Prayer of St. Francis

Lord, make me an instrument of Your peace; 
Where there is hatred, let me sow love; 
Where there is injury, pardon; 
Where there is doubt, faith; 
Where there is despair, hope; 
Where there is darkness, light; 
And where there is sadness, joy.

O Divine Master, Grant that I may not 
so much seek to be consoled, as to console; 
To be understood, as to understand; 
To be loved, as to love; 
For it is in giving that we receive, 
It is in pardoning that we are pardoned, 
And it is in dying that we are born to Eternal Life.

To all of our SFC family, friends and alumni who have passed away over the Academic Year 2015-2016, we dedicate this year's edition of The Cord.

Alma Mater of St. Francis College

Alma Mater, hail to thee! 
Loyal Friends salute thee! 
Memories of thy name recall, 
Deep affection for thee!

Thy ideals shall ever be, 
Inspiration constantly. 
Binding us together, 
Binding us to thee!

Hail St. Francis, we thine own, 
Loyal to thee ever! 
Sing the praises of thy name, 
With accord together!

This the pledge we give anew, 
Loyal to thy Red and Blue! 
Alma Mater, to thee! 
Ever true to thee!
THE CORD is the student handbook, which contains the traditions, policies, procedures, and regulations of the College. Also included are descriptions of student services and activities. It is published annually by the Student Government Association of St. Francis College, to acquaint the students with life at St. Francis College. The first edition was printed in 1941.

Ruben Gonzalez
Director of Campus Engagement

TBA
Coordinator of Student Programs and Services

We like to thank all our contributors and everyone else who helped make this book possible.
As you enter the hallways of St. Francis College, observing the portraits and artwork, you must ask yourself what it means to be Franciscan. It is a transformation. St. Francis left his life, wealth, and popularity to spread the Gospel. He cared for the sick, poor, and others in need. St. Francis illustrated, through his actions, the importance of generosity and compassion to all beings. How can we emulate the actions of this man?

Over the years the Franciscan Spirit within St. Francis College has evolved dramatically. Understand that as you enter the campus for the first time you will be greeted with a warm and vibrant environment, compelling you to contribute to this atmosphere. It only takes a simple wave hello to spread the Franciscan Spirit. Day by day you will observe students helping each other in every way possible. They form study groups, ensuring that no one feels left out.

Our desire to serve extends to our neighborhood as we engage in various types of community service. Each year we participate in toy and canned food drives, charitable walks, and youth mentoring. Events such as Community Day, Relay for Life, and Think Pink highlight the dedication of our students to come together and display their Franciscan Spirit. Our devotion, along with the fusion of different personalities and cultures, results in a rainbow of heartwarming smiles and priceless friendships.

Franciscan Spirit is dedicated to service and fellowship. Followers of the Franciscan way are determined to educate themselves and others through example. It is your duty to lend your knowledge and talents wholeheartedly. One should strive to be fair and just regardless of creed, race, sexual orientation, or social status. You should be strong in your convictions and dedicate yourself and be loyal to all of your commitments. You should live your life in moderation, following the belief that through wisdom and patience your life shall be one of fullness and success. You should seek out inner peace and, in turn, share this peace with others. You should maintain this peace no matter what dilemma comes your way. You should make every effort to achieve spiritual enlightenment and strive to be open-minded at all times. This along with new found self awareness will enable you to see the needs of your peers. You should always be respectful and considerate in your actions. You should do unto others as you would like others to do unto you. And finally, above all, you should enjoy life and cherish every memory you make. As you embark on a new year in your life here at St. Francis College be sure to not end it without leaving something behind for your successors. Remember the words of St. Francis, “it is in the act of giving in which we receive.”

*Let me not be tied down to poverty or praise
and I shall be free.
Free from the nagging ache of envy.
Free from all hurts of resentment.
Free to love and forgive all.
Free to do and say what is right, regardless of unpopularity.
Free to wander everywhere as inspiration guides me.*

~St. Francis of Assisi
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St. Francis College is a private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility, and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study.

The College provides a quality, accessibly priced education to students from the five Boroughs of New York City and well beyond. Specifically, our students experience a strong liberal arts core curriculum integrated with pre-professional programs in a wide range of disciplines, designed to prepare them for the rigors of an increasingly technological and globalized marketplace and society. Excellence of instruction, small classes and professors' individual attention to each student create a hospitable community atmosphere, based on trust and mutual respect. These foster the development of critical thinking, moral choices, responsible citizenship and personal commitment to social justice and the environment. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

Goals:

Recognizing the original Franciscan understanding of hospitality as a challenging, risk-taking social contract, we strive for gradient and appreciable success in achieving the following measurable goals:

1. Promoting academic excellence
   • Promoting existing and emerging academic undergraduate programs and exploring further development of graduate programs.
   • Recruiting and sustaining students and professors into a dynamic cooperative of artists-athletes-scholars.
2. Advancing a thriving intellectual community:
   • Continual commitment of resources to state-of-the art technology throughout the campus.
3. Supporting student life and the development of the whole person
   • Enabling the smooth transition of our local, national and global student body into the college community and city.
   • Promoting holistic wellness to develop both leadership and fellowship
4. Enabling the transition from student to citizen of the world:
   • Fostering students’ self-confidence and encouraging both responsibility and innovation through mentoring, classroom experiences and internships.
   • Developing collaborative leadership and citizenship by participation in activities, sports, clubs, and student-faculty projects.

As adopted by the faculty, in Assembly, May 16, 2008
HISTORY OF THE COLLEGE

St. Francis College has a proud heritage of preparing students to take their places as leaders in their fields and to become contributing members of society. With a mission founded on the ideals and teachings of St. Francis of Assisi, the College plays a vital role in the community and in the lives of its students and alumni.

