Sexual Violence

A. If you are the victim of sexual violence:

Get to a safe place - a friend's house or any place where people can give you emotional support and physical care. Call the Rape Crisis Hot Line.

Do not clean up. It may be difficult to keep from cleaning yourself up, but if you do you may destroy evidence that could be useful should you decide to report the assault to the police. Don't wash up, douche, change clothes, eat, brush your teeth, go to the bathroom or brush your hair. Even if you are not sure about reporting the assault, it makes sense to preserve the option of reporting until you make a final decision.

Seek medical help immediately for the treatment of any injuries and for tests to check the possibility of pregnancy or sexually transmitted diseases. If you do plan to report the incident to authorities, there is an additional reason to seek medical attention. Medical evidence can be collected. Don't douche, bathe, shower or change your clothes before seeking medical attention.

Report the incident to a campus counselor or victim advocate if you feel comfortable doing so.

- a) Seek counseling, whether or not you decide to report the crime or participate in legal action. Professional counseling is available through the Counseling and Psychological Services Center at The College of Saint Rose. Counseling can be beneficial as you work through your reaction to sexual misconduct.
- b) You may also choose to file a report with campus security, the Albany Police Department, or the NYS Police. This is your decision. (See "Procedures for Dealing with Sexual Offenses" Section).
- c) If you wish, file a complaint with the Title IX Office, if the accused person is part of The College of Saint Rose community. An investigation for appropriate disciplinary action under the College's prohibition against sexual misconduct will occur with the Title IX Office.
- d) Tell your story soon to avoid forgetting details. Alternatively, write out the details for yourself or use a tape recorder.
- e) Take whatever steps are necessary to work through the incident/assault. This might include talking to your partner, friend or counselor about your feelings. Resume your normal routine as much as possible.

- f) Go with your instincts. Whatever you decide to do is a decision you must feel comfortable with. Your goal is to survive and escape safely. You will react to the crime in the way that makes the most sense to you at the time.

B. Students' Bill of Rights:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault taken seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

C. Ways to Protect Yourself:

There are some practical steps you can take that may decrease the risk of sexual assault.

1. Express your expectations and limits clearly before you get into a sexual situation.
2. Limit alcohol and drug use. They make it more difficult for you to be in control. Never ride with someone who has used alcohol or drugs.

3. Avoid meeting in secluded places and walking alone. If you are concerned, ask campus security to escort you.
4. Try to be aware of attitudes that your date expresses concerning women or men: hostility, unrealistic views of women or men and/or viewing people as "sex objects."
5. Use assertive language such as, "I feel uncomfortable when you don't listen to me or when you touch me like that."
6. Scream "fire" (rather than "rape" or "help"), if you need assistance.
7. Be alert to what is happening around you.

D. To reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

E. Resources:

There are trained on- and off- campus advocates and counselors who can provide an immediate **confidential** response in a crisis situation:

1. On-Campus:

On Campus Health Provider Contact Information:	Health Services 190 Partridge St., Albany, NY 12203 (518)454-5244 Hours: 10 am – 5 pm
On Campus Mental Health Care Provider Contact Information:	Counseling Center St. Joseph’s Hall, 985 Madison Ave., Albany, NY 12203 (518) 454-5200
On Campus Pastoral Counselor Contact Information:	Hubbard Interfaith Sanctuary 959 Madison Ave. Albany, NY 12203 (518) 454-5250

2. Off-Campus:

Off Campus Resource for Mental Health and Advocacy:	Albany County Crime Victims and Sexual Violence Center 112 State St., Albany, NY 12207 24-Hour Sexual Assault Hotline: (518) 447-7716
Off-Campus Domestic Violence Services:	Equinox – Domestic Violence Services 526 Central Ave., Suite 201, Albany, NY 12206 24 Hour Hotline – (518) 432-7865
Health Care Providers, Sexual Assault Nurse Examiners (SANE), Rape Kits:	St. Peter’s Hospital Manning Blvd., Albany, NY 12208 (SANE Exams are free)
	Albany Medical Center New Scotland Ave., Albany, NY 12208 (SANE Exams are free)

F. Memoranda of Understanding:

The College of Saint Rose has entered into a memoranda of understanding (MOU) with the following agencies, in order to provide additional support services:

- a) Albany County Crime Victim and Sexual Violence Center
- b) Albany Medical Center Sexual Assault Forensic Examiner (SAFE) Program
- c) Albany Police Department
- d) Equinox, Inc.

- e) The Legal Project
- f) St. Peter's Health Partners Sexual Assault Nurse Examiner (SANE) Program
- g) University at Albany Police Department, The State University of New York

V. Orders of Protection

Victims of Sexual Offenses may have a right to obtain a court order to protect themselves from the perpetrators. The College will enforce all applicable no contact orders, restraining orders, and similar lawful orders issued by a criminal, civil, or tribunal court, to the extent required by law.

An order of protection is issued by the court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence. Family Courts, criminal courts, and Supreme Courts can all issue orders of protection. An order of protection may direct the offending person not to injure, threaten or harass you, your family, or any other person(s) listed in the order.

A Family Court order of protection is issued as part of a civil proceeding. Its purpose is to stop violence within a family, or within an intimate relationship, and provide protection for those individuals affected. All Family Court proceedings are confidential. To obtain an order of protection in the Family Court, your relationship to the other person must fall into one of the following categories: (1) current or former spouse, (2) someone with whom you have a child in common, (3) a family member to whom you are related by blood or marriage, or (4) someone with whom you have or have had an "intimate relationship." An intimate relationship does not have to be a sexual relationship. A relationship may be considered intimate depending on factors such as how often you see each other, or how long you have known each other. After a petition is filed, the court will decide if it is an intimate relationship.

To start a proceeding in Family Court, you need to file a form called a Family Offense petition. You can contact the Family Court in your county for help completing and filing the petition. Contact information for the Family Court in Albany is as follows:

- Albany County Family Court
Address: 30 Clinton Avenue, Albany, NY 12207
Phone: 518-285-8600
Fax: 518-238-4344

You may also wish to speak with an attorney or domestic violence advocate before filing.

A criminal court order of protection is issued as a condition of a defendant's release and/or bail in a criminal case. A criminal court order of protection may only be issued against a person who has been charged with a crime.

The College will provide reporting individuals assistance from Public Safety, the College security forces, or other appropriate officials in obtaining an order of protection. The following individuals can be contacted for assistance in obtaining or understanding an Order of Protection:

- Campus Security
(518) 454-5187 (24 hrs/7 days a week)
- The Legal Project
24 Aviation Road, Suite 101
Albany, NY 12205
(518) 435-1770 (phone)
(518) 435-1773 (Fax)
www.legalproject.org

The College will provide the accused or respondent and the reporting individual a copy of any order of protection or equivalent that the College receives. The College will also provide the accused or respondent and the reporting individual an opportunity to meet or speak with a representative of the College, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person or persons. The College will provide the accused or respondent and the reporting individual an explanation of the consequences of violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension. The College will also call on and assist local law enforcement in effecting an arrest when an individual violates an order of protection.

VI. No Contact Orders

When a student reports a Sexual Offense, the College will offer to impose a "no contact order." This "no contact order" is a College document that does not have the legal effect of an order of protection, which is obtained through a court.

Under the no contact order: (1) the accused's continued intentional contact with the reporting individual is a violation of the College's policy that is subject to additional conduct charges; and (2) if the accused or respondent and a reporting individual observe each other in a public place, it is the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. This may include establishing a schedule of attendance for the accused or respondent to access certain locations at the College, such as academic buildings, libraries, athletics or fitness facilities, and dining halls. Responsibility to stay away falls upon the person subject to the no contact order ("covered person"), not the protected individual. A covered person may be a respondent or accused or a third party who is the subject of a no contact order. If the covered person and protected person are in the same place accidentally, it

is incumbent upon the covered person to remove themselves in a reasonable time and manner.

Upon request, both the accused (or respondent) and the reporting individual are entitled to a prompt review, reasonable under the circumstances, of the need for and terms of the mandatory no contact order, including potential modification, in which they are allowed to submit evidence in support of their requests. Requests to review a mandatory no contact order should be submitted to: [add appropriate person]. If a request for review is received from one party, the other party will be notified of the request for review. [Add appropriate person] will issue a determination in response to the request, and notify both parties of the determination.

VII. Criminal Complaints:

In addition to filing an internal complaint, students may file a criminal complaint with local law enforcement officials. The College is not involved in that process, but will assist a student in filing a complaint if they so desire. Criminal complaints can be filed with the following agencies:

- Albany Police Dept., Western Ave., Albany, NY
12203 (518) 438-4000
- University at Albany Police Department, 1400 Washington Ave.,
Albany, NY (518) 442-3130
- NYS Police 24 hour hotline 1 (844) 845-7269

VIII. College Complaint Process:

A. Filing an Institutional Complaint:

1. Students who wish to file an internal complaint under this Policy should contact one of the following:

Title IX Coordinator	Amanda M. Bastiani Wellworth Hall Room 3 963 Madison Ave., Albany, NY 12203 (518) 458-5308 bastiana@strose.edu
Student Development	Student Development, EAC, Room 210 420 Western Ave., Albany, NY 12203 (518) 454-2023
Campus Safety & Security	Campus Safety & Security 340 Western Ave. Albany, NY 12203 (518) 454-5187

2. Student Reports to Responsible Employees – Responsible Employees are mandatory reporters by law and policy. Accordingly, reports made to Responsible Employees will be

related to the College's Title IX Coordinator who will initiate an investigation by the College in accordance with this Policy. Even if a student does not want the College to initiate an investigation, once it is reported to a Responsible Employee, the College, through the Title IX Coordinator, will weigh any request for confidentiality against the College's obligations to provide a safe, non-discriminatory environment for all members of the College's campus and community, as outlined in section VIII(E)(3), below.

3. Privileged and Confidential Reporting – Either as an alternative to the reporting options listed above or in lieu of reporting sexual misconduct to the individuals or offices listed above, students may make privileged and confidential reports of sexual misconduct to certain health or mental health providers or pastoral counselors. While criminal complaints, institutional complaints, and reports to Responsible Employees likely will result in the initiation of an investigation, reports to health or mental health providers or to certain pastoral counselors are privileged and will remain confidential so long as the student filing the report does not represent a threat to themselves or to others, or there is a continuing threat to the health and safety of the College community. (see Page 61 to 62 for list of confidential resources)
4. Anonymous Reporting - Anonymously disclose a crime or violation to the Safety and Security through the anonymous tip line (518) 454-5275 or online form, <https://onlineforms.strose.edu/anonymous-report/submit> . The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.

B. Protection and Supportive Measures for All Involved Parties:

Individuals reporting sexual misconduct and individuals accused of or responding to allegations of sexual misconduct are afforded the following protections and accommodations:

1. When the accused or respondent is a student, to have the College issue a "no contact order" consistent with the College's policies and procedures, whereby continued intentional contact with the protected person would be a violation of College policy and result in additional conduct charges. If the accused and a protected individual observe each other in a public place, it shall be the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused and the protected person may request a prompt review of the need for and terms of a No Contact Order, consistent with College policies and procedures, including potential modification. The requesting party may submit evidence in support of their request. The College may establish an appropriate schedule for the accused to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the protected person.
2. To be assisted by the College's security office in obtaining an order of protection or, if outside of New York state, an equivalent protective or restraining order;
3. To receive a copy of the order of protection or equivalent when received by the College and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person(s).

4. To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension;
5. To receive assistance from campus security in effecting an arrest when an individual violates an order of protection or, if campus security does not possess arresting powers, then to call on and assist local law enforcement in effecting an arrest for violating such an order, provided that nothing in this article shall limit current law enforcement jurisdiction and procedures.
6. When the accused is a student and presents a continuing threat to the health and safety of the community, to subject the accused to interim suspension pending the outcome of a conduct process. Parties may request a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, in accordance with procedures set forth in Student Responsibility and Social Conduct, and shall be allowed to submit evidence in support of their request;
7. When the accused is not a student but is a member of the College's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable union contracts, employee handbooks, and rules and policies of the College;
8. When the accused is not a member of the College's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable rules and policies of the College;
9. To obtain reasonable and available supportive and/or safety measures that effect a change in academic, housing, employment, transportation, immigration or visa assistance or other applicable arrangements in order to help ensure safety, prevent retaliation and avoid an ongoing hostile environment, consistent with the College's policies and procedures. Parties may request and consistent with the institution's policies and procedures, be afforded a prompt review of the need for and terms of any supportive and/or safety measures that directly affects them, and shall be allowed to submit evidence in support of their request.

C. Initial Remedial Actions:

6. The College will implement initial remedial, responsive and/or protective actions upon notice of alleged harassment, misconduct, or retaliation. Such actions could include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.
7. The College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassment, misconduct or retaliation.

8. The College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the College's ability to provide the accommodations or protective measures.

D. Immunity from Campus Conduct Process:

The College strongly encourages the reporting of incidents of sexual misconduct.

The health and safety of every student at the Institution is of utmost importance. The College of Saint Rose recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Institution's officials or law enforcement will not be subject to the College's Student Responsibility and Social Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

E Handling Reports of Sexual Misconduct:

1. Reports should be filed as soon as practicable after an incident of alleged sexual misconduct. The complainant is encouraged to provide as much of the following information as possible:
 - a) the name of the person or persons allegedly responsible for the action; if a College employee the department and position of said person(s); if a student the address of that person, if known.
 - b) a description of the incident(s), including the date(s), location(s), and the presence of any witnesses;
 - c) the alleged effect of the incident(s) on the complainant's position, academic standing or other conditions of enrollment (student status);
 - d) the names of other individuals who might have been subject to the same or similar action;
 - e) the steps the complainant has taken to try to stop the behavior; and
 - f) any other information the complainant believes to be relevant to the complaint.
2. Initial Intake:
 - a) The Title IX Coordinator, or designee, will determine the identity and contact information of the complainant (whether that is the alleged victim, the individual who filed a College Incident Report, or a College representative).
 - b) The Title IX Coordinator, or designee, will communicate directly with the complainant to offer an opportunity to meet with the complainant and initiate any necessary remedial

actions.