A group of Franciscan Brothers first came to Brooklyn in 1858, opening St. Francis Academy several months later in 1859. It was the first private school in the diocese of Brooklyn. The school, which was opened to educate the boys of the diocese, started in a building on Baltic Street and grew quickly. In 1884, just 25 years later, the trustees of St. Francis received permission from the state legislature to “establish a Literary College” under its current name and giving it the power to confer diplomas, honors, and degrees. In June 1885, St. Francis College conferred its first Bachelor of Arts degree, and seven years later the first Bachelor of Science degree was granted.

The College continued its meteoric growth and built a new facility on Butler Street in 1926. In 1957, the Regents of the University of the State of New York granted an absolute Charter to the Trustees of the College. In 1960, St. Francis embarked on an expansion program. It moved to Remsen Street, where it had purchased two office buildings from Brooklyn Union Gas Company, allowing it to double its enrollment. Shortly thereafter, it became a co-educational institution and additional property was purchased on both Remsen and Joralemon Streets. The College expanded its facilities with the construction of a science building, athletics complex and housing to accommodate the Franciscan Brothers and provide more space for faculty.

The addition of the Anthony J. Genovesi Center in 2003 offers students additional opportunities to participate and watch athletic events while the $40 million Frank and Mary Macchiarola Academic Center which opened in 2006, houses a library, numerous smart classrooms, HDTV studio, and black box theater.

Today the School has more than 2,600 students and 20,000 alumni. They come primarily from Brooklyn and the other boroughs of New York City, although their diverse backgrounds represent some 80 countries. A record 450 undergraduate and graduate degrees were conferred in the liberal arts and sciences in May of 2012. Many distinguished public servants, scientists, lawyers, business professionals, and teachers call St. Francis College alma mater, as do many of the priests and nuns within the Dioceses of Brooklyn-Queens and Rockville Centre.
ACCREDITATION AND MEMBERSHIPS

St. Francis College is chartered by the Regents of the University of the State of New York and is accredited by the Middle States Association of Colleges and Schools. It is a member of the following:

- Association of American Colleges
- Commission on Independent Colleges and Universities
- Association of Catholic Colleges and Universities
- Council for Advancement and Support of Education
- National Association of Independent Colleges and Universities
- Association of Franciscan Colleges and Universities
- Brooklyn Chamber of Commerce
- Downtown Brooklyn Development Association
- Commission on Collegiate Nursing Education
- Teacher Education Accreditation Council

The College's official Statement of Accreditation Status is available on the Middle States website, www.msche.org. Additionally, Middle States accreditation and status reports are maintained by the College's Accreditation Liaison Officer:

Danielle Budenz, Ph.D.
Office of the Provost (Room 8312)
718-489-5240
dbudenz@sfc.edu

For additional information about the College's accreditation status, or to file a complaint, please contact:

The Middle States Commission on Higher Education
3624 Market Street
2nd Floor West
Philadelphia, PA 19104-2680
(267) 284-5000
ACADEMIC AFFAIRS
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Acting Vice President for Academic Affairs
Dr. Timothy Houlihan
Dean of the Sciences and Health Sciences
Dr. Jennifer Lancaster
Assistant Academic Dean
Dr. Allen Burdowski
Assistant Dean for Student Success
Dr. Kathleen Gray
Associate Dean for Graduate Programs
Ms. Monica Michalski

ACADEMIC SUPPORT SERVICES AND FRESHMEN STUDIES
Assistant Dean for Student Success
Ms. Monica Michalski
Director of Academic Enhancement
Ms. Justine Butler
Director for Student Success
Ms. Christine Davis
Assistant Director of Accommodations and Accessibility
Ms. Katherine Krieger

ADMISSIONS
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Assistant Director
Ms. Romona Caramico
Assistant Director
Mr. Chad Lectura
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Senior Admissions Counselor
Ms. Marianne Negri
Senior Admissions Counselor
Ms. Marva Giron
Assist Dir. of Digital Engagement and Social Media
Ms. Lauren Mack
Senior Admissions Counselor
Mr. Eric Glover
Admissions Counselor
Ms. Kelsey Ketelsen

ALUMNI RELATIONS
Director of Alumni Relations
Mr. Dennis McDermott
Assistant Director
Ms. Vanessa De Almeida

ATHLETICS
Director of Athletics
Ms. Irma Garcia
Associate Athletic Director
Mr. Chase Licata
Assistant Athletic Director for Aquatics
Mr. Carl Quigley
Director of Athletic Marketing/ Senior Woman Administrator
Ms. Maggie Martini
Director of Sports Information
Mr. David Gansell
Compliance Officer
Mr. James Hoffman
Head Athletic Trainer
Mr. Andrew Cornicello
Director of Strength and Conditioning
Mr. Yuki Miyazawa
Head Women's Basketball Coach
Mr. John Thurston
Head Men's Basketball Coach
Mr. Glenn Braica
Head Women's Bowling Coach
Ms. Dawn Gugliaro
Head Women's Golf Coach
Mr. Ray Nash
Head Men's Golf Coach
Mr. Rich Kenny
Head Soccer Coach
Mr. Thomas Giovatto
Head Men's and Women's Swimming Coach
Mr. Brian Guidara
Head Women's Tennis Coach
Ms. Alicia Browne
Head Men's Tennis Coach
Mr. Chad Davis
Head Men's and Women's Track and Field Coach
Mr. Christopher Mills
Head Women's Volleyball Coach
Ms. Abra Rummel
Head Women's Water Polo Coach
Ms. Megan Husak
Head Men's Water Polo Coach
Mr. Igor Zagoruiko
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<td>Assistant Vice President of Finance</td>
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English Dr. Wendy Galgan
Foreign Languages, Fine Arts & ICS Dr. Suzanne Forsberg
Philosophy & Religious Studies Dr. John Edwards

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Management & Information Technology Dr. Dennis Anderson

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Chemistry Dr. Evelyn Wolfe
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BA/MA Program in Psychology Dr. Karen Wise
Curriculum Officer Bro. Edward Wesley, OSF
General Education Dr. Michele Hirsch
Honors Program Dr. John Dilyard
MS Program in Accounting Dr. Geoffrey Horlick
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Professional Studies Drs. Jaskiran Mathur
Project Management Dr. Barbara Edington
Service Learning Dr. Starr Eaddy
Study Abroad Drs. Miriam Salholz
Transfer Students Dr. Steven Anolik
Women’s Studies Center Drs. Wendy Galgan
& Sara Haviland
MFA Program in Fine Arts Dr. Theo Gangi
Center of Entrepreneurship Ms. Eda Sanchez Persampieri
# LOCATIONS OF OFFICES AND FACILITIES

## ACADEMIC OFFICES

<table>
<thead>
<tr>
<th>Program</th>
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</tr>
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<tbody>
<tr>
<td>Accounting and Business Law</td>
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## ADMINISTRATIVE OFFICES

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<td>Planning and Institutional Research</td>
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<tr>
<td>President</td>
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<td>Special Events</td>
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<td>Student Activities</td>
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<td>Student Government President</td>
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<td>Anthony J. Genovesi Center</td>
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<tr>
<td>Biology Labs</td>
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<tr>
<td>Cafeteria</td>
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<td>Campus Book Store</td>
<td>C307</td>
<td>(718) 855-3649</td>
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<td>Callahan Conference Center</td>
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<td>Information Technology Labs</td>
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<td>St. Francis Aquatics Center</td>
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<td>Student Lounge</td>
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<tr>
<td>Thomas J. and Anita Volpe Lounge</td>
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ACADEMIC POLICIES

GENERAL INTRODUCTION
For a full review of the Academic Policies please visit the section on Academic Policies in the Registrar's webpage of the campus' website at:
www.sfc.edu/studentlife/registrar/academicpolicies

The following sections can be found under Academic Policies: Undergraduate Courses and Registration; Attendance; Religious Holidays; Undergraduate Grading Policies; Degree Requirements, Graduation, and Commencement; Family Educational Rights and Privacy Act; Graduate Courses and Registration; Graduate Grading Policies; and Graduate Degree.

ACADEMIC APPEALS

PROCEDURE FOR STUDENT APPEAL OF GRADES

I. PROCEDURE FOR CONTESTED GRADES
   A. STUDENT PROCEDURE
   The student must, as the indispensable first step, approach the faculty member who gave the grade and request a review and change of grade. If the faculty member agrees to change the grade, then the faculty member has the responsibility to notify the Registrar. If the faculty member refuses to change the grade, then the student may submit a request for a review and change of grade to the Chairman of the Academic Standards Committee.

   The student's request for the review and change of grade must be in writing and must include all supporting evidence. Evidence must be in the form of written documents, e.g., graded term papers, graded examination, etc. Neither hearsay nor remembered conversations or oral instructions can or will be construed as evidence.

   This requirement places a concomitant obligation on faculty members who do not return papers to keep all papers on file (all papers which are used as a basis for grading) until the appeal period is past. Time limit: students should move promptly to initiate a request for a review and change of a contested grade. The request must be submitted to the Academic Standards Committee Chairman within six (6) weeks of the first day of class of the semester following that in which the contested grade was given. As noted above, the student must first approach the faculty member who taught the course in question. If, by the end of the fifth week, the matter has not been satisfactorily settled, the student has the responsibility to bring the matter to Academic Standards Committee before the end of the sixth week.

   B. COMMITTEE PROCEDURE
   When a student submits a request for review and change of grade to the Academic Standards Committee, the chairman of that committee will invite the faculty member concerned to submit a statement in writing, explaining his decision not to change the grade, the instructor should submit all evidence pertinent to the appeal, i.e., the basis for grading in that class and their relative weights, and the particular grades earned on each base, etc. The Committee reserves the right to seek additional information from other pertinent sources.

   The Committee will consider the evidence submitted by both the faculty member and the student, and will base its decision on that evidence. The decision of the Academic Standards Committee shall be final and binding on both the student and the faculty member.
II. PROCEDURE FOR CHANGE OF GRADES FROM F TO W FOR NON-ACADEMIC REASONS

Students requesting review and change of final grade from F to W for other than academic reason, e.g., because of illness, family pressures, etc., must first address that request, in writing and with supporting evidence, to the Associate Academic Dean.

The Dean of Students will certify to the validity of the reasons for the request, when the reasons are of a personal or confidential nature.

The Associate Academic Dean will forward that request to the faculty member concerned. If the faculty member accedes to that request, the faculty member must notify (1) The Registrar, and (2) the Associate Academic Dean. If the instructor who awarded the “F” is no longer a member of the faculty of St. Francis College, and cannot be reached for his approval after reasonable effort on the part of the Associate Academic Dean - the Associate Academic Dean shall have the authority to make the final decision.

PROCEDURE FOR DEALING W/ STUDENT ALLEGATIONS OF PROFESSIONAL MISCONDUCT BY FACULTY MEMBERS

Before the formal proceedings described below are put into effect, the matter should be discreetly discussed at all appropriate levels, with a view to reconciling differences amicably. Failing this, the procedures described below should be used:

1. The student must file a written statement of charges with the President;
2. The President shall provide the faculty member with a copy of the charges requesting a written reply within two weeks, a copy of which will be sent to the student;
3. An attempt should be made to resolve the matter through the offices of the President or an appropriate officer of the college designated by him;
4. If a satisfactory resolution of the student grievance is not forthcoming, all written documents shall be forwarded to the Professional Standards Committee, at which time a copy of these procedures shall be provided to both parties;
5. The Professional Standards Committee will hold an informal inquiry, inviting the student and faculty member in question to discuss the problem with it, and seeking advice and information from any other persons who might aid in its resolution;
6. The Chairman of the Committee will preside at any informal meetings of the Committee to consider the matter, and at the formal hearing; however, decisions of the Committee concerning issues before the Committee, and the final recommendations, shall be made by a majority of the members;
7. If no satisfactory resolution of the problem is reached, and/or if the Committee deems it necessary, a formal hearing will be held and the following steps adhered to:
   a) During the proceedings the faculty member and the complainant will be permitted to have advice and counsel of his/her own choice.
   b) At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
   c) A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member and the student without cost, at their request.
   d) The burden of proof rests with the complainant. The committee shall be satisfied only by clear and convincing evidence in the record considered as a whole.
   e) The committee may grant adjournments to enable either party to investigate new or unexpected evidence.
   f) The complainant and faculty member will be afforded the opportunity to provide documentary or other evidence to the Committee. Both parties shall provide a list of their witnesses to the Committee prior to the hearing. The parties shall be given an opportunity to review the lists; on receipt of both lists, a hearing will then be scheduled by the Committee. The Committee shall have the right to call witnesses to the hearings.
g) The faculty member and the complainant will have the right to confront and cross examine witnesses. Where the witnesses cannot or will not appear, but the Committee determines that the interest of justice require admission of their statements, the Committee will identify the witnesses.