- c) Upon meeting with the complainant, the Title IX Coordinator, or designee, will try to obtain further details of the incident and will provide information regarding reporting options, supportive resources and services on campus and in the community, and any supportive and/or safety measures that might be available.
- d) The Title IX Coordinator will listen to the needs and requests of the complainant, and follow all federal and state guidelines when working with alleged victims to ensure individual rights.
- e) Campus community members (students and employees) have the right to bring an advisor of choice with them to any and all meetings
- f) The Title IX Coordinator will determine whether the case falls under this Policy or the Title IX Grievance Procedure. If the Title IX Grievance Procedure applies, this Policy will NOT apply, and the case will proceed instead under the Title IX Grievance Procedure.
- g) If the complainant decides to proceed with a full investigation, or the Title IX Coordinator, or designee, decides to proceed with a complaint on behalf of the College, the Title IX Coordinator will identify the policies allegedly violated and other key issues (e.g. power differential, alcohol/drug involvement).

3. Consent to Investigate:

If the College determines that an investigation is required, it must seek consent from reporting individuals prior to conducting an investigation. If a reporting individual does not consent to the College's request to initiate an investigation, the Title IX Coordinator will weigh the request against the College's obligation to provide a safe, nondiscriminatory environment for all members of its community.

The College will honor a request to decline to consent to an investigation, unless the College determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community, based on the Title IX Coordinator's consideration of factors that include, but are not limited to, the following:

- 1. Whether the accused has a history of violent behavior or is a repeat offender;
- 2. Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- 3. The increased risk that the accused will commit additional acts of violence;
- 4. Whether the accused used a weapon or force;
- 5. Whether the reporting individual is a minor; and
- 6. Whether the institution possesses other means to obtain evidence such as security footage, and
- 7. Whether available information reveals a pattern of perpetration at a given location or by a particular group.

If the Title IX Coordinator determines that the request to decline to consent to an investigation can be honored, the College will still assist with academic, housing, transportation, employment, and other reasonable and available accommodations.

If the Title IX Coordinator determines that a request to decline to consent to an investigation cannot be honored, and an investigation is necessary, the College must notify the reporting individuals and take immediate action as necessary to protect and assist them.

4. Initiation of the Investigation:

When an investigation is commenced, and the accused is a student, the student must be informed, as promptly as possible, of (1) the specific rule, rules, laws, and/or code of conduct provisions alleged to have been violated; (2) the date, time, location and factual allegations concerning the violation; (3) in what manner the specific rule, rules or laws are alleged to have been violated, and (4) the sanction or sanctions that may be imposed on the respondent based upon the outcome of any judicial or conduct process.

5. Investigation Process:

a) The Title IX Coordinator is responsible for ensuring that an impartial investigation begins within a reasonable time after a formal complaint has been filed (see section E. 3. formal complaint can be filled by the complainant or by the Title IX Coordinator or designee on behalf of the College). The College of Saint Rose attempts to complete investigations within sixty business days, which excludes weekends and holidays. In certain circumstances, the investigation time frames may need to be extended and the Title IX Coordinator has full authority to extend or modify all time frames set forth in this Policy. In such instances, all parties to the complaint will be notified.

b) The Title IX Coordinator will assign a Trained Investigator, who may or may not be an employee of the College, and they will direct the investigation and confer with the Title IX Coordinator. The Title IX Coordinator (or designee) manages any of the initial and ongoing supportive and/or safety measures for the complainant and respondent, or other necessary remedial short-term actions.

c) The Trained Investigator(s) will take the initial following steps:

1. Conduct a preliminary investigation to determine if there is reasonable cause to investigate the charge(s) against the accused individual, and what policy violation(s) should be investigated and confer with the Title IX Coordinator.
2. If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action. If there is sufficient evidence to support reasonable cause, the investigation will proceed to step d) below.

d) Full Investigation: Upon determining with the Title IX Coordinator that there is sufficient evidence for a full investigation, the Trained Investigator(s) shall:

- i. Prepare the notice of charges and provide a copy to the complainant and respondent.
- ii. Provide the accuser and accused with copies of this Policy.

- iii. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan in consultation with the Title IX Coordinator, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses including the complainant and the respondent.
- iv. Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- v. Discuss the allegations in the complaint with the accuser and accused at separate meetings, and provide the accuser and accused with equal opportunities to identify witnesses and present evidence supporting their respective positions at these meetings.
- vi. Provide the accuser and the accused with the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. An attorney for either the accuser or the accused, however, may be present but may not have a speaking role during such meeting, conference, hearing, or other procedural action.
- vii. Where the reporting individual or accused are students, provide the students with:
 - a) reasonable advance written or electronic notice of any meeting they are required to or are eligible to attend,
 - b) an opportunity to submit evidence during the investigation, and
 - c) the opportunity to exclude (1) their own prior sexual history with persons other than the other party in the conduct process and (2) their own mental health diagnosis and/or treatment from the Title IX Coordinator or other investigator's consideration when determining responsibility. (However, the Title IX Coordinator or other investigator may consider past findings of sexual misconduct when determining the sanction to be imposed).
- viii. Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties, provided, however, that the complainant or accuser will not be required to participate in mediation with the accused.
- ix. (If the preceding step does not resolve the problem), make a preponderance of the evidence determination. Under this standard, a determination must be made on the basis of whether it is more likely than not that the accused student or employee violated the Policy.
- x. At the conclusion of the investigation, draft and submit a detailed written report to the Title IX Coordinator which includes the following

components:

- a) A summary of the complaint;
- b) A summary of the response from the respondent;
- c) A summary of the statements and evidence obtained during the investigation;
- d) For each alleged Policy violation:
 - Findings of fact on whether a violation of this Policy occurred based on a Preponderance of the Evidence standard; and
 - The Rationale to support the finding, including credibility determinations regarding the witnesses and documentary evidence;
- e) If the recommendation is that the Policy was violated, the recommendation must include a statement about the severity of the violation;
- f) A recommendation as to the disciplinary action(s) to be taken, if there was a Policy violation.
- g) A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided.
- h) The College's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

e) Decision Process:

1. Once the Trained Investigators submit the investigation report, the Title IX Coordinator or designee will make a final decision regarding whether a violation of the Policy occurred, based on a preponderance of the evidence.
2. If the decision is that the respondent is found not responsible for the charges filed, the Trained Investigators share that outcome with both the complainant and the respondent without significant delay between each party's notification. Upon notification, either party has the right to appeal in accordance with the Appeal Process section of this Policy.
3. If the Trained Investigators find that the respondent violated this Policy, the process is as follows:
 - i. If the respondent is a student:

1. The Trained Investigators will inform the complainant and respondent of the investigation outcome within five (5) business days of the determination and without significant delay between each party's notification.
 - a. Notification will be made in writing and may be delivered by one or more of the following methods:
 - i. In person.
 - ii. Mailed to the local or permanent address of the parties as indicated in official College records.
 - iii. Emailed to the parties' College-issued email account.
 - b. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.
2. The notification will specify:
 - a. The finding on each alleged Policy violation.
 - b. Any possible sanctions that may result which the College is permitted to share according to state or federal law.
 - c. The rationale supporting the essential findings to the extent the College is permitted to share that information under state or federal law.
 - d. The opportunity to write an impact statement explaining how the possible sanctions may affect each party and the date which the impact statements are due.
3. The final decision will be sent by the methods outlined previously and will be sent without a significant delay between each party's notification. This will include:
 - a. The finding on each alleged policy violation.
 - b. Any changes that occurred prior to finalization.
 - c. Sanction(s) to be applied.
 - d. Any appeal options that are available.

4. Transcript Notation

- a. Conduct Related Official Transcript Notations: As required by New York State Law 129- B, a notation will be added to the official College transcript of students found responsible for a violation of the College's Title IX Grievance Policy or the Sexual Harassment and Misconduct Policy that:
 - i. meets the definition of a crime of violence pursuant to the Federal Clery Act established in 20 U.S.C. 1092 (F) (1) (I)- (VII), and,
 - ii. is sanctioned with suspension or dismissal.
 - b. For a student that is suspended, the transcript notation will read: "Suspended after a finding of responsibility for a code of conduct violation." A student may appeal, seeking removal of a transcript notation, provided that the notation shall not be removed prior to one year after the conclusion of their sanction. Written appeals must be submitted to the Vice President for Student Development or designee one year after the conclusion of their sanction. The Vice President for Student Development or designee, in consultation with the Title IX Coordinator or designee, will review and accept or deny the appeal. The student will be notified in writing and, if the appeal is granted, the notation will be removed within ten business days upon receipt of the appeal.
 - c. For a student that is dismissed, the transcript notation will read: "Dismissed after a finding of responsibility for a code of conduct violation". This notation is permanent and cannot be removed.
 - d. For a student that withdraws from the College while such cases are pending and declines to complete the conduct process, the transcript will read: "Withdrew with conduct charges pending." This notation is permanent and cannot be removed.
 - e. In all cases, an administrative hold will be placed on the student's record. The hold will prevent future registrations, distribution of transcripts and/or diplomas and may only be removed with permission of the Vice President for Student Development or designee, in consultation with the Title IX Coordinator or designee.
- ii. If the respondent is an employee (faculty, administrator, or staff):
 1. The investigator will share the findings with the complainant

and update the complainant on the status of the investigation and the outcome. The complainant will also have an opportunity to submit an impact statement before sanctions are determined.

2. The investigator will determine the appropriate sanctions in conjunction with the Title IX Coordinator and the Associate Vice President for Human Resources. The investigator will present the findings and sanction to the respondent.
3. If the sanction is termination of the respondent's employment, the College will follow the applicable employee handbook or union contract.
4. The complainant may appeal the finding and/or sanctions by following the Appeal Process section of this Policy. The respondent may file a grievance in accordance with the applicable employee handbook or union contract.

iii. If the respondent is a third party:

1. The investigator will share the findings with the complainant and update the complainant on the status of the investigation and the outcome.
2. The investigator will determine the appropriate sanctions in conjunction with the Title IX Coordinator and the Associate Vice President for Human Resources. The investigation will present the findings and sanction to the respondent. The sanctions may include a permanent no-contact order and barred from the College's campus, including any future employment and or educational opportunities.
3. If the respondent is employed by a contractor on campus, the College may require the contractor to terminate the respondent's employment in order to continue the contract.
4. The complainant may appeal the finding and/or sanctions by following the Appeal Process section of this Policy.

f) Appeal Process: Complainants and/or respondents wishing to appeal decisions made during the handling of complaints under this Policy may submit a written petition to the Student Conduct Office (SCO) within two days of receipt of the decision. The SCO will share the appeal with the other party who may also wish to file a response. All appeals and responses are then forwarded to the Appeals Hearing Board for initial review to determine if the appeal meets one or more of the following grounds for appeal and is

timely:

- a) A procedural error occurred that significantly impacted the outcome of the hearing
- b) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- c) The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Appeals Hearing Board finds that the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the documentation from the investigation is forwarded to the Appeals Hearing Board for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately.

3. Privacy:

- a. All inquiries, complaints and investigations are treated with respect and attention to the privacy of the complainant. Information is revealed strictly on a need-to-know basis. Although the identities of the complainant and respondent are usually revealed to the respondent and witnesses, the College prohibits retaliation of any form toward any party.
- b. A copy of the investigation report and the final decision is included in the student's or employee's file only if the investigation concludes that the respondent engaged in prohibited conduct.
- c. All information pertaining to a harassment complaint or investigation is maintained by the Title IX Coordinator and the Associate Vice President for Human Resources in secure files. These secure files will be kept separate from all other human resources or student files maintained by the College, except when the investigation concludes that the complaint was reckless or frivolous.
- d. Where the respondent is found not responsible for the alleged violation(s), the investigation should be closed. When facts obtained in the investigation do not support the allegation, the investigation will be closed. If subsequently there is additional information discovered related to the allegation the investigation will be re-opened.
- e. The College prohibits retaliation in any form for complainants and witnesses.

IX. Non-Retaliation

Retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, or any witness is prohibited. This includes behavior on the part of the respondent or other related persons, including acquaintances, friends, and family members.

Although independent action will be taken against anyone engaging in retaliation for making a report of sexual misconduct, the respondent is responsible for discouraging such actions and will also be held responsible to the extent of their involvement in the retaliation.

X. Active Bystander

Active Bystanders are individuals who decide to intervene when they observe a situation or see actions that might be harassment or sexual violence.

Some simple steps to becoming an Active Bystander:

- **Notice the situation:** Be aware of your surroundings.
- **Interpret it as a problem:** Do I recognize that someone needs help?
- **Feel responsible to act:** See yourself as being part of the solution to help.
- **Know what to do:** Educate yourself on what to do.
- **Intervene safely:** Take action but be sure to keep yourself safe.

How to Intervene Safely using the three D's of Bystander Intervention:

- **Direct** – Directly intervening, in the moment, to prevent a problem situation from happening
- **Delegate** – Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.
- **Distract** – Interrupting the situation without directly confronting the offender.

Other options:

- Call the police (911) or Campus Security 24/7: (518) 454-5187 for support.
- Or call the National Sexual Assault Hotline at 1 (800) 656.HOPE.

XI. Education

The College offers a number of programs over the course of the academic year, addressing sexual assault, domestic/dating violence, stalking, and related topics, including bystander intervention strategies. A specific program is presented to all new incoming students during orientation, in addition to the required online sexual assault prevention and alcohol and substance abuse prevention education courses. Further programming is offered by various offices and student organizations including residence life, the counseling center, and campus safety and security. Pursuant to federal law, students and employees will be educated and updated about security procedures, personal safety, crime prevention and sexual assault, domestic/dating violence, and stalking in all ways that are necessary and appropriate to alert the College community. This may include: posting appropriate flyers, community tabling, mass e-mail messages, placing articles in the student newspaper, social media messaging, classroom announcements, in-classroom presentation, and emergency meetings.