h) In the hearing of charges, the testimony may include that of qualified faculty members from this or other institutions of higher education.

i) The Committee will not be bound by strict rules of legal evidence, and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

j) The finding of fact, and the recommendations, will be based solely on the hearing record, and the Committee members shall have the opportunity to prepare separate findings and recommendations.

k) Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or complainant will be avoided, so far as possible, until the proceedings have been completed, including consideration by the governing board of the institution. The President and both parties will be notified of the Committee's recommendations in writing and will be given a copy of the record of the hearing.

COURSE REPETITION
Students are allowed to repeat courses and attempt to earn a higher grade for classes taken at the College; students are encouraged to repeat any course(s) they have failed as soon as the course is again offered. The policy for the computation of the quality-point index changes for courses repeated in the Fall 2004 semester or later. When a course has been attempted more than once, only the last grade received for that course will be used to compute the cumulative quality-point index. The previous grade(s) will remain on the transcript, but will not be calculated as part of the cumulative index, even if the last grade received is lower than the previous grade. Repeated courses that culminate in grades of X or IP that later convert to an F, will count as the last grade. This policy does not apply to courses that have been forgiven as part of our Academic Major Forgiveness Policy.

This policy requires that both attempts are for the same course, and that the student completes these courses at St. Francis College. Lecture, lab, and/or recitation components of a course, must be all be retaken together if the course is repeated. Courses that may have been completed at another institution are not eligible for this course repetition policy.

Courses repeated before fall 2004 follow the previous policy, viz., when the succeeding grade is higher than the previous grade(s), only the higher grade is calculated in the cumulative quality-point index. When the succeeding grade is the same as or lower than the previous grade(s), all grades are calculated in the index, but credit is granted only once. It is at the discretion of other institutions and organizations to honor this policy.

MIDTERM GRADES
Available on WebAdvisor, mid-semester grades alert students to their learning and performance at the mid-point of every semester (about 6 weeks into the term). Used extensively for advising purposes, midterm grades are collected to support student academic performance and are not recorded on the student’s permanent academic record. Students are encouraged to use the valuable feedback they receive from their professors, along with the midterm grades, to make any necessary adjustments to ensure academic success by the end of the term. If students are not performing at the level they expect, it is strongly recommended that they speak with their professors, review course syllabi to identify opportunities for improvement, and schedule appropriate tutoring services in the Academic Enhancement Center (room 3002). Workshops on study strategies as well as time management are offered through the Removing Obstacles to Success (ROS) program. Online academic success workshops are available by visiting www.studentlingo.com/sfcsupport. Visit the Center for Student Success (room 3001) if you have any questions regarding the in-person or online workshops.
ACADEMIC MAJOR FORGIVENESS POLICY
The forgiveness policy offers the opportunity to improve an undergraduate student's academic record after not having successfully completed required courses in an initial chosen major area of study. This policy entails that the student complete an application to petition for forgiveness whereby the poor grades in the initial major are forgiven.

To apply for forgiveness, the student must have declared and, if relevant, been formally accepted in a new major program of study. Forgiveness is granted only once during the entire time a student is enrolled or re-enrolls at the College. The application, available from an Academic Dean, must be submitted before the student has attained lower junior standing (the equivalent of 60 credits).

The following criteria apply:
• The initial major must have been an officially declared major. Only courses from an initial declared major are eligible for forgiveness.
• A maximum of two required courses in the original major discipline may be forgiven. Courses that were previously repeated are not eligible for forgiveness.
• The forgiven grades are no longer computed as part of the student’s GPA and the related credits that may have been earned will not apply towards graduation.
• The Course Repetition Policy does not apply to forgiven courses, even if the forgiven courses are retaken at a future time.
• The student’s academic record cannot be reversed to its prior standing.
• Enhanced GPA’s that are a product of this policy cannot be retroactively applied to one’s academic standing for any reason (e.g., to meet a prior term’s requirements for Dean’s list and/or to remedy academic dismissal/probation).
• The forgiveness policy does not apply to Core, elective or graduate courses.
• It is at the discretion of other institutions and organizations to honor this policy. As such, students should note that each course attempt becomes part of their permanent record and will appear on their transcript.
• The student is aware that changing a major, especially with grade forgiveness, will likely result in degree completion beyond the date stated on their program evaluation.
• Final acceptance of forgiveness is granted at the discretion of the Provost and/or the Academic Deans.

CENTER FOR STUDENT SUCCESS (CSS) ROOM 3001
The Center for Student success team is dedicated to providing comprehensive academic advisement and support services that will influence student academic achievement and success. The Center is staffed with academic advisors who help new students have a positive transition into St. Francis College. Programs are designed to help students better connect to faculty, staff, and peers, utilize campus resources, and create academic and career plans. The Center is committed to helping students through a series of programs and opportunities such as, New Student Orientation, Freshman Seminar, Academic Advisement and Peer Mentorship. Furthermore, our support services- which are focused on academic and student success goals- include specialized programs for students on academic probation (Removing Obstacles to Success), college sophomores (Sophomore Success), undeclared majors, and transfer students.