1. Program/Activity	Description	Frequency
Orientation Presentation	Provided by the Title IX Coordinator and Director of Prevention Education, in partnership with Campus and community agencies	Annual requirement for first year/new students
EverFi/Foundry-Online Sexual Assault Prevention for Undergraduates	An online program that addresses sexual assault, interpersonal violence, stalking and bystander intervention	Annual requirement for all new/incoming undergraduate students, new athletes, new student club officers
EverFi/Foundry-Online AlcoholEdu	An interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking habits.	Annual requirement for all new/incoming undergraduate students
EverFi/Foundry-Online Sexual Assault Prevention for Graduate Students	An online program that addresses sexual assault, interpersonal violence, stalking and bystander intervention	Annual requirement for all new/incoming graduate students
EverFi/Foundry-Online courses for Faculty and Staff, Harassment and Discrimination	Online prevention program that reviews Title IX, Title VII, and Clery Act reporting obligations	Ongoing requirement for all new employees; annual requirement for all employees
One Love Foundation-films, workshops, resources	A film-based, guided discussion programs focused on relationship abuse, focused on bystander intervention developed by the One Love Foundation	Offered throughout the year
Social media awareness campaigns	Variety of awareness activities/campaigns promoting healthy relationships	Offered throughout the year
Title IX and Clery: How to respond and report & Campus Safety	New Employee Training on Title IX, the Clery Act, and campus safety and security provided by the Title IX Coordinator and Director of Prevention Education, and the Director of Safety and Security	Scheduled every two months throughout the year for all new employees in conjunction with Human Resources as part of onboarding orientation

SUNY Student Conduct Institute trainings for Title IX and Conduct Team	Campus Title IX and Conduct team members are required to attend trainings that are offered in person and/or on-line in accordance with federal and state laws	Ongoing throughout the year
EverFi/Foundry-Online Clery Act Basics Course	Online course that includes an overview of the Clery Act reporting requirements	Annual requirement for all Campus Security Authorities (CSA's)
Take Back the Night	Awareness march for survivors of sexual violence and advocates, in partnership with Albany County Crime Victim & Sexual Violence Center and Albany County colleges and universities	Annually
Various topic-based programs, workshops, trainings	Programming on any of the following, but not limited to: sexual harassment, sexual misconduct/violence, interpersonal violence/relationship abuse, types of abuse including technology abuse, healthy relationships, consent, bystander intervention strategies, how to respond to disclosure, how to help a friend	Offered throughout the year in partnership with other departments, student clubs and organizations, community agencies, and faculty

XII. Sanctions possible for students under the College's Policies:

- a. Censure
- b. Anger Management Program
- c.
- d. Behavioral Contract
- e. Conflict Management Training
- f. Educational Service Hours/Training/Programming
- g. Reflective Exercises
- h. Removal from College Housing
- i. Interim Suspension

- j. Restrictions
- k. Restitution
- l. Persona Non Grata
- m. No Contact Orders
- n. Disciplinary Probation
- o. Disciplinary Suspension
- p. Disciplinary Dismissal
- q. Transcript Notation

Sanctions possible for employees under the College's Policies include written warning up to and including termination.

XIII. Criminal Penalties under New York State Law:

Article 130 of the New York State Penal Code defines sexual offenses and provides information about the penalties associated with each crime.

A. The following are excerpts from the NYS

Penal Code: 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
3. He or she engages in sexual conduct with an animal or dead human body.

Sexual misconduct is a class A misdemeanor.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-20.html>.

Rape:

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.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-25.html>

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 victim at the time of the act.

Rape in the second degree is a class D felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-30.html>

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.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-35.html>

Criminal Sexual Act:

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.

Criminal sexual act in the third degree is a class E felony.
<http://codes.findlaw.com/ny/penal-law/pen-sect-130-40.html>

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 victim at the time of the act.

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

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-45.html>

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:

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.

Criminal sexual act in the first degree is a class B felony.
<http://codes.findlaw.com/ny/penal-law/pen-sect-130-50.html>

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.
<http://codes.findlaw.com/ny/penal-law/pen-sect-130-52.html>

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.

Persistent sexual abuse is a class E felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-53.html>

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 such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-55.html>

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.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-60.html>

A person is guilty of **sexual abuse in the first degree** when he or she subjects another person to sexual contact:

1. By forcible compulsion;
2. When the other person is incapable of consent by reason of being physically helpless;
3. When the other person is less than eleven years old; or
4. When the other person is less than thirteen years old and the actor is twenty- one years old or older.

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

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-65.html>

A person is guilty of **aggravated sexual abuse in the fourth degree** when:

1. He or she inserts a foreign object in the vagina, urethra, penis, rectum or anus 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
2. He or she inserts a finger in the vagina, urethra, penis, rectum or anus 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.
3. 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.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-65-a.html>

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, rectum or anus of another person:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.
4. 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, rectum or anus 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.
5. 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.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-66.html>

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

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.
4. 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.
<http://codes.findlaw.com/ny/penal-law/pen-sect-130-67.html>

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

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.
4. 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.
<http://codes.findlaw.com/ny/penal-law/pen-sect-130-70.html>

B. Penalties:

Class A Misdemeanor:

1. Imprisonment of up to one year and/or a fine of up to \$1,000

<http://codes.findlaw.com/ny/penal-law/pen-sect-70-15.html>,
<http://codes.findlaw.com/ny/penal-law/pen-sect-80-05.html>.

Felonies:

- e) Class B felony - imprisonment of at least five years and no more twenty-five years and/or a fine of up to \$30,000
- f) Class C felony - imprisonment of at least three and one-half years and no more than fifteen years and/or a fine of up to \$15,000

- g) Class D felony - imprisonment of at least two years and no more than seven years and/or a fine of up to \$5,000
- h) Class E felony - imprisonment of at least one and one-half years and no more than four years and/or a fine of \$5,000

<http://codes.findlaw.com/ny/penal-law/pen-sect-70-80.html>,
<http://codes.findlaw.com/ny/penal-law/pen-sect-80-00.html>.

The College of Saint Rose

Policy Number: Title IX Grievance Policy

Responsible Office: Title IX and Human Resources

Origination Date: August 14, 2020

Revision Date: September 7, 2021

I. Policy and Purpose

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, The College of Saint Rose (the College) will implement the following Title IX Grievance Policy, effective August 14, 2020.

In recent years, “Title IX” cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, the College must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that it must subject to its Title IX investigation and adjudication process. ***Only*** incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

The College of Saint Rose remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has:

- A Sexual Harassment and Misconduct Policy that defines certain behavior as a violation of campus policy, including sections addressing Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and related sex-based offenses;
- A Student Responsibility and Social Conduct, that defines other behaviors as a violation of campus policy;
- And the Bias Response Policy.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Sexual Harassment and Misconduct Policy, <https://www.strose.edu/title-ix/documentation/#sexual-harassment-misconduct-policy>, or the Student Responsibility and Social Conduct policy, <https://www.strose.edu/title-ix/documentation/#student-responsibility-social-conduct-policy>, through a separate grievance proceeding.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Sexual Harassment and Misconduct Policy or the Student Responsibility and Social Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

II. Definitions:

A. Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, “covered sexual harassment” includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
 - a. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - b. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State's (NYS) domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of NYS.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable

person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

- a. Course of conduct: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b. Reasonable person: A reasonable person under similar circumstances and with similar identities to the victim.
- c. Substantial emotional distress: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Sexual Harassment and Misconduct Policy or the Student Responsibility and Social Conduct.

B. Consent

For the purposes of this Title IX Grievance Policy, and in accordance with NYS Article 129-B, affirmative "consent" means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. c) Consent may be initially given but withdrawn at any time. d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. f) When consent is withdrawn or can no longer be given, sexual activity must stop.

C. Education Program or Activity

For the purposes of this Title IX Grievance Policy, The College of Saint Rose's "education program or activity" includes:

- Any on-campus premises

- Any off-campus premises that the College has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the College’s programs and activities over which the College has substantial control.

D. Formal Complaint

For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within the College’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

E. Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

F. Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).

Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.

- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

G. Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

H. Privacy vs. Confidentiality

Consistent with the Sexual Harassment and Misconduct Policy and the Student Responsibility and Social Conduct, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean the College offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The College will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

I. Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

I. General Rules of Application:

A. Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020 and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Title IX Grievance Policy if a case is not complete by that date.¹

B. Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this

¹ This specific provision may be subject to additional guidance from OCR (which will be shared, if issued).

policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Sexual Harassment and Misconduct Policy or the Student Responsibility and Social Conduct.

C. Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

D. Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Name: Amanda M. Bastiani

Title: Director of Prevention Education & Response, and Title IX Coordinator

Office Address: Wellworth Hall 963 Madison Ave., Albany, NY 12203

Email Address: bastiana@strose.edu,

File report online: <https://www.strose.edu/student-development/policies-important-info/title-ix/reporting/>

Telephone Number: 518-458-5308

Such a report may be made at any time (including during non-business hours) by using the

telephone number or electronic mail address, or online, or by mail to the office address listed for the Title IX Coordinator.

E. Responsible Employees:

Responsible Employees are mandatory reporters and include all employees (faculty, administrators, and staff) as well as student employees such as Resident Assistants, unless exempted as outlined in the Confidential Reporting and Resources section of this Policy below.

As mandatory reporters, Responsible Employees are required to report all details of an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and any other sexual misconduct, including the identity of the victim, the identity of the alleged perpetrator (if revealed), the date and location of the incident and details regarding the incident if known, to the Title IX Coordinator for purposes of initiation of an investigation and appropriate action.

Responsible Employees are trained to provide information and support and appropriate referral to confidential or private reporting resources. Responsible Employees are also required to provide Clery Act statistical information and/or information for a Timely Warning as warranted.

Any failure to report an incident of sexual misconduct may result in disciplinary action being brought against the Responsible Employee, up to and including termination of employment.

F. Private Reporting Options

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee
- *Other Officials with Authority (required to report known details to Title IX Coordinator):*
 - a. *Jeffrey Knapp, Associate Vice President for Human Resources and Deputy Title IX Coordinator, 518-454-5138*
 - b. *Jennifer Richardson, Associate Vice President for Student Development and Deputy Title IX Coordinator, 518-454-2023*
 - c. *Steve Stella, Director of Safety and Security, 518-454-5187*
 - d. *Craig Tynan, Registrar, 518-458-5464*
 - e. *Gerald Lorentz, Dean, School of Arts & Humanities, 518-454-2800*
 - f. *Ian MacDonald, Dean, School of Mathematics and Sciences, 518-454-5266*
 - g. *Lori Anctil, Associate Vice President and Director of Athletics, 518-454-5282*
 - h. *Phylicia Coley, Director of Residence Life, 518-454-5295*
 - i. *Rajarshi Aroskar, Dean, Huether School of Business, 518-454-2122*
 - j. *Yolanda Caldwell, Chief Diversity Officer, 518-485.3133*
 - k. *Margaret T. McLane, Provost and Vice President for Academic Affairs, 518-485-3334*
 - l. *Theresa Ward, Acting Dean, Thelma P. Lally School of Education, 518-454-5208*

Other Reporting Options on Campus:

- a. Campus Security, 518-454-5187*
- b. Residence Life, 518-454-5295*
- c. Albany Police, 518-458-5660 or 911*
- d. UAlbany Police 518-442-3131*
- e. Investigator, NYSP Campus Sexual Assault Victims Unit, 1-844-845-7269*
- f. Saint Rose Anonymous Tip Line, 518-454-5275,
<https://onlineforms.strose.edu/anonymous-report/submit/>*

The following offices may provide **confidentiality**:

- Confidential Reporting and Resources:
 1. Counseling & Psychological Services, 518-454-5200
 2. Health Services, 518-454-5244
 3. Spiritual Life, 518-454-5250
- Off Campus Confidential Assistance:
 1. The Albany County Crime Victim and Sexual Violence Center, 518-447-7716 (24-hr hotline, free counseling for students)
 2. Equinox, Inc., 518-432-7865 (24 hr domestic violence hotline, free services)
 3. In Our Own Voices, 518-432-4188
 4. The Legal Project, 518-435-1770
 5. Albany Medical Center, 518-262-3131 (sexual assault exams are free and not processed through student's insurance)
 6. Albany Memorial Hospital, 518-471-3221 (sexual assault exams are free and not processed through student's insurance)

7. St. Peter's Hospital, 518-525-1550, (sexual assault exams are free and not processed through student's insurance)
8. National Sexual Assault Hotline, 1-800-656-HOPE (4673)
9. National Domestic Violence Hotline, 1-800-799-7233
10. National Stalking (and all crime) Victim Helpline, 1-855-484-2846
11. Crisis Text Line, Text HOME to 741741 for free, 24/7 crisis support in the U.S.

II. Non-Investigatory Measures Available Under the Title IX Grievance Policy:

A. Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from the College regardless of whether they desire to file a complaint, as appropriate. Supportive measures are non-disciplinary and non-punitive.

As appropriate, supportive measures may include, but not be limited to:

- Counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (no contact orders, issuing a persona non grata, and/or assistance processing an order of protection)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

See 85 Fed. Reg. 30401.

B. Emergency Removal

The College of Saint Rose retains the authority to remove a respondent from the College's program or activity on an emergency basis, where the College (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the

physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If the College determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The Respondent will meet with the Title IX Coordinator or Designee and the Director of Safety and Security to be notified that an emergency removal is necessary and be provided with a formal letter. The respondent will have three (3) business days to challenge the removal determination in a letter sent to the Vice President for Student Development or designee.

C. Administrative Leave

The College retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with the Policy and Procedures for Handling Complaints of Discrimination and Harassment for Employees.

III. The Title IX Grievance Process

A. Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days, which does not include days that the College is closed, after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of the College, including as an employee. For complainants who do not meet this criteria, the College will utilize existing policy in the Student Responsibility and Social Conduct <https://www.strose.edu/title-ix/reporting/>.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The College will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy, the Sexual Harassment and Misconduct Policy, or the Student Responsibility and Social Conduct prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. Information about this process is available here: <https://www.strose.edu/title-ix/documentation/#informal-resolution-process>.

B. Informal Resolution

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent. Information about this Process is available here: <https://www.strose.edu/title-ix/documentation/#informal-resolution-process>

C. Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

D. Determining Jurisdiction

The Title IX Coordinator or designee will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in the College's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, the College will investigate the allegations according to the Grievance Process.

E. Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations.

F. Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator or designee will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX

Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

G. Discretionary Dismissal

The Title IX Coordinator or designee may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by the College; or,
- If specific circumstances prevent the College from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

H. Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts or other email account upon request or in the event the complainant/respondent has left the institution. It is the responsibility of parties to maintain and regularly check their email accounts.

I. Notice of Removal

Upon dismissal for the purposes of Title IX, the College retains discretion to utilize the Sexual Harassment and Misconduct Policy, <https://www.strose.edu/title-ix/documentation/#sexual-harassment-misconduct-policy>, or the Student Responsibility and Social Conduct <https://www.strose.edu/title-ix/documentation/#student-responsibility-social-conduct-policy>, to determine if a violation of the Sexual Harassment and Misconduct Policy or the Student Responsibility and Social Conduct has occurred. If so, the College will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the Sexual Harassment and Misconduct process or the conduct process.

J. Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or designee may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

K. Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution's Title IX Grievance Process including any informal resolution process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);
- A statement that, according to the Student Responsibility and Social Conduct under Furnishing False Information prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

L. Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

M. Advisor of Choice and Participation of Advisor of Choice

The College of Saint Rose will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The College has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the College.

The College will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The College's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and the College cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the College.

N. Notice of Meetings and Interviews

The College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

O. Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the

delay does not overly inconvenience other parties.

For example, a request to take a five-day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five-day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator, Director of Student Conduct, or designee shall have sole judgment to grant further pauses in the Process.

IV. General Rules of Investigations

Investigators designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

The College and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

The College cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

A. Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

The institution will send the evidence made available for each party and each party’s advisor, if any, to inspect and review through an electronic format or a hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties’ written responses before completing the Investigative Report.

The institution will provide copies of the parties’ written responses to the investigator to all parties and their advisors, if any. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to photograph or otherwise copy the evidence, disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

B. Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties’ inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a “privilege log” that may be reviewed by the parties and their advisors, if any. See, 85 Fed. Reg. 30026, 30438 (May 19, 2020).

C. Investigative Report

The Investigators designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, and provide that Report to the parties at least ten (10) business days prior to the hearing (in electronic format or hard copy) for each party’s review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report. The investigator(s) or the Title IX Coordinator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant, however a hard copy of the original unredacted Investigative Report will be maintained in the College’s secure files. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).

V. Hearing

A. General Rules of Hearings

The College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through a private, password-protected video conference platform account with waiting rooms for all parties to be in until they are needed for the hearing. This technology will enable participants simultaneously to see and hear each other. At its discretion, the College may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audio recording. That recording or transcript will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

B. Continuances or Granting Extensions

The College may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

C. Newly-discovered Evidence

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Administrative Hearing Chair will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by

reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Administrative Hearing Chair answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

D. Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence.
- The College will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).
- The parties shall be subject to the institution's Rules of Decorum, <https://www.strose.edu/title-ix/documentation/#rules-of-decorum-policy>

- *The Decision-maker*
 - The hearing body will consist of a panel of three (3) decision-makers.
 - No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
 - No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
 - The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
 - The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.

- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, the College will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
- *Advisors shall be subject to the institution’s Rules of Decorum and may be removed upon violation of those Rules, <https://www.strose.edu/title-ix/documentation/#rules-of-decorum-policy>.*

Witnesses

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- *Witnesses shall be subject to the institution’s Rules of Decorum <https://www.strose.edu/title-ix/documentation/#rules-of-decorum-policy>.*

E. Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- At least one (1) business day prior to the scheduled hearing, the hearing body will hold a prehearing conference with the advisors for the parties. At the prehearing conference, the hearing body will set the rules of decorum for the hearing and discuss rules of relevance that will apply during the hearing;
- When the hearing opens, the Administrative Hearing Chair will restate the rules and expectations for the hearing that were discussed at the prehearing conference;
- The Parties will each be given the opportunity to provide opening statements;
- Administrative Hearing Chair or other panel members will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after Administrative Hearing Chair or other panel members conducts its initial round of questioning; During the Parties’ cross-examination, Administrative Hearing Chair or other panel

members will have the authority to pause cross-examination at any time for the purposes of asking Administrative Hearing Chair or other panel members' own follow up questions; and any time necessary in order to enforce the established rules of decorum. <https://www.strose.edu/title-ix/documentation/#rules-of-decorum-policy>.

- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Administrative Hearing Chair or other panel members. A Party's waiver of cross-examination does not eliminate the ability of the Administrative Hearing Chair or other panel members to use statements made by the Party.

F. Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, Administrative Hearing Chair or other panel members will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Administrative Hearing Chair or other panel members may be deemed irrelevant if they have been asked and answered.

G. Review of Recording

The recording of the hearing will be available for review by the parties within five (5) business days, unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

III. Determination Regarding Responsibility

A. Standard of Proof

The College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

B. General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the College allow parties to call "expert witnesses" for direct and cross examination. The College does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that the College allow parties to call character witnesses to testify. The College does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that the College admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Administrative Hearing Chair may draw an adverse inference as to that party or witness' credibility.

C. Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Student Responsibility and Social Conduct, if any, the respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

D. Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the College within ten (10) business days of the completion of the hearing.

E. Sanctions Possible for Students Under the Title IX Grievance Process:

- a. Censure
- b. Anger Management Program
- c. Behavioral Contract

- d. Conflict Management Training
- e. Educational Service Hours/Training/Programming
- f. Reflective Exercises
- g. Removal from College Housing
- h. Interim Suspension
- i. Restrictions
- j. Restitution
- k. Persona Non Grata
- l. No Contact Order
- m. Disciplinary Probation
- n. Disciplinary Suspension
- o. Disciplinary Dismissal
- p. Transcript Notation

F. Sanctions Possible for Employees Under the Title IX Grievance Process: written warning, termination.

G. Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

H. Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within three (3) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- The sanction is disproportionate, or otherwise inappropriate to the proven violation.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than five (5) pages (including attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12 point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by an Appeal Hearing Board comprised of three (3) individuals, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision-maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

I. Retaliation

The College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment. *Refer to the Immunity Statement in the General College Policies and Procedures section of the Student Handbook*

Complaints alleging retaliation may be filed according to the Student Responsibility and Social Conduct or the Policy and Procedures for Handling Complaints of Discrimination and Harassment for Employees.

Skateboard and Recreational Vehicle Policy

For the safety of all members of the College, the use of skateboards, roller skates, roller blades, and human powered cycles (bicycles, unicycles, etc.) is prohibited within all buildings on campus. Use of these devices is permitted on walkways and paths as long as the right of way is granted to pedestrians. Riding such devices on walls, benches, stairs, curbs, ramps, railings and the like is prohibited.

Social Media Policy

<https://www.strose.edu/campus-offices/marketing-and-communications/social-mediapolicy/>

“Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose.”
–From The College of Saint Rose Statement on Integrity.

The College of Saint Rose is proud of its history, its mission, and what it represents to its communities. The mission of the College encourages that students from a diverse range of backgrounds are allowed the opportunity to contribute to a “diverse learning community that fosters integrity, interdependence, and mutual respect.”

The College recognizes that social media sites have become important and influential communication channels for our community. The overall goal of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students, faculty and staff when participating in social media while also providing guidance for third parties (to include without limitation, prospective students at the College). It is important to keep in mind the privacy concerns inherent in using social media websites. Any information posted on them can be made public, even when information has been deleted by the user in some cases. Information can be shared with many people with just a click of the mouse. Therefore, the College expects and encourages all those participating on the sites associated with the College to exercise caution and responsibility when using social media sites.

In accordance with The College of Saint Rose mission, Statement on Integrity, Acceptable Use Policy, Student Handbook, and any applicable hosting web sites’ terms of use agreements, all users must adhere to the general rights and practices of social media.

The policies and guidelines set forth below apply to any user who utilizes social media pages associated with the College, College departments, College programs and/or College offices. This policy pertains **only** to postings and comments made on **official** Saint Rose social media pages such as the ones the College maintains on Facebook and YouTube and our Twitter feed.

TYPES

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com, Tumblr.com.

LANGUAGE/BEHAVIOR

The following are considered unacceptable when using social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases, or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or sexual promiscuity.

The following are required:

Be respectful. The College of Saint Rose is open to others voicing their opinions and contributing to relevant discussion through social media platforms. Users may complain or disagree with other posts. However, the nature of such content should at all times remain respectful. Any inappropriate, obscene, or defamatory posts will not be tolerated. Users who abuse this policy will be blocked.

Be relevant. We ask that posts remain relevant to The College of Saint Rose and its community (students, faculty, staff, alumni). Spam and other outside promotions will be removed. Members of The College of Saint Rose community may, and are encouraged to, promote information about campus activities or accomplishments. We ask that such posts be posted on the most relevant official social media page of The College of Saint Rose.

Be aware of liability. Individuals are legally liable for their posts on their own sites and the sites of others. Bloggers have been held liable for their comments deemed to be proprietary, copyrighted, defamatory, libelous or obscene.

Adherence to Social Media Website Policy

Social media websites that the College utilizes to establish its own pages or blog sites also have their own terms and conditions and policies. All employees and students of the College who utilize such sites must adhere to these policies if they choose to use social media. Neglecting to follow the policies may lead to removal of these accounts by the site host.

User Policy

We look forward to the comments and conversations generated via social media. We welcome and are open to honest and accurate statements and opinions. Any posts

found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. Repeat offenders will be blocked. If members of the College community violate other College policies on the College's social media sites it may subject them to disciplinary action under appropriate judicial or other procedures.

Posts from any users, including students and employees, are not to be considered an endorsement and do not necessarily reflect the mission, values and policies of The College of Saint Rose. Posts and/or comments must come from real user accounts and when needed, provide a valid e-mail address at which the user can be contacted.

Users who choose to post, comment, or link text and/or multimedia on The College of Saint Rose web sites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

The establishment of this policy does not create rights in third parties or private causes of action against the College of Saint Rose for violations by others or enforcement inaction on the part of the College.

All content generated on The College of Saint Rose social media sites is public; therefore, we ask that you consider your own privacy at all times before posting and/or commenting. Those with concerns or complaints with respect to any College page on a social media site should contact Michael Hickling, the College's Manager of Online Recruitment & Web Communications.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

The College of Saint Rose thanks users for their cooperation and welcomes future conversations.

State and Federal Regulations

If a student has any questions regarding the College's compliance with state, federal or local regulations they should consult the Office of Student Development.

Student Grievance Policy

I. Purpose:

The purpose of this Student Grievance Policy is to provide the procedures for students at The College of Saint Rose ("the College") if they believe that they have been treated unfairly or in violation of existing policies and procedures. This Policy does not apply to the following situations which are covered by other College policies:

Situation	College Policy/Procedure
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Appeal of Final Grades	Academic Grievance Procedure
Alleged Discrimination or Harassment	Non-Discrimination Policy
Alleged Sexual Harassment	Grievance Procedures
Assault	Sexual Harassment and and/or
Misconduct Policy	
Transfer Equivalency Decisions	Appeal with Registrar's Office
Meal Plan Waiver Requests	Appeal to Student Development

II. Definitions:

- A. Employee: All faculty and non-faculty Employees at the College, whether part-time or full-time, regular or temporary.
- B. Grievant: The Student who files an informal or formal grievance against an Employee at the College.
- C. Respondent: The individual against whom the grievance is filed.
- D. Student: An individual admitted to the College and currently enrolled in at least one academic course.

III. Policy:

The College is committed to ensuring that students who believe they have been treated in violation of existing policies or procedures and/or unfairly have access to a grievance procedure to address those concerns through both Informal and Formal Processes.

IV. Procedures:

A. Informal Process:

1. In an effort to resolve grievances as effectively as possible, the Grievant should contact the Designated Employee as noted below:

a) Grievances Filed Against Non-Faculty Employees: Vice President for Finance and Administration

b) Grievances Filed Against Faculty Employees: Provost and Vice President for Academic Affairs

c) Grievances Filed Against Students: Vice President for Student Development & Chief Diversity Officer

2. The Designated Employee will attempt to resolve the grievance informally. Ordinarily, this will include meeting with both the Grievant and the Respondent, either together or individually. Every effort will be made to complete the Informal Process within 30 calendar days from the date in which the Student contacted the Designated Employee.

3. If the Designated Employee delegates the Informal Process to another Employee, that Employee shall consult with the Designated Employee throughout the Informal Process.

4. If the grievance cannot be resolved informally, the Grievant may follow the Formal Process below.

B. Formal Process: If the Informal Process is unsuccessful, the Grievant may file a formal grievance by submitting a completed Student Grievance Form to the Designated Employee.

1. Within 10 days of receiving a Student Grievance Form, the Designated Employee will assign the grievance to a trained Investigator. In most instances, the Investigator will be one of the following Employees:

a) Grievances Filed Against Non-Faculty Employees: Associate Vice President for Human Resources and Risk Management

b) Grievances Filed Against Faculty Employees: Dean of the School of Arts and Humanities

c) Grievances Filed Against Students: Director of Student Conduct

2. During the course of the investigation, the Investigator will meet with both the Grievant and the Respondent as well as any witnesses provided by either party. The Investigator will also review any written evidence provided by either party.

At the conclusion of the investigation, the Investigator will prepare a report that includes a summary of the investigation and other materials reviewed and a recommendation for resolving or dismissing the grievance.

4. The Investigator will forward the report to the Designated Employee who will issue a final decision. Both the Grievant and the Respondent will be notified of the final decision in writing by the Designated Employee. This final decision is not appealable.

5. At any time during the Formal Process, the Designated Employee and/or Investigator may consult with other Employees as needed.

C. No Retaliation:

1. The College does not condone retaliation against anyone who participates in a review or investigation under this Policy and will take adequate steps to ensure that the Grievant, Respondent, and any witnesses are protected from retaliation.

2. If any Employee retaliates against an individual who follows or participates in the processes under this Policy, that Employee shall be subject to disciplinary action.

D. Designated Employee and Investigator Training: Employees handling a Grievance under this Policy will receive training in investigation procedures, interviewing techniques, and report writing.

Tobacco-Free Campus

1. Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, and on off-campus properties owned, leased, or rented by the College.
2. Smoking and the use of any other tobacco product are strictly prohibited in all College owned, leased, or rented vehicles.
3. Organizers and attendees at events, such as conferences, meetings, public lectures, social and sporting events, using College facilities will be required to abide by the College's Tobacco Free Policy. Organizers of such events are responsible for communicating and enforcing this policy.
4. The sale of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. Tobacco advertisements are prohibited in College-produced (run) publications.

For the purpose of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes (commercial, handmade, or electronic), cigars, cigarillos, pipes, hookahs, oral tobacco (spit and spitless, smokeless, chew, snuff), vapes (with or without tobacco), or any other smoking material or device.