THE ACADEMIC ENHANCEMENT CENTER (AEC) ROOM 3002
The goal of the Academic Enhancement Center is to assist students with developing the skills necessary for academic success. Staffed by professional and peer tutors, the AEC provides tutoring for general education and major-related courses, placement testing for English and math, summer workshops, testing accommodations for students registered with the Disability Services Office, as well as academic support programs. The Center has desktops, laptops, a printer, and a scanner for student use. Workshops on a variety of writing topics including: starting the essay;
thesis development, identifying and gathering pertinent research; and revising strategies are offered each semester. Students may stop by the office to meet with a tutor, but it is recommended that appointments are made for all tutoring sessions through https://tutortrac.sfc.edu.

Project Access Program
One of the key programs sponsored by the AEC is Project Access, which is a multi-faceted program designed to support freshmen by providing them with the skill sets necessary for success in college. It begins with a 5-week summer session which is essentially the bridge to college, where students are exposed to the fundamentals of learning—how to study, how to think critically, and how to understand and meet the expectations of being part of a college community. In the fall semester, students are enrolled in an SFC-0040 course which is linked with Freshman Seminar (SFC 1001). SFC 0040 assists students in developing their reading and writing skills, while perfecting strategies for academic success. Other components of the program include tutoring, peer-led interactions, individualized advisement, as well as community building events and programs.

STUDENT DISABILITY SERVICES
The goal of the Disability Service Office is to assist students with an identified disability in attaining academic success by ensuring that no individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in college programs or activities due to his or her disability. If you have any questions regarding disability services, please contact Dean of Students at 718-489-5315. General office hours are Monday–Friday 9am-5pm.

INSTRUCTIONAL COMPUTING
Instructional computing combines the resources and the expertise of the Director of Support Services and Director of the Faculty Technology Center to oversee and maintain classroom computing resources including Science, technology and general computing labs as well as specialized equipment. Faculty and students (with faculty approval) may reserve audio-visual equipment and seek assistance with course-related technology issues.

Technology plays an important role in the academic lives of students at St. Francis College. More than 500 computers dedicated exclusively for academic use are continually upgraded to ensure that state-of-the-art computer hardware, scanners, laser printers, network services, and software are available to students and faculty in a variety of classrooms and computer laboratories and in the library’s computer/research center. Our state of the art Television Studio gives students the ability to learn film and media technology. Each of the College’s personal computers can access file directories and software on local-area-network-based file servers and through the College’s Intranet and Internet facilities. High-speed Internet access opens the campus to the World Wide Web for e-mail and research. The McArdle Student Center is equipped with wireless Internet access, plasma TV’s. Academic departments utilize specialized hardware and software, leveraging technology in the classroom for instructional presentations with Smartboard interactive technology, and introducing technologies related to students’ fields of study. Students have the opportunity to work hands-on with the technology they will encounter in the workplace when they begin their professional careers. The College currently provides the following student centered technology services by using a single sign on for ease of use.

mySFC is a new portal that takes all the online services listed below, plus much more, and brings them together for you all on one page. We recommend students bookmark this page for easy and convenient access.

Canvas Management System provides access to SFC courses through online syllabi, notes, links to sites, and online discussion boards. Students and faculty are able to communicate through several communication methods. Faculty can e-mail to an entire class or a selected group as well as create announcements and assignments throughout the semester. Students also have access to a “digital drop box” for assignment submissions.
TerrierWeb provides students access to their academic information, including transcripts and grades as well as web registration. With web registration students can access the entire college course catalog and register for their courses. Student can communicate with their advisors through email as well as perform degree audits.

Terrierstore provides students with access to their student and course related documents which they create in computer labs on campus from home or anywhere they have an internet connection. Data here is backed so students have an additional way of storing copies of their course related documents.

Terrierm ail provides students with access to a college issued email account which is used by the faculty and administrative offices to contact them. The college uses Microsoft Exchange® email system which includes calendar and other personal management tools.

SFC POLICY REGARDING COPYRIGHT, INTELLECTUAL PROPERTY AND FILE-SHARING
The St. Francis College Copyright, Intellectual Property, and File-sharing Policy creates guidelines regarding the use of copyrighted materials.

The use of file-sharing networks by students or employees to download and share copyrighted works without written permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws and the policies of St. Francis College (the “College”).

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities in addition to sanctions imposed by the College. Both the person who makes a copy of a copyrighted work available for unlawful download and the person who receives or downloads an illegal copy have violated copyright laws and College policies.

Even if you lawfully purchased a song, it is illegal to allow others to make and keep a copy of that song. Under the Digital Millennium Copyright Act (DMCA), a copyright owner or an authorized agent may lawfully scan Internet traffic and send a complaint to the College. If the copyright owner chooses to follow-up with civil litigation, it may file a “John Doe” lawsuit against your IP address, and the College would have to provide the identity of the College network user in response to a valid subpoena. Infringement of a copyright can result in substantial penalties including any of the following:

- Actual damages
- Statutory damages fixed at not less than $750 and not more than $30,000 per violation
- In cases of “willful” infringement the court can impose a penalty of $150,000 per work infringed
- Cost and attorney’s fees
- Injunction
- Impoundment of the illegal work
- Criminal penalties including up to five years imprisonment for “willful” infringement and fines up to $250,000 per offense
LIBRARY
The St. Francis College Library is a key player in the pursuit of student academic excellence and success. The Library’s collections and research services have been developed to support student research needs and academic department curricula.

Collection
The Library offers on-site access to more than 120,000 books, 2,000 DVDs, and 1,400 reserve textbooks.

On-site and remote access is provided to more than 85,000 e-books, 26,000 e-journals, 100 databases and a collection of streaming videos. All digital content is available 24/7. No cost personal subscriptions to The New York Times, The Chronicle of Higher Education and Rosetta Stone are also available through the Library.

SFC library is also home to the President Frank J. Macchiarola Digital Archive.