All areas of The College of Saint Rose campus are designated as tobacco free. Signs about the policy will be posted appropriately throughout campus and on other properties owned, leased, or rented by the College.

The College will provide concerted programming to educate the community of the policy, and offer accessible cessation programs to administration, faculty, staff and students who wish to quit the use of tobacco products.

Effective implementation of the Tobacco Free Policy depends upon the courtesy, respect, and cooperation of all members of The College of Saint Rose community.

Use of College Facilities

College facilities are available for use by registered student organizations and are to be used only by the student organization for which they have been scheduled.

Room reservations may be made in the Office of Events Scheduling and Administration. A room reservation form must be completed. Rooms are assigned on a first-come basis. The Office of Events Scheduling and Administration reserves the right to adjust space assignments so that as many groups as possible may be accommodated. The Office of Events Scheduling and Administration also makes arrangements for offcampus organizations. Guidelines regarding procedures may be obtained from that office.

STUDENT RESPONSIBILITY AND SOCIAL CONDUCT

Definitions

1. The terms “College” and “institution” mean The College of Saint Rose.
2. The term “student” means any person registered for enrollment in any College course; or any person enrolled in a College course at the time of the alleged violation, or any person on the College premises for any purpose related to registration or enrollment.
3. The term “College premises” means buildings or grounds owned, leased, operated or controlled by The College of Saint Rose.
4. The term “designated College official” means any person authorized by the College to act in a prescribed manner.
5. The term “College property” means all property owned, leased or on loan to the College.
6. The term “College document” means any College record, written communication, or form.
7. The term “personal property” means anything of value to which a person has legal possession or title.
8. The term “hearing” refers to any formal meeting with a designated College official concerning alleged policy violations.
9. The term “appeal” means a formally written statement requesting a review of the outcome of the hearing and subsequent sanctioning.

Rights and Responsibilities

Conduct Rights and Responsibilities

The College of Saint Rose is an academic community which promotes both the rights and responsibility of individuals within that community. The following rights and responsibilities govern the conduct of students, faculty, administration, staff and visitors on campus and College property:

A. Rights

1. Constitutional rights include freedom of speech, press, political belief and affiliation, freedom from discrimination, freedom to peaceful assembly and an appeal for redress of grievances.
2. The right to pursue lawful activities.

3. The right to freedom from verbal and physical force, violence, harassment, assault and abuse, either as individuals or groups.
4. The right to privacy of personal information as provided by law.

B. Responsibilities

(Compliance with Article 129-A of Education Law)

1. All persons must conduct themselves in a manner which will contribute to the achievement of the purpose of the College. The primary purpose of the College is the cultivation of the intellect. The College cannot condone behavior inconsistent with its purpose or which the College deems inappropriate for the College community.
2. So that the College may achieve its purpose, maintenance of public order on the College campus and College property must be ensured. The laws regarding public order must be enforced by the proper public officials. When laws regarding public order are violated, the person designated by the President must call the proper law enforcement officials to the campus to assist in maintaining public order. Ejection of violators of laws of public order may be necessary. In the case of a student or faculty violator, other penalties may include suspension, expulsion or other appropriate disciplinary action.
3. No person, student, faculty or staff member may have in his possession upon the College property any rifle, shotgun, pistol, revolver or other firearm or weapon without the written authorization of the Associate Vice President for Student Development and Director of Safety/Security.
4. Nothing contained in these rules and regulations is intended to limit the freedom of speech or peaceful assembly.
5. Any action or situation which recklessly or intentionally endangers mental or physical health, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
6. Any persons, students, faculty, or other staff who violate the prohibition contained in paragraph 5 will be subject to appropriate College discipline, including possible suspension or expulsion.
7. Any organization which authorizes such conduct shall be denied permission to operate on campus. A copy of these regulations shall be given to all students upon enrollment in the College and shall be deemed to be part of the Bylaws of all organizations operating on the campus. Such organizations shall review annually with a representative of the College administration to assure the continuance of such prohibition.

Student Conduct Process

The student conduct process outlined here applies to student conduct and behavior other than that associated with academic regulation, performance or standing. The College has established regulations and procedures which it considers to be consistent with its purpose as an educational institution within the society at large. In the spirit of fairness, the disciplinary process is intended to be as flexible as possible and chiefly concerned with the best interest of both the student involved and the College community. The process was designed to guarantee a student's rights while assuring responsibility for one's own actions.

A. Organization of Campus Student Conduct System

1. Student Conduct System Responsibilities

The Student Conduct System, part of the Center for Equity, Advocacy, & Inclusion, is responsible for assuring compliance with all College policies set forth in the Student Handbook, other than the Title IX Grievance Policy and the Sexual Harassment and Misconduct Policy. The Title IX Coordinator is responsible for all matters arising under the Title IX Grievance Policy and the Sexual Harassment and Misconduct Policy. The Student Conduct System is under the direction of the Assistant Director of Student Conduct. The Assistant Director of Student Conduct is charged with the responsibility for seeing that students who have allegedly violated any College policy are assured individual rights and fairness. To accomplish this task, the Assistant Director of Student Conduct:

- a. Receives all reports concerning individual students for alleged violations of College policy.
- b. Assigns student conduct cases among the Student Conduct Hearing Officers or a Student Conduct Hearing Board:
 - i. A Hearing Board may be used when a case may result in sanctions of removal from housing, suspension or dismissal from the College.
 - ii. A Student Conduct Hearing Board is comprised of 3 panel members and may be a combination of administrators, faculty and students who are trained and screened for any bias or conflict of interest by and appointed to the Board by the Assistant Director of Student Conduct.
 - iii. A Student Conduct Hearing Officer may be used when a case involves possible sanctions less than suspension or dismissal from the College.
 - iv. A Student Conduct Hearing Officer is a member of the College community who has been trained by the Assistant Director of Student Conduct to hear alleged violations of College policies subject to the Student Conduct System.
- c. Acts as a Student Conduct Hearing Officer and as an Appeals Officer and trains and supervises other Student Conduct Hearing Officers and Appeals Officers.

- d. Designates Appeal Officers and an Appeal Board when necessary.
 - I. An Appeal Board is comprised of 3 panel members and may be a combination of administrators, faculty and students who are trained and screened for any bias or conflict of interest by the Assistant Director of Student Conduct
 - II. An Appeal Board hears appeals of decisions by a Student Conduct Hearing Board.
 - III. An Appeal Officer is a member of the College community who has been trained by the Assistant Director of Student Conduct to hear appeals of decisions by Student Conduct Hearing Officers.
- e. Designates chairs of Student Conduct Hearing Boards and of Appeal Boards.
- f. Maintains the official student conduct records.

2. Student Conduct Hearing Officers/Hearing Board

The Student Conduct Hearing Officer/Hearing Board:

- a. Receives cases referred by the Assistant Director of Student Conduct for adjudication.
- b. Sets up an administrative hearing for students to determine if College policy has been violated.
- c. Determines appropriate sanction(s) in cases of College policy violations.
- d. Notifies student(s) in writing of 1) alleged College policy violation(s), 2) result of hearing, 3) sanctions being applied, and 4) rationale for the decision.

3. Student Conduct Appeal Officers/Appeal Board

The Assistant Director of Student Conduct will designate the Appeal Officer or Appeal Board, who will review each appeal request in a timely manner and determine if criteria are met that warrant further investigation. The outcome of this process will result in an appellate decision that upholds the original decision, modifies the original decision, or dismisses the case.

B. Student Conduct Hearing Process and Procedures

A student charged with violating a College policy covered by the Student Conduct System is subject to a hearing and possible disciplinary action. The Assistant Director of Student

Conduct will assign a Student Conduct Hearing Officer/Hearing Board to adjudicate student conduct charges.

1. Student Conduct Hearing

- a. The Assistant Director of Student Conduct will assign the case to a Student Conduct Hearing Officer/Hearing Board.
- b. The Student Conduct Officer/Hearing Board Chair sends a written letter of notification of the alleged policy violation(s) to the student(s) via their College email account. The email includes the hearing date, time and location as well as a copy of the Incident Report. If the student is unable to attend due to a scheduled class, they must contact the Student Conduct Hearing Officer/Hearing Board Chair within 24 hours, to reschedule. Failure to do so will result in a hearing being conducted in his/her absence.
- c. The Student Conduct Hearing Officer/Hearing Board conducts the hearing following the guidelines set forth by the College.
- d. Decisions regarding alleged policy violation(s) will be made using the preponderance of evidence. This standard of evidence means that there must be a determination of whether the alleged misconduct is “more likely than not” to have occurred or 51% likely to have occurred. Decisions will be communicated in written form by the Student Conduct Hearing Officer/Hearing Board Chair via College email, including sanctions and rationale if warranted.
- e. Student may appeal the decision of the Student Conduct Hearing Officer/Hearing Board to a designated Appeal Officer only if appeal criteria are met. See Section B(2) below for further information concerning requests for appeals.

2. Request for Appeal

Following adjudication of a student conduct hearing, a student may appeal the outcome by following the procedures below.

- a. Student reviews four criteria for appeal and identifies grounds for an appeal based on those criteria which are:
 - I. Student was not accorded his/her rights as outlined in the Referred Individual Rights, and this failure significantly affected the student’s right to a fair hearing.
 - II. Failure by the hearing officer to follow established procedures.
 - III. New evidence has appeared subsequent to the initial hearing which could have affected the original findings.

- IV. The sanction is disproportionate, or otherwise inappropriate, to the proven violation.
- b. Student requests an appeal, in writing, within three business days of receipt of Student Conduct decision letter. Appeals will only be considered if the letter contains specific reasons and justification based on the criteria for appeal. Additionally, the letter must be of strong written quality; Times New Roman, size 12 font, double-spaced, with 1-inch margins.
- c. The Assistant Director of Student Conduct will determine if the appeal will be reviewed by an individual Appeal Officer or the Appeals Hearing Board.
- d. The assigned Appeal Officer will review the written appeal request, the incident file, and the decision letter.
- e. Following this review, the Appeal Officer may elect to:
 - I. uphold the Student Conduct decision.
 - II. modify the decision.
 - III. conduct a formal hearing.
- f. The outcome of this process will result in the Appeal Officer rendering a decision that upholds the original decision, modifies the original decision, or dismisses the case.
- g. In cases heard by a Student Conduct Hearing Board or the original decision resulted in a sanction of removal from housing, suspension or dismissal from the College, the Appeal Board will review the written appeal request, the incident file, and the decision letter. Following this review, the Appeal Board may elect to:
 - I. uphold the Student Conduct decision.
 - II. modify the decision.
 - III. conduct a formal hearing.
- h. The outcome of this process will result in the Appeal Board making a recommendation to the Associate Vice President for Student Development or their designee that upholds the decision, modifies the original decision or dismisses the case.
- i. The Associate Vice President for Student Development or their designee will review the written appeal request, the incident file, the original

decision letter, and the notes from the appeal board before rendering a final decision.

- j. All appellate decisions are final.

C. Student Conduct Referral

Any person may refer a student for judicial action when it is believed that the student has violated a College policy. Referrals are made to the Assistant Director of Student Conduct by submitting College documents on which the alleged offense(s) will be described in detail. The form will be signed by the individual initiating the report.

D. Referred Individual Rights

The following guidelines are intended to assure individual rights and fairness. Deviations should be carefully considered to allow for unique and individual needs. The referred individual has a right to and thus may:

- a. receive a notice of alleged policy violations, as well as the documents upon which the specific alleged violations are based.
- b. prepare and present defense in their behalf.
- c. obtain legal counsel in an advisory, non-representative capacity.
- d. make a verbatim record of the hearing (not deliberations) at their own expense.
- e. receive a notice of decisions and sanctions, if any.
- f. request an appeal, if criteria are met.

In addition:

- a. Consideration may be made to bypass any or all –of the above criteria when:
 - 1. The charge is criminal in nature and is referable to local, state or federal officials.
 - 2. There is concern for the personal safety of others.
 - 3. The persons making the referral may select procedures outside the College.
 - 4. The case is particularly sensitive, i.e., involving confidential materials
- b. Hearings are closed. Individuals having a bearing on the case will be called as needed.
- c. The hearing officer may question referred individual and witnesses either together, in groupings, or individually as the officer deems appropriate.
- d. Regular procedures are not available during the summer and vacations.

E. Victim's Rights

Not all students who participate in the Student Conduct Process are referred individuals. Should a student report an incident that requires disciplinary action, that student may be required to attend and/or participate in the Student Conduct Process.

Should a victim be required to participate in the Student Conduct Process, the following guidelines are intended to assure individual rights and fairness; deviations should be carefully considered to allow for unique and individual needs. A victim has a right to and thus may:

- a. Receive an explanation of all procedures.
- b. Be accompanied by an advisor throughout all proceedings.
- c. Be provided a comfortable waiting area prior to the hearing.
- d. Remain in the hearing throughout the proceedings.
- e. Request that discussion of past history or behavior be limited to that which is relevant to the case.

The College cannot disclose the outcome of the hearing to the victim, but the College can let them know that the incident went through the Student Conduct process.

Parental / Emergency Contact Notification

When it has been determined that a student has committed a violation of College policy with respect to regulations regarding the use or possession of alcohol or a controlled substance, the College may disclose to parents or legal guardians such information if the student is less than 21 years of age. Parents or guardians of students under the age of 21 can be notified of such determinations regarding violations of College narcotic or other controlled substance policies and those alcohol violations that result in disciplinary probation, an assessment for chemical dependency or more severe sanctions. Parents will be notified after a student's first and second alcohol or drug policy violation. In addition, if an incident results in removal from College housing, suspension, or dismissal from the College, emergency contacts will be notified.

Jurisdiction

The jurisdiction of the College discipline system can include both on-campus and off-campus incidents at the discretion of the Assistant Director of Student Conduct. This includes both College related Exchange and Study Abroad programs and Collegesponsored events. This means that any incident involving a student that harms the College's interest will be reviewed to determine if College conduct action is warranted.

Any off-campus incident that endangers another member of the College community (i.e.: Sale or Dispensation of Illegal Drugs, Infliction or Threat of Bodily Harm, Assault, Aggravated Harassment, or Threat with a Deadly Weapon) would be considered harmful to the interest of the College.

Any College official may enter rooms to investigate possible violation(s) of policies and may confiscate contraband, such as alcohol or stolen property, when deemed appropriate by College officials. Confiscated items may be disposed of at the discretion of College officials when possession of these items violates policies and regulations.

Students must comply with requests from College officials to open rooms when acting in an official College capacity. Failure to cooperate may result in disciplinary action including dismissal from residence and/or the College.

Violations

[Any policy violation in regards to the amended COVID-19 related policies could result in your removal or termination of housing and you may be dismissed from the College. Tuition and room and board refunds will not be given under these circumstances]

Alcohol

Alcohol as it Relates to Underage Students

If a student is under the age of 21 (hereafter referred to as an “underage student”), the possession, consumption, or distribution of any amount of alcohol is prohibited.

- a. Underage students shall not possess, consume or distribute alcoholic beverages.
- b. Underage students shall not furnish or sell any alcoholic beverage.
- c. Underage students shall not be in the presence of alcohol.
- d. Underage students shall not allow guests to bring alcohol into the residence halls.
- e. Underage students shall not be incapacitated by the influence of alcohol or another drug or substance.

Alcohol as it Relates to Of-Age Students

If a student is at least 21 years of age (hereafter referred to as an “of-age student”), they are permitted to possess and consume a “reasonable amount” of alcohol in their College-assigned room, or in the College-assigned room of another of-age student. A reasonable amount of alcohol is defined here as no more than a six pack of beer, a liter of wine, or a half-liter of liquor.

- a. Of-age students shall not possess, consume, or distribute any alcoholic beverage(s) if any underage person is present.
- b. Of-age students shall not furnish or sell any alcoholic beverage to any person not 21.
- c. Of-age students shall not possess, consume, or distribute large quantities of alcohol.
- d. Of-age students shall not possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.
- e. Of-age students shall not allow guests to bring alcohol into the residence halls.
- f. Of-age students shall not be incapacitated by the influence of alcohol or another drug or substance.

Alcohol as it Relates to Excessive Drinking

Excessive drinking (or “binge-drinking”) is prohibited. Of-age students are expected to drink responsibly and never in excess.

Alcohol as it Relates to Paraphernalia

Underage students shall not possess any drinking paraphernalia.

- a. This includes, but is not limited to: funnels, beer mugs, flasks, game tables, shot glasses, steins, margarita glasses, and wine glasses.

Although Of-age students are permitted to possess and consume alcohol on campus, they shall not possess drinking paraphernalia that is intended to be used for, or otherwise could be used for, excessive drinking.

- a. This includes, but is not limited to: funnels, flasks, game tables, and shot glasses.

Regardless of age, students shall not collect, display, or store empty alcohol containers. Any empty alcohol containers will be counted towards an of-age student’s allotted amount of alcohol.

All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of.

Violators of the alcohol policy and/or alcohol paraphernalia policy may be removed from campus housing after their third violation or earlier depending on the severity of the incident.

Animals & Pets

With the exception of fish (in properly maintained aquariums of 10 gallons or less), no animals will be allowed in residence halls. Students are responsible for unplugging tanks and/or water heaters during break periods when the residence halls are closed. Service and Emotional Support Animals are excluded from this. Please refer to the Policies section of the Handbook for a complete description of the Service Animal and Emotional Support Animal Policies.

Unleashed and/or unlicensed animals are not permitted in food preparation, or service areas and are subject to removal from other areas of the campus.

Additionally, in the event that a guest of a student brings a pet to campus, that pet cannot be left unattended for any length of time. The pet cannot enter any College owned, leased, or rented property for any length of time.

Appliances & Cooking

Appliances & Cooking as it Relates to Residence Halls

Cooking in any area of the residence hall other than the kitchen is prohibited.

Appliances & Cooking as it Relates to Prohibited Items

One-cup coffee makers with an automatic shut-off and without an exposed base heating element are permitted in student residence hall rooms; any other coffee maker with an automatic shut-off, as well as a blender, may be stored in the kitchen.

Prohibited appliances/items in the residence halls include, but are not limited to:

- a. Air conditioners
- b. Electric coils
- c. Electric percolators
- d. Halogen lamps
- e. Hot pots
- f. Lava lamps
- g. Non-College provided space heaters
- h. Sun lamps
- i. Any heat producing cooking appliances
- j. Any electrical appliance used to cook food.

Appliances & Cooking as it Relates to Refrigerators

One refrigerator, not exceeding 3.1 cubic feet and 115 volts, which is UL approved and Energy Star rated is permitted in each room.

Appliances & Cooking as it Relates to Microwaves

One microwave not exceeding 700 watts and 0.7 cubic feet, which is UL approved is permitted in each room in First Year Residence Halls only. Students residing in residence halls other than our First Year Buildings may not have privately owned microwaves in their space. Residence Halls other than First Year Buildings will have one microwave for use in the common kitchen of the building.

BBQ Grilling

Using a grill is allowed on campus, provided students have received prior approval from the Office of Student Development. Any use of grills must follow the established procedures, as determined by the Student Development policy. Requests must be submitted within a two week timeline for approval.

Any illegal items will be confiscated and disposed of by College staff.

Building Access & Security

Building Access & Security as it Relates to Secure Areas No person may:

- a. be on the roof of any campus building.
- b. be on a porch or balcony adjacent to a student bedroom.
- c. climb into windows on campus.
- d. sit in windows or on ledges.
- e. sit on heating/cooling units.

Building Access & Security as it Relates to Card Readers

All entrance/exit doors to campus buildings must be closed and locked at all times. Propping of these doors is prohibited. Damage to Card Access Readers is prohibited.

Building Access & Security as it Relates to Keys and ID Cards

Residents must carry their keys and ID card with them at all times. Duplicating keys is prohibited. Changing or adding locks to any door, is prohibited. In addition, students may not loan their own or use another student's key or College identification for any reason. Failure to show a proper College of Saint Rose student identification or other identification to a College representative is prohibited.

Building Access & Security as it Relates to Unauthorized Entry/Exit

Forcible entry or any unauthorized entry into any room or building on the College premises or at any College related function is prohibited. In addition, unauthorized use of emergency exit doors is prohibited.

Cell Phones

The College of Saint Rose prohibits the use of cellular telephones and other electronic communication devices with text messaging and camera features in classrooms or testing locations unless allowed by the instructor for educational purposes or if a campus-wide emergency notification is being received. The use of these devices is banned from use in locker rooms, bathrooms, other private areas, and while driving a College-owned, leased or rented vehicle. Students who violate this policy will be subject to disciplinary actions and possible expulsion/termination as well as criminal or civil penalties for related violation of federal, state, or local laws.

College Documents

Forging, transferring, altering or otherwise misusing any student record, official College document, identification card or other college identification is prohibited.

Community Responsibility

[Due to federal/state/local health guidelines in reference to the 2020 COVID-19 pandemic this policy may evolve as the public health guidelines evolve throughout the 2021-2022 Academic Year].

Students are members of both our overall campus community as well as the local community of the Capital District. All students are expected to act respectfully and responsibly and not interfere with the rights, comfort or safety or physical and psychological health of their roommate(s), other students, faculty, administrators, staff or guests. Additionally, students are expected to treat communal property (i.e. bathrooms, hallways, bulletin boards, etc.) and the property of others with respect.

In order to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the College as it relates to public health crises, including COVID-19, students need to wear face masks in all public spaces including, but not limited to:

- Classrooms
- The Events and Athletics Center (EAC) – including the Camelot Room and the Main Dining Hall
- All Academic Buildings
- Lounges and Waiting Rooms in academic and non-academic buildings

Students are expected to not host or participate in gatherings where social distancing and/or mask wearing cannot or does not occur either on or off-campus.

Community Responsibility as it Relates to Residence Halls

Resident students are expected to act respectfully and responsibly and not interfere with the rights, comfort, safety, or physical and psychological health of their fellow house/hall-mates, housekeeping staff, facilities staff, administrators, security personnel. Moreover, residents are expected to:

- Comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the College as it relates to public health crises, including COVID-19.
- To adhere to the college's policy as it relates to face masks social distancing in common spaces: i.e. hallways, communal bathrooms, computer labs, kitchens, laundry spaces, lounges, etc.
- Not remove laundry from any laundry machine in the residence halls that is not their own.
- Keep all personal cookware (Pots, Pans, Utensils) within their private room. Students must clean their cookware and return it to their private room when they are done using the common kitchen.
- Each lounge within a residence hall will have a maximum number of individuals who may be present at one time.

Computer Equipment/Facility Usage

The College reserves the right to suspend or revoke the privilege of system access if a user's system activity threatens to overload the system network, threatens the security or integrity of the College, threatens the computer system, or if the user has violated institutional policies or committed a violation of law. A College official may enter a student's room to verify a threatening activity.

COVID-19 as it Relates to Graduate and Undergraduate Commuting Students

If a Graduate or Undergraduate commuter student suspects that they have been exposed to COVID-19, they are expected to:

- Not come to campus

- Notify the campus' Office of Health Services at 518-454-5244
- Follow instructions provided by Health Service Staff
- [Get tested for COVID-19](#)
- Self-quarantine for 14 days, unless they obtain a negative COVID-19 test prior to the end of the 14-day quarantine period or receive further instructions when the test results come back
- Notify faculty members to make arrangements to take classes remotely and/or stay current with assignments

If a Graduate or Undergraduate commuter student tests positive for COVID-19, they are expected to:

- Notify the Office of Health Services at 518-454-5244 so the College can track that the student has tested positive; follow up will be done by the Department of Health, but the Office of Health Services will check in on the student
- Notify their college faculty members that they will be out sick and make arrangements to coordinate completion of work
- Provide documentation to the Office of Health Services that they have received clearance from their treatment provider or the Department of Health. After this the Office of Health Services will provide the commuter student with a note stating that the student is approved to return to campus.

Classroom Behavior

Due to federal/state/local health guidelines in reference to the COVID-19 pandemic this policy may evolve as the public health guidelines evolve throughout the 2021-2022 Academic Year.

It is the expectation that students will maintain a professional and respectful manner while attending classes. If a student is being verbally or physically aggressive or being disruptive to the academic environment, they will be subject to the student conduct process.

In accordance with federal/state/local health guidelines in reference to the COVID-19 pandemic students are expected to adhere to these guidelines in the classroom. Moreover, students, in a classroom setting, are expected to:

- Wear a mask at all times*
- Follow all social distancing guidelines (i.e. remaining in assigned seats, maintaining six feet between themselves and others in the classroom, etc.)

*If you are registered with the Office of Services for Students with Disabilities (OSSD) and are not able to wear a face mask, the College will work with you to identify **reasonable modifications** to the face mask policy. Contact Lynn Cantwell, Director of OSSD at cantwell@strose.edu for more information.

Disorderly Conduct

Conduct which disrupts or disturbs the normal routine of campus and/or the neighboring community is prohibited. This includes playing sports indoors, or any other behavior that is loud, boisterous, or destructive.

Students may be removed or restricted from campus housing after a violation of the disorderly conduct policy depending upon the severity of the violation.

Drugs

The College of Saint Rose Statement on Recreational Marijuana Use:

The College of Saint Rose receives federal funding through Title IV in the form of student financial aid [grants, loans, and work-study programs] and federal research grants. As a condition of accepting this money, the College is required to certify that it complies with the Drug-Free Schools and Communities Act [DFSCA] [20 U.S.C. 1011i; 34 C.F.R. part 86]. Moreover, the federal government regulates drugs through the Controlled Substances Act Page 48 of 62 [CSA].

In compliance with the Drug-Free Schools and Communities Act, The College of Saint Rose prohibits all recreational marijuana use and students may be subject to disciplinary action for its use; recreational marijuana use is prohibited at the College even though there may be state laws that permit its use.

Drugs as it Relates to Possession and Consumption Possessing and/or consuming illegal or illicit drugs is prohibited.

Students shall not:

- a. be in the presence of illegal or illicit drugs, nor will they be present where illegal or illicit drugs are being used, had been used, or were suspected of being used.
- b. be incapacitated by the influence of alcohol or another drug or substance.

Additionally, the odor of marijuana in corridors, lounges, public areas or student rooms in conjunction with the possession of a fan, towel, covered smoke detector, an open window or any other element used to mask the smell will result in participation in the Student Conduct process.

Drugs as it Relates to Distribution and Sale Distributing or selling illegal or illicit drugs is prohibited.

Students shall not: directly and/or indirectly distribute or sell illegal or illicit drugs or be suspected of directly and/or indirectly distributing or selling illegal or illicit drugs.

Drugs as it Relates to Paraphernalia

Possession of any drug paraphernalia, or any item designed or intended for the consumption of drugs or disguising drug use is prohibited.

Students shall not:

- a. possess any drug paraphernalia, including, but not limited to: bongs, bowls, juuls with non-tobacco juul pods, pipes, etc.
- b. possess any items that are designed for the use of drugs.

- a. Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.

All drugs and drug paraphernalia will be confiscated and disposed of by Security.

Students found in violation of the drug policy and/or drug paraphernalia policy may be removed from campus housing and/or the College after their second violation or earlier depending on the severity of the incident.

Furnishing False Information

Furnishing False Information as it Relates to Written or Oral Statements

Furnishing a written or oral statement known to be false is prohibited.

Furnishing False Information as it Relates to Emergency Reporting or Threat

Falsely reporting a bomb, fire, or any other emergency by means of activating an alarm or by any other method is prohibited. Students who falsely report a bomb, fire, or any other emergency may be removed from campus housing and/or the College depending on the severity of the incident.

Furnishing False Information as it Relates to Sexual Harassment, Sexual Misconduct, Relationship Violence, or Stalking

Falsely providing a report accusing another individual of sexual harassment or other misconduct is prohibited. Students who maliciously report a false report of sexual harassment or other misconduct may be removed from campus housing and/or the College depending on the severity of the incident.

Federal/State/Local Laws

Conduct which allegedly violates federal, state and/or local laws is considered a violation of College policy and is prohibited.

Fire & Fire Safety

Fire & Fire Safety as it Relates to Building Evacuation

In the case of emergency or emergency drills, failure to leave or preventing a College official from evacuating a building is prohibited.