The Library is a member of several cooperative borrowing consortia. This arrangement provides St. Francis College students with on-site use and/or borrowing of materials not included in the SFC Library’s collection. Interlibrary loan service is also available.

Services
The two Computer Labs located in the Library provide access to more than 80 PCs, printers, and scanners for student use. The Library also circulates 20 iPads to students.

The Library has four small group study rooms. These rooms are equipped with plasma screens that may be used for practicing multimedia presentations or viewing videos.

Students may receive one-on-one or group instruction on the use of Library resources for their class papers and research projects. Group Library instruction classes are held in the Library’s Classroom.

Reference help is available in person, by phone (718-489-5307), by email (library@sfc.edu) or by text messaging (347-329-2275) during the hours the library is open. When a librarian is not available students needing assistance may consult the Library’s collection of video tutorials. The tutorials can be accessed from the Library’s homepage (http://library.sfc.edu), Facebook or YouTube. Library news can also be found on Twitter and Instagram.

The Library's hours of operation vary during the academic year. When classes are in session, the Library is open 63 hours per week. During the week prior to finals and the week of finals, hours are extended to meet students’ needs. Current hours are always posted on the Library’s homepage (http://library.sfc.edu).
POLICY ON ACCESS TO STUDENT RECORDS (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. An “eligible student” is a student who is 18 years of age or older, or who attends a postsecondary institution. The rights granted under FERPA include, among other things, that:

(1) Students have the right to inspect and review their education records within 45 days of the day the College receives a request for access. Students wishing to review their records should submit to the Registrar, Dean, head of the academic department, or other appropriate official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) Students have the right to request the amendment of such records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. Students who believe their record is inaccurate or misleading may request that the College amend the record by writing to the College official responsible for the record. The request should clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) Students have the right to consent to disclosure of personally identifiable information contained in their education records, except for that information which FERPA authorizes disclosure without consent (a representative list of exceptions appears below).

The College may disclose educational records without written consent of students:

- To personnel within the College who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education duties, and employees designated by them to assist in these tasks. St. Francis College defines “legitimate educational interest” as “needs the record(s) to carry out employment responsibilities.” Therefore, any College employee (or person acting on behalf of the College) may have access to student records without the student’s written consent if that person needs access to carry out his or her employment responsibilities.

- To officials at schools, colleges, or universities participating in cross-enrollment programs for the purposes stated in the bullet above. St. Francis College currently exchanges academic information with students cross-enrolled at St. Johns University and New York Methodist Hospital; if other institutions are added, this arrangement will be automatically extended to include them.

- To officials of other colleges or universities in which the student seeks to enroll.

- To accrediting organizations approved by the College carrying out their accrediting functions.

- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid as well as to organizations conducting studies approved by the College having educational value or concerning financial aid.

To state and local authorities, within a juvenile justice system, if required pursuant to specific state law.

To parents of an eligible student who claim the student as a dependent for income tax purposes. College officials whose employment duties permit them access to information from parents' federal income tax returns may use those returns to determine whether students are dependent on a parent as defined by the Internal Revenue Service. In such cases, FERPA and College policy permit those officials to disclose information from those student's education records to their parents without written student consent. The College is not required to notify students or maintain a record of these disclosures.

To persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student. The College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless otherwise directed by the order or subpoena.

To persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or another person.

Students have the right to file, with the U.S. Department of Education, a complaint concerning alleged failure by the College to comply with FERPA to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The College may deny access to the following classes of records:

- Financial information submitted by parents.
- Confidential letters or recommendations placed in the file prior to January 1, 1975.
- Confidential letters or recommendations to which the student has waived rights of inspection.
- Private records of instructors, counselors, or administrators kept for their own use.
- Medical, psychiatric, psychological, or similar records.

Students' names and SFC email addresses will be available to faculty, staff, and other students on the College's computer network, including the e-mail server and the Angel Learning Management system.

Certain state and federal laws modify some or all rights granted by FERPA. Such laws include SEVIS and INS compliance (Department of Homeland Security), Megan's Law, the Solomon Amendment, and NCES/IPEDS/Student Right-to-Know compliance. St. Francis College releases education records as these laws require.
Student Directory information may be released without the student's prior consent. St. Francis College defines the following as Directory Information:

- student’s name.
- College-assigned ID number.
- address, telephone numbers, and email addresses.
- age (or date of birth) and place of birth.
- photographs.
- major and minor fields of study.
- level (undergraduate/graduate) and class year.
- schedule(s) of classes, enrollment load(s) (full-time/part-time), and dates of attendance.
- matriculation status and date.
- honors and awards.
- degrees received (including date of award).
- previous institutions attended.
- participation in clubs, sports, or student activities.
- height and weight of members of athletic teams.

To withhold information, students must make a formal request by submitting a signed, dated letter to the Office of the Registrar. Students are advised that withholding information may carry certain consequences. For example, as long as a non-disclosure order is in effect, the student may not participate in intercollegiate athletics where team rosters are published or in commencement ceremonies. St. Francis College assumes no liability for honoring the student's instructions to withhold information.

For additional information, please contact the Office of the Registrar.

**DRUG-FREE POLICY IN ACCORDANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

(Public Law 101-226)

The unlawful possession, use, or distribution of illicit drugs, prescription medication, and alcohol by students and employees of St. Francis College is prohibited on the College's property, student-occupied housing, or any other property on which a College activity takes place.

Allegations of any violation of this standard by a St. Francis College student shall be dealt with in accordance with the Judicial Process applicable to all alleged violations of the College’s Standards of Conduct Expected of Students. Students are advised that disciplinary sanctions will be applied following a finding of guilt, and that these may include expulsion from the College. All members of the College community are further advised that the College may, in addition to imposing its own penalties, refer to appropriate authorities any case involving a violation of the standard of conduct pertaining to drug and alcohol abuse, wherein a finding of guilt is rendered.