Fire & Fire Safety as it Relates to Fire Safety Equipment

Tampering with fire or safety equipment (i.e. fire alarms, door alarms, fire extinguishers, exit signs, emergency phones, fire doors, sprinklers, or smoke or heat sensors) is a violation of law and can result in a criminal penalty as well as student conduct action and a fine. Activation of fire alarms due to reasons including, but not limited to, cooking, hair spray use, smoking, candles, incense, etc. will result in a fine. Disciplinary action may be taken if repeated alarm activations occur in the same location by the same student.

Fire & Fire Safety as it Relates to Prohibited Items

Due to fire safety regulations, the following items are prohibited in the residence halls:

- a. Candles (burned or unburned, and with or without a wick).
- b. Curtains or fabric decorations of any type.
- c. Extension cords*
- d. Flammable or explosive liquids or gases, including lighter fluid.
- e. Incense.
- f. Live Christmas trees.
- g. Portable heaters not provided by the College.
- h. Potpourri.
- i. Wax burners.

Any illegal items will be confiscated by Staff or Security.

*Extension cords with a surge protector and an on/off switch are permitted.

Fire & Fire Safety as it Relates to Mandatory Fire Safety Prevention Meetings

Attendance at annual fire safety/crime prevention meetings is mandatory for all resident students.

Gambling

Gambling is strictly prohibited on campus or within College facilities in accordance with civil law.

Harassment

Harassment of any type is strictly prohibited.

Students shall not:

- a. take any action with the intent to alarm or disturb another individual, or to breach the peace of an individual.
- b. engage in, or participate in, any action which is unwanted and results in an individual being fearful for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment.

This includes willful and repeated harm inflicted through the use of social media, computers, cell phones, cameras, and other electronic devices/resources.

Hazing

Hazing includes intentional or reckless conduct in the course of a person's initiation into or affiliation with an organization which creates a substantial risk of physical injury, whether or not an injury actually occurs. Acts of this nature are considered hazing whether or not a person willingly participates in such activities.

Specifically, students shall not:

- a. Engage in any act which endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of The College of Saint Rose.
- b. Engage in any action where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual's academic pursuits for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of The College of Saint Rose.
- c. Engage in any acts such as paddling, creating excessive fatigue, work sessions, physical or psychological shock, wearing apparel which is conspicuous and/or containing language or graphics which another individual might find offensive, public stunts, morally degrading or humiliating games or events, or that encourage the illegal or abusive use of alcohol and/or other drugs.

In addition to being in violation of the Student Code of Conduct, hazing is in violation of New York State Penal Law. Hazing in the first degree is a class A misdemeanor and hazing in the second degree is a violation.

Hoverboards

Due to safety concerns regarding fire safety and operator safety, hoverboards are not permitted to be stored or used anywhere on campus. The term "hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free Segway's and electric powered skateboards.

Here is a link to a safety statement related to Hoverboards by the Consumer Product Safety Commission

<http://www.cpsc.gov/en/About-CPSC/Chairman/Kaye-Biography/Chairman-KayesStatements/Statements/Statement-from-the-US-CPSC-Chairman-Elliot-F-Kaye-on-the-safety-of-hoverboards/>

Infliction or Threat of Bodily Harm

Students shall not:

- a. inflict bodily harm.
- b. take any action for the purpose of inflicting bodily harm.
- c. take any action that creates a substantial risk such that bodily harm could result.

Additionally, students shall not threaten to subject another person to:

- a. physical harm.
- b. unwanted physical contact.
- c. ethnic slurs, personal insults, and/or obscenities at another person or group of people, or engage in any conduct that would reflect negatively on the College's mission.

- d. unwanted communication, including, but not limited to: in person, phone, email, text message, dating websites, social media, or any other form of electronic communication

This includes willful and repeated harm inflicted through the use of computers, cell phones, cameras, and other electronic devices/resources. For the purposes of this policy, social media is defined as any form of electronic communication through websites, browsers, or digital applications. Examples include, but are not limited to, Twitter, Facebook, Instagram, and Tumblr.

Students found in violation of the infliction or threat of bodily harm policy may be removed from campus housing and/or the College depending on the severity of the incident.

Musical Instruments

Musical Instruments as it Relates to Residence Halls

Musical instruments are allowed in the residence halls for the purpose of practicing. Students may practice during times not designated as “Quiet Hours” providing there is no disruption to any of their fellow residents. In general, sound should not travel outside the confines of your own room.

Percussion instruments other than a drum practice pad are not allowed in any residence hall. Brass players must use a mute.

Students are under a continuous obligation to be respectful of each other at all times.

Musical Instruments as it Relates to Electrical Amplification

Electrical amplification of any instrument is not permitted. While storage of electrical amplification is allowed, electrical amplification cannot be used nor plugged in while stored in a student’s space.

Musical Instruments as it Relates to Final Examinations

In an effort to provide support for academic success, a week prior to, and during, final examinations, quiet hours are from 8 pm to 12 noon. There will be no practicing of musical instruments permitted in the residence halls during this time.

Noncompliance with a Reasonable Request

Failure to comply with reasonable and lawful requests or directions by a designated College official is prohibited. In addition, interfering with students, faculty, or staff acting in the performance of their official duties is prohibited.

Parking

Obtaining parking permits fraudulently will subject the person to revocation of parking privileges, towing, fines and other sanctions.

Property

Damage, destruction, or defacement of College property or property of any member of the College community is prohibited. Misuse or damage to elevators is strictly prohibited. Resident students are financially responsible for any loss or damage to their room. Students will be held equally responsible for damages to the residence hall when it cannot be ascertained who is responsible for the damage or loss. The removal of College furniture from lounges, public areas, or other rooms is prohibited and will be treated as theft. Students may not remove items furnished by the College from their room. Possession of water beds, lofts (except those provided and installed by the College), as well as any illegal elevation or stacking of beds, is prohibited.

The College of Saint Rose has earned the designation as a Tree Campus USA site. Extra care must be taken to ensure campus trees are not damaged. Posters, signs and other items should not be nailed, screwed, stapled or otherwise attached to trees. Bicycles and other objects should not be chained or attached to trees. Damage to trees or dangerous tree conditions should be reported to the Facilities department at 518-4542800.

In circumstances where one student is responsible for damaging the property of another student, the College is not responsible for arranging payment methods, collecting payment or the replacement of said property.

Quarantine

Based on guidelines from the CDC, NYS, and Albany County Department of Health regarding exposure to, symptoms of, or positive testing for COVID-19, students will be placed in quarantine. Any student in quarantine must remain in their designated location for 14 days. Students who refuse to adhere to quarantine policies will be subject to the student conduct process.

Quiet Hours

Quiet Hours in the Residence Halls exist to support the academic mission of The College of Saint Rose. As a member of the residential community, students are expected to contribute to the maintenance of an environment conducive to the sleep and study needs of others. Residents are expected to attempt to resolve problems by speaking politely and directly to others in the community about disruptive noise. As a result, residents are expected to comply with requests from other community members to cease bothersome noise or activity. The RAs will assist residents in bringing these issues forward for discussion and address reoccurring concerns.

Quiet Hours as it Relates to Residence Halls

The quiet hours for all residence halls are: a.
11pm – 8am on Sunday – Thursday

b. 1am – 9am on Friday and Saturday.

Residents are expected to be considerate of their neighbors during all hours of the day and help keep an atmosphere conducive to both sleep and study. To help keep this atmosphere, conversations, music, television, and other electronic devices must be kept at a level where they cannot be heard outside of the residents' room.

Quiet Hours as it Relates to Courtesy Hours

24 hour courtesy hours are enforced daily. Regardless of the time of day, residents are expected to keep noise to a minimum and maintain a positive living atmosphere. Residents should always comply with requests from their neighbors to cease bothersome noise or activity.

Quiet Hours as it Relates to Final Examinations

In an effort to provide support for academic success, a week prior to, and during, final examinations, quiet hours are from 8 pm to 12 noon.

Residence Hall Regulations

Students shall not violate any regulation established within the housing contract/occupancy agreement or any supplemental rules communicated by the Office of Residence Life. Engaging in any other activity determined to be in violation of health, fire, safety, and/or maintenance codes is prohibited. Please see the Residence Life General Information section of the handbook for more information concerning residence hall regulations.

Room Changes

Changing or switching rooms without approval from the Office of Residence Life is prohibited. Residents must keep unassigned space available for occupancy and must welcome new students in a hospitable manner. Students are expected to maintain the space in such a manner as to allow another student to move in immediately. Students may not refuse another College-assigned student the use of an unoccupied bed. Penalty incurred may be a student conduct hearing and/or reassignment to another space.

Sexual Harassment & Misconduct

Students shall not engage in any physical act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved. Sexual exploitation occurs when a student takes nonconsensual, unfair, or abusive advantage of another for their own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses.

Sexual harassment is defined under this policy as severe, pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. Verbal Assault, without

accompanying physical contact, is not sexual assault, but may fit the criteria for sexual harassment.

For the purpose of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act.

Please refer to the College Policies and Procedures section of the Handbook for a complete description of the Sexual Harassment & Misconduct Policy or the Title IX Grievance Policy.

Skateboard and Recreational Vehicles

For the safety of all members of the College, the use of skateboards, roller skates, roller blades, and human powered cycles (bicycles, unicycles, etc.) is prohibited within all buildings on campus. Use of these devices is permitted on walkways and paths as long as the right of way is granted to pedestrians. Riding such devices on walls, benches, stairs, curbs, ramps, railings and the like is prohibited.

Smoking

Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, on off-campus properties owned, leased, or rented by the College, and in all College owned, leased, or rented vehicles.

Students shall not:

- a. Consume, or distribute any tobacco, vape or vape-related product on any College-owned, -leased, or -rented property or in any College-owned, -leased, or -rented vehicles.
- b. Furnish or sell any tobacco products on any College-owned, -leased, or -rented property or vehicles.

Tobacco advertisements are prohibited in College-produced (run) publications.

For the purpose of this policy, tobacco is defined as any type of tobacco product, including, but not limited to, cigarettes (commercial, handmade, or electronic), cigars, cigarettos, pipes, hookahs, juuls, juul pods, oral tobacco (spit and spitless, smokeless, chew, snuff), vapes (used with or without tobacco), CBD oil pens, or any other smoking material or device. Prohibited items will be confiscated and destroyed.

Stalking

Stalking is a pattern of knowingly unwanted behavior directed towards a specific person that would cause a reasonable person to fear harm to physical, mental, or emotional

health, safety, employment status, or property of such person, a member of such person's immediate family, or a third party with whom the person is acquainted.

Such behaviors include, but are not limited to:

- a. Telephone calls.
- b. Voice/text messages.
- c. Following to and/or from place of residence, class, work, or other daily activities.
- d. Letters.
- e. Emails.
- f. Gift giving.
- g. Instant messaging.
- h. Using social networking communities to collect information about person.
- i. Creating shadow accounts or monitoring key strokes.
- j. Taking pictures of person.
- k. Befriending person's friends.

Please refer to the Policies section of this Handbook for complete information on the Sexual Misconduct policy.

Terms and Conditions

Failure to observe the terms and conditions of any imposed sanction may result in further student conduct action.

Theft

Students shall not:

- a. Appropriate or attempt to appropriate or possess public or private property without the consent of the owner or person legally responsible.
- b. Obtain or attempt to obtain any service by devious means.
- c. Maintain possession of public or private property that is stolen.

Visitation

[Due to federal/state/local health guidelines in reference to the COVID-19 pandemic this policy may evolve as the public health guidelines evolve throughout the 2021-2022 Academic Year].

Residents will be allowed to entertain one guest, from either off campus or another Saint Rose residence hall, per resident. The visiting guest must be a current Saint Rose student. A guest, in this updated policy, is a Saint Rose student, commuter or residential, who intends to visit a residence hall room but is not a resident of that hall or room. Non-Saint Rose affiliated guests are not allowed at this time.

To be clear, each resident of a living unit is allowed to have one (1) guest in their living unit at a time. Meaning, if you live with a roommate(s), you can each have 1 guest present. If you live in an Apartment or Suite-style residence hall, you are

allowed to have 1 student guest per resident. This means that if you live in Centennial, only 4 guests, one per resident, are allowed for the entire apartment at one time.

It is important to understand that while residents are now allowed to have 1 guest per person at a time, roommates/suitemates/apartment-mates MUST agree to the guest. The ability to have a guest does not override others' ability to feel comfortable with the guest in the living unit. Please work with your RA and AC if you need assistance coming up with a schedule that is mutually agreeable to all parties.

Whenever a guest of a resident is in a living unit masks must be worn by all students present, regardless of vaccination status.

Weapons

Weapons as it Relates to Firearms, Projectiles, Explosives, and Potentially Dangerous Objects

Students shall not possess, sell, furnish, or distribute:

- a. Firearms.
- b. Ammunition.
- c. Any projectile objects.
- d. Firecrackers.
- e. Gunpowder.
- f. Other explosives or potentially dangerous objects.

Additionally, the following items are prohibited:

- a. Airsoft rifles, archery bows, BB guns, launching devices, mace, pepper spray, paintball guns, pellet guns, slingshots, tasers, toy guns, nerf guns, cap guns, and water pistols.

The possession of a New York State weapons permit does not authorize that person to have a firearm on campus.

Weapons as it Relates to Martial Weapons

Students shall not possess, sell, furnish, or distribute:

- a. Martial arts displays.
- b. Bladed weapons, such as knives or swords.
- c. Nunchaku, or "chukka" sticks.
- d. Billy clubs, black jacks or night sticks.
- e. Metal knuckles.

Weapons as it Relates to Simulated Weapons

Students shall not use any object or instrument to simulate a weapon in a manner that endangers or intends to endanger any person.

Disciplinary Sanctions

When students are found in violation of College regulations, sanctions shall be imposed. The purpose of sanctioning is to educate a student as to why her/his behavior is inappropriate, as well as to make the student aware of and sensitive to all the possible consequences of the behavior in question. Failure to complete an imposed sanction may result in College records being placed on hold.

Sanctions for misconduct will be determined on a case by case basis, utilizing three main criteria:

- a. The nature of the offense.
- b. The precedent established at the college for similar offenses, and.
- c. The previous disciplinary history of the student, as well as the student's attitude and behavior throughout the disciplinary process.

Sanctions may be comprised of two components:

- a. An "active sanction" or educational sanction, requiring the student to complete some form of service or assignment requiring the student's active participation.
- b. An "inactive sanction" or written sanction (Censure, Disciplinary Probation, Disciplinary Suspension, or Disciplinary Dismissal)

A. Active, or Educational, Sanctions

Student Conduct Hearing Officers are strongly encouraged to impose "active" and educational sanctions that promote learning and understanding. Among the previously established educational sanctions are:

- a. Alcohol Education Program and/or Assessment.
- b. Anger Management Program.
- c. Attendance at Educational Programs.
- d. Behavioral Contract.
- e. Conflict Management Training.
- f. Educational Service Hours.
- g. Reflective Exercises.

B. Inactive Sanctions

1. Censure

A censure is an official statement that the student has violated a College policy, and serves as a formal reprimand. A censure also indicates that future violations will likely result in a more serious level of sanctioning.

2. Disciplinary Probation

Disciplinary Probation is a serious encumbrance on the student's good standing in the College community, and serves as a "near removal" status. Disciplinary Probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of College regulations and a violation of the probation. No more than three Disciplinary Probation sanctions shall be imposed

on a student prior to that student being removed from the College community, though the student may be removed prior to this condition. A student currently on Disciplinary Probation may not hold an Executive Board position within Student Association or any other active club or organization throughout the probationary period.

3. Removal from College Housing

Removal from College Housing is a loss of the privilege of living in campus housing. Removal will be for a fixed period of time (but not less than the remainder of the semester). The student may petition the Director of Residence Life for restoration of the right to apply for campus housing.

4. Interim Suspension

In a situation where it is determined that a student's continued presence at the College poses an immediate threat of harm to the student, other individuals, the continuance of normal College functions and/or College property, the Assistant Director of Student Conduct or designee may suspend a student from the College pending final disposition of the case through the student conduct process. An interim suspension becomes effective immediately without prior notice.

An interim suspension means that the student cannot attend classes and must leave College property and remain off College property until the College's student conduct hearing is completed. The College reserves the right to terminate the suspension at any time prior to the outcome of disciplinary proceedings.

5. Disciplinary Suspension

Disciplinary Suspension establishes a fixed period of time during which the student may not participate in any academic or other activities of the College. At the end of the suspension period, the student may be readmitted only upon the recommendation of the Assistant Director of Student Conduct.

6. Disciplinary Dismissal

Disciplinary Dismissal denies the student the right to participate in any academic or other activities of the College. This is a permanent exclusion from the College community.

7. Restrictions

- a. A restriction takes away a privilege that the student may have, including but not limited to:
- b. The ability to host guests on campus.
- c. The ability to attend athletic and extracurricular events.
- d. The ability to possess various types of electronic equipment in a residence hall room.

- e. The ability to have contact with specified individuals or organizations in the college community.
- f. The ability to participate in the room reservation process.
- g. The ability to restrict movement on campus (including any collegeowned or leased building/property).

8. Restitution.

A student may incur a monetary fine equivalent to the cost of damaged, lost, or stolen property.

9. Persona Non Grata Recommendation

In some instances, a student may be restricted from all College owned or controlled properties, or from any section of those properties. Such instances are forwarded in the form of a request to the Associate Vice President for Student Development who is authorized to make the final decision on these requests.

CONSUMER INFORMATION DISCLOSURES

CONSUMER INFORMATION/DISCLOSURES	
Financial Assistance Information	
Document	On-Line Location
A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and nonneed based) available to students who enroll at the institution.	http://www.strose.edu/campus-offices/financial-aid/types-ofaid/ Listed individually
Terms and conditions of the Title IV, HEA loans students receive, including information published by the Department	http://www.strose.edu/campus-offices/financial-aid/types-ofaid/ http://www.strose.edu/campus-offices/financial-aid/policiesprocedures/
For each program, information must include: Procedures and forms students use to apply for admission or for financial aid Student eligibility requirements Criteria for selecting recipients from the group of eligible applicants Criteria for determining amount of student's award	http://www.strose.edu/campus-offices/financial-aid/types-ofaid/ http://www.strose.edu/campus-offices/financial-aid/policiesprocedures/
Rights and responsibilities of students receiving financial assistance, to include	http://www.strose.edu/campus-offices/financial-aid/policiesprocedures/ http://www.strose.edu/campus-offices/financial-aid/types-ofaid/
Contacts for information on financial assistance and institutional issues	http://www.strose.edu/campus-offices/financial-aid/ (sidebar – Contact Information)
Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions	http://www.strose.edu/campus-offices/financial-aid/types-ofaid/ Listed under Direct Student Loans, Perkins Loan, TEACH Grant

CONSUMER INFORMATION/DISCLOSURES	
Institutional Information	
Document	On-Line Location
Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest	http://www.strose.edu/campus-offices/paymentoffice/tuition-fees/
Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution	http://www.strose.edu/students/student-account-policies/
Requirements and procedures for officially withdrawing	https://www.strose.edu/academics/registrar/registration/adddrop-withdraw/ https://www.strose.edu/campus-offices/financial-aid/policiesprocedures/
Summary of requirements related to return of Title IV funds (grant and loan aid)	http://www.strose.edu/campus-offices/financial-aid/policiesprocedures/ What if I withdraw from classes

<p>Academic program information (current degree programs; instructional, lab, or other physical facilities which relate to the program(s); faculty & instructional personnel; and any plans for improving academic programs, if such a plan exists</p> <p>Include information regarding required internships and externships</p>	<p>Undergraduate - https://www.strose.edu/academics/undergraduateprograms/</p> <p>Graduate - https://www.strose.edu/academics/graduateprograms/</p> <p>*Specific requirements listed within each major for internships, etc...</p> <p>Faculty - https://www.strose.edu/academics/faculty/</p> <p>http://www.strose.edu/about/consumer-information/programrelated-facilities/</p>
<p>Names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and</p>	<p>http://strose.smartcatalogiq.com/en/2015-2017/Catalog/General-Information/Accreditation-andMemberships</p>
<p>procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</p>	<p>http://www.strose.edu/about/charter-accreditations/</p>
<p>Services and facilities available to students with disabilities, including students with intellectual disabilities</p>	<p>http://www.strose.edu/academics/center-for-studentsuccess/academic-success-center/disability-services/</p> <p>http://www.strose.edu/wp-content/uploads/2015/09/Housing-Accommodation-Meal-Plan-Waiver-Request-Form.pdf</p> <p>http://www.strose.edu/wp-content/uploads/2015/09/FINALDisability-Resource-Guide-for-Prospective-Students-1.pdf</p>
<p>Statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV</p>	<p>http://www.strose.edu/academics/international-programs/study-abroad-study-away-for-students/academicscredits/</p>
<p>Net Price Calculator</p>	<p>http://www.strose.edu/admissions/first-year-students/tuitionaid/</p>

<p>Transfer of Credits policies including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements</p>	<p>https://www.strose.edu/admissions/transferstudents/transferring-credits/</p> <p>https://www.strose.edu/admissions/transfer-students/transferring-credits/articulation-agreements/</p>
<p>Copyright Information Policies and sanctions</p>	<p>http://www.strose.edu/academics/academicresources/academic-integrity/copyright-policy/</p>
<p>College Bookstore – ISBN The International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials</p>	<p>http://www.bkstr.com/saintrorsestore/shop/textbooks-andcourse-materials</p>
<p>Textbook Information</p>	<p>http://www.bkstr.com/saintrorsestore/shop/textbooks-andcourse-materials</p>
<p>Voter Registration Form Availability</p>	<p>http://www.strose.edu/about/consumer-information/</p>
<p>Constitution Day</p>	<p>http://www.strose.edu/campus-offices/financialaid/constitution-day/</p>
<p>Written Arrangements Disclosures to prospective and enrolled students regarding blanket</p>	<p>https://www.strose.edu/biology-cytotechnology/</p> <p>https://www.strose.edu/medical-technology/</p>

<p>written arrangements on a programmatic basis and not for individual arrangements initiated by students. A description of the written arrangement that the institution has entered, including but not limited to:</p> <ul style="list-style-type: none"> • The portion of the educational program provided by the nondegree/certificate granting school • Name and location of the non-degree/certificate granting school • Method of delivery of the portion of the program not being offered by the degree or certificate granting school • Estimated additional costs the student may incur 	<p>https://www.strose.edu/pre-law-program/ https://www.strose.edu/interdepartmental-studies/ https://www.strose.edu/jd-mba/</p>
<p>Student Body Diversity Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients</p>	<p>https://www.strose.edu/wp-content/uploads/2018/07/FallEnrollmentSummary2017_FinalMatchIPEDS.pdf</p>
<p>Verification To students selected for verification, a written statement explaining:</p> <ul style="list-style-type: none"> • documents required for verification • student's responsibilities (correction procedures, deadlines, consequences of missing deadlines) • notification (how school will notify student of award changes based on verification and the timeframe for the notification) 	<p>http://www.strose.edu/campus-offices/financial-aid/policiesprocedures/ http://www.strose.edu/campus-offices/financial-aid/forms/</p> <p>**Verification Letter**</p>

Health and Safety	
Document	On-Line Location
Vaccination Policy	http://www.strose.edu/student-life/health-wellness/healthservices/required-health-forms/
Drug and Alcohol Abuse Prevention Program <ul style="list-style-type: none"> • Penalties associated with drug related offenses • Links to 2 most recent program disclosures / distribution • biennial review 	http://www.strose.edu/campus-offices/security/campussafety-report-and-policies/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 12-14)
Clery (Campus Security Act) – Two most recent Annual Security Reports	http://www.strose.edu/campus-offices/security/campussafety-report-and-policies/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 4)
Crime Statistics	http://www.strose.edu/campus-offices/security/campussafety-report-and-policies/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 37-45)
Timely Warning and Emergency Notification	http://www.strose.edu/campus-offices/security/emergencyresponse-plan/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 28-29)
Daily Crime Log	http://www.strose.edu/campus-offices/security/campussafety-report-and-policies/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 33)

Emergency Response/Evacuation	http://www.strose.edu/campus-offices/security/emergencyresponse-plan/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 28-29)
Missing Person Notification	http://www.strose.edu/campus-offices/security/campussafety-report-and-policies/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 31-32)
Fire Safety Reports on Student Housing (two most recent)	http://www.strose.edu/campus-offices/security/campussafety-report-and-policies/ http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf (page 35-36)

CONSUMER INFORMATION/DISCLOSURES	
Institutional Outcomes	
Document	On-Line Location
Student Right-To-Know Act	http://www.strose.edu/about/consumer-information/ Under Student Outcomes Information
Completion/graduation rates (for short term programs and if required by accrediting agency or State)	http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/09/GradRateRptF08cohort.pdf
Completion/graduation rates for student athletes	http://gogoldenknights.com/documents/2016/2/2//NCAA De mographic Report 2014 15.pdf?id=704
Equity in Athletics Disclosure Act	http://www.strose.edu/about/consumer-information/ Intercollegiate Athletic Program

CONSUMER INFORMATION/DISCLOSURES	
Other	
Document	On-Line Location

<p>Method of Disclosure Annual notice to enrolled students of the availability of information required to be disclosed that lists and briefly describes the disclosures and how to obtain the information.</p>	<p>http://assets.strose.edu/handbook/StudentHandbook.pdf (page 116)</p>
<p>FERPA Information</p>	<p>http://www.strose.edu/academics/registrar/policies-andprocedures/ferpa/</p>
<p>Health and Safety Exemption Requirement</p>	<p>http://assets.strose.edu/handbook/StudentHandbook.pdf (page 65 j)</p>
<p>Establishing and Maintaining an Information Security Program</p>	<p>http://www.strose.edu/campus-offices/its/aboutits/policies/privacy-policy/</p>
<p>Misrepresentation</p>	<p>http://www.strose.edu/about/consumer-information/</p>
<p>College Navigator Website</p>	<p>http://www.strose.edu/about/consumer-information/</p>
<p>Does it include a direct link to the institution’s web site that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> • student activities offered by the institution • services offered by the institution for individuals with disabilities (including intellectual disabilities) • career and placement services offered to students during and after enrollment, and • institutional policies related to transfer of credit from other institutions 	<p>College Navigator Website</p>
<p>Teacher Preparation Program Report</p>	<p>http://www.strose.edu/about/consumer-information/ Teacher Preparation Program Report</p>
<p>Availability of Employee for Dissemination Purposes</p>	<p>http://www.strose.edu/about/consumer-information/ Contact for Additional Information</p>

<p>Gainful Employment Disclosures related to programs preparing students for gainful employment. Sample for a Program</p>	<p>http://www.strose.edu/campus-offices/financial-aid/gainfulemployment/</p>
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CONSUMER INFORMATION/DISCLOSURES	
Distance Education/Online Learning	
Document	On-Line Location
<p>A list of all programs that are offered at physical campus locations</p>	<p>https://s3.amazonaws.com/strosemedia/wp-content/uploads/2019/07/01145030/UG-Academic-Programsoffered-at-physical-campus-locations-2019.pdf</p> <p>https://s3.amazonaws.com/strosemedia/wp-content/uploads/2019/07/01145034/GR-Academic-Programsoffered-at-physical-campus-locations-2019.pdf</p>
<p>A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)</p>	<p>https://s3.amazonaws.com/strosemedia/wp-content/uploads/2019/07/01145028/UG-Academic-Programsoffered-via-distance-education-2019.pdf</p> <p>https://s3.amazonaws.com/strosemedia/wp-content/uploads/2019/07/01145032/GR-Academic-Programsoffered-via-distance-education-2019.pdf</p>
<p>Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).</p>	<p><u>Tech Talk: Online Learning Services for The College of Saint Rose</u> http://techtalk.strose.edu/</p> <p>Online course approval process is explained here: http://techtalk.strose.edu/id/e-learning-pre-approvalprocess-for-instructors</p>

<p>Any instructions or materials provided to students for participation in online courses</p>	<p><u>Tech Talk: ITS Online Learning Services for The College of Saint Rose:</u> http://techtalk.strose.edu/</p> <p><u>Online Learning FAQs:</u> https://www.strose.edu/onlineprograms/faqs/</p> <p>Student Readiness Assessment: https://strose.instructure.com/courses/11512</p> <p>Additional training materials embedded in Canvas LMS for all students.</p>
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