**Drug and Alcohol Counseling**

**Treatment and Rehabilitation Programs Available to Employees and Students**

The resources listed below are agencies with which the College has developed a good working relationship. Students who believe that they might benefit from any of the services provided below should see the Dean of Students, who will be glad to facilitate a referral, in confidence. Similarly, employees should contact the Director of Human Resources.

(1) Daytop Village
500 8th Avenue
New York, NY 10018
(212) 904-1500
Services:
(a) Counseling, treatment, and rehabilitation for abusers of all drugs. (non methadone).
(b) In- and out-patient treatment.
(c) Job training.

(2) Alcoholics Anonymous
Hotline: (718) 339-4777

(3) Neighborhood Counseling Center
7701 13th Ave (Dyker Heights)
(718) 232-1351

(4) Community Affairs Liaison
84th Precinct, NYPD
(718) 875-6850

(5) SAFE Horizon
2 Lafayette Street
New York, New York
(212) 577-7700
Hotline (24 hours a day) – (212)577-7777

Additional Resources
For additional information, please contact The National Institute on Drug Abuse Hotline, 1-800-662-4357, an information and referral service that distributes Department of Education publications about drug and alcohol prevention programs.

In addition, the College's Student Health Center, 718-489-5366, and Counseling Center, 718-489-5335, is stocked with literature and other materials concerning illicit drugs and alcohol abuse treatment resources frequently used by students in the vicinity of the College. Students and employees are encouraged to take advantage of this valuable in-house resource with the assurance that any inquiry will be treated in the strictest confidence.

Legal Sanctions Concerning Alcohol and Drugs
A. Federal Law: The Federal Controlled Substances Act prohibits the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a "counterfeit substance."

Simple possession carries a penalty of up to one (1) year imprisonment and a fine of not less than $1,000. Maximum penalties for narcotic trafficking violations range from twenty (20) years to life imprisonment. Certain violations carry mandatory minimum prison sentences of either five (5) years or ten (10) years. For example, the possession with intent to distribute one (1) kilogram or more of a substance containing a detectable amount of heroine carries a term of imprisonment of not less than ten (10) years and up to life imprisonment. Possession with intent to distribute five hundred (500) grams or more of a mixture or a substance containing a detectable amount of cocaine carries a sentence of not less than five (5) years and not more than forty (40) years imprisonment.

Penalties are increased for certain specific drug crimes under federal law as follows:
   a) the distribution of narcotics to persons under 21 years of age;
   b) the distribution or manufacturing of narcotics near schools and colleges;
   c) the employment of juveniles under the age of 18 years in drug-trafficking operations;
   d) the distribution of controlled substances to pregnant women.
Penalties for the violation of federal narcotic statutes vary greatly and depend upon two principal factors: the type of drug involved and the quantity of the drug involved. More severe penalties are imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to a person who uses the drug, the penalties are increased.

B. New York Law: The use, possession, and sale of controlled substances are subject to severe sanctions under New York law. The specific criminal sanctions are set forth in the New York State Penal Law and the severity of each offense is contingent upon the type and quantity of the illegal substance as well as the intent of the holder, such as personal use or distribution. For example, knowingly and unlawfully possessing a narcotic drug is a class C felony subject to up to five and one-half (5 ½) years imprisonment. Knowingly and unlawfully possessing a narcotic drug with the intent to sell is a class B felony subject to up to nine (9) years imprisonment. Criminally using drug paraphernalia, including capsules, glassine envelopes, vials, or any other material suitable for the packaging of individual quantities of narcotic drugs or stimulants is considered a class A misdemeanor and is subject to up to one year imprisonment.

Additionally, under New York State laws, the sale or distribution of alcoholic beverages to a person under the age of 21 is deemed a misdemeanor and punishable by a fine of up to $1,000 and imprisonment for up to one year. New York has a Zero Tolerance Law for individuals under the age of 21 who operate a motor vehicle after consuming alcohol, irrespective of whether the individual's blood alcohol content exceeds the legal limits for intoxication. Under the Zero Tolerance Law an individual can be subject to various penalties including fines and license revocation or suspension.

Health Risks Concerning Alcohol and Drugs

A. Drugs and alcohol are toxic to the human body and can have catastrophic health consequences if abused. Some drugs are so toxic that even one use can be fatal. St. Francis College does not seek to give specific medical advice by disseminating this policy but offers the following information solely for its educational value.

B. Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car or operate machinery safely.

C. Low to moderate doses of alcohol increase the incidence of aggressive acts, including spouse and child abuse and dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death.

D. If combined with other depressants of the central nervous system, even low doses of alcohol can be fatal.

E. Alcohol-related automobile accidents account for a significant number of deaths among people ages 15 to 24 years.

F. Repeated use of alcohol can lead to physical and psychological dependence.

G. Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, and seizures.

H. Alcohol withdrawal can be life-threatening. Long term consumption of large quantities of alcohol, especially when combined with poor nutrition, can lead to permanent damage of vital organs, such as the brain and the liver.
I. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants can have irreversible physical abnormalities, as well as learning, memory, attention span, communication, vision, or hearing problems.

J. Research also indicates that children of alcoholic parents are at increased risk to become alcoholics themselves.

K. Drugs interfere with the brain's ability to take in, sort, and synthesize information. They distort perception, which can lead users to harm themselves or others. Drugs also affect sensation and impair memory. In addition, there are specific health risks associated with particular types of drugs.

L. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucus membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion.

M. Cocaine can produce psychological or physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly, thus leading to higher and higher doses to produce the desired effect.

N. Crack or free base rock is a purified form of cocaine that is smoked. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Once addicted, many users have turned to stealing, prostitution, and drug dealing in order to support the habit.

O. The effects of crack are felt within seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and a psychotic state similar to schizophrenia.

P. Cocaine in any form, but particularly in the purified form known as crack, can cause sudden death from cardiac arrest or respiratory failure.

Q. Marijuana can cause:
   1) Elevated blood pressure, coughing, dryness of the mouth and throat, decrease in body temperature, sudden increased appetite, and swollen red eyes;
   2) A panic reaction or paranoia;
   3) Distortions of time, reality, and perception, often impairing short term memory;
   4) Possible psychological dependence;
   5) Dysfunctional thinking, learning, and recall;
   6) Impaired ability to drive, operate machinery, or do other things that require physical and intellectual coordination;
   7) Irritation of the lungs, aggravating asthma, bronchitis, or emphysema;
   8) Listlessness, tiredness, inattention, carelessness about personal grooming, withdrawal, and apathy.

R. Narcotics such as heroin, codeine, and morphine can cause:
   1) Loss of appetite;
   2) Addiction with severe withdrawal symptoms;
   3) Drowsiness, clouding of the mental processes, apathy, slowing of the reflexes and physical activity;
   4) Infection, hepatitis, or AIDS from contaminated needles;
   5) Death from overdose.
S. Hallucinogens such as LSD, PCP, and angel dust can cause:
1) Frightening hallucinations;
2) Worsening problems for a person who has a history of mental or emotional instability;
3) Distortions of reality, including the feeling that the frightening effects of the drug will last forever;
4) Tolerance from repeated use, leading to increased dosages to bring about the same effects;
5) Flashbacks, days or even weeks later;
6) Death from suicide or accident.

T. Amphetamines, methamphetamines, and other stimulants can cause:
1) Elevated blood pressure, dilated pupils, and decreased appetite;
2) Sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety;
3) Rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse;
4) Sudden increases in blood pressure that can cause a stroke, very high fever, or heart failure;
5) Restless, anxious, and moody feelings;
6) Amphetamine psychosis that includes hallucinations, delusions, and paranoia.

U. Barbiturates, Quaaludes, Valium, and other tranquilizers and depressants can cause:
1) Many of the same effects as alcohol;
2) Calmness and relaxed muscles at smaller doses, but slurred speech, staggering, and altered perception with larger doses;
3) Respiratory depression, coma, and death;
4) Physical and psychological dependence;
5) Increased use as drug tolerance develops;
6) Withdrawal systems ranging from restlessness, insomnia, and anxiety to convulsions and death;
7) Birth defects and behavioral problems in the children of users;
8) Physical dependence and withdrawal symptoms in babies born to mothers who have used depressants during pregnancy.

V. Inhalants such as laughing gas and whippets can cause:
1) Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite;
2) Decreased heart and respiratory rate;
3) Impaired judgment;
4) Rapid pulse, headaches, and involuntary passing of urine and feces;
5) Brain damage from long term use;
6) Disorientation, violent behavior, unconsciousness, or death;
7) Weight loss, fatigue, electrolyte imbalance and muscle fatigue from long term use;
8) Permanent damage to the nervous system.

W. Anabolic steroids can cause:
1) Liver disease;
2) Cancer;
3) Growth problems;
4) Testicular atrophy;
5) Bone fusions;
6) Acne;
7) Psychological problems;
8) Rage and uncontrollable anger;
9) AIDS from contaminated equipment;
10) Breast reduction;
11) Failure to develop secondary sex characteristics;
12) Sexual dysfunction, sterility, and impotence;
13) Fetal damage;
14) Jaundice, purple or red spots on the body, swelling of feet or lower legs, unexplained darkening of the skin, and persistent breath odor;
15) Heart attack;
16) Stroke.
POLICY FOR BIAS-RELATED/HATE CRIMES
St. Francis College believes that all members of the College should be part of a Franciscan campus environment that respects differences of culture, gender, religion, race, age, lifestyle, or ability. These expectations are communicated in our creed, Living the Franciscan Spirit. In accordance with this spirit, the College has established policies and procedures for preventing and prosecuting bias related crimes occurring on the College’s property, including student occupied housing, or any other property on which a College activity takes place.

Federal Law
Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), 20 U.S.C. §1092(f), the College is required to disclose, in its Annual Security Report, all bias related/hate crimes. These statistics can be found on the College’s Safety and Security webpage. The Clery Act defines hate crimes as criminal offenses “that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.” 20 U.S.C 1092(c)(viii)(B)(3).

New York Law
The New York Penal Code provides that “a person commits a hate crime when he or she commits a specified 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, or 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.” N.Y. Penal Law § 485.05.

The “specified offenses” mentioned above are “assault in the third degree; assault in the second degree; assault in the first degree; aggravated assault upon a person less than eleven years old; menacing in the first degree; menacing in the second degree; menacing in the third degree; reckless endangerment in the second degree; reckless endangerment in the first degree; strangulation in the second degree; strangulation in the first degree; manslaughter in the second degree; manslaughter in the first degree; murder in the second degree; murder in the first degree; menacing in the fourth degree; menacing in the third degree; menacing in the second degree; menacing in the first degree; rape in the first degree; criminal sexual act in the first degree; sexual abuse in the first degree; aggravated sexual abuse in the second degree; aggravated sexual abuse in the first degree; unlawful imprisonment in the second degree; unlawful imprisonment in the first degree; kidnapping in the second degree; kidnapping in the first degree; coercion in the second degree; coercion in the first degree; criminal trespass in the third degree; criminal trespass in the second degree; criminal trespass in the first degree; burglary in the third degree; burglary in the second degree; burglary in the first degree; criminal mischief in the fourth degree; criminal mischief in the third degree; criminal mischief in the second degree; criminal mischief in the first degree; arson in the fourth degree; arson in the third degree; arson in the second degree; arson in the first degree; petit larceny; grand larceny in the fourth degree; grand larceny in the third degree; grand larceny in the second degree; grand larceny in the first degree; robbery in the third degree; robbery in the second degree; robbery in the first degree; harassment in the first degree; aggravated harassment in the second degree; or any attempt or conspiracy to commit any of the foregoing offenses.”
N.Y. Penal Law § 485.05.
Reporting Hate Crimes
A member of the College community who feels that he or she has been the victim of a hate crime, or may have witnessed such an incident, should contact the College’s Dean of Students at (718) 489-5315 or, outside of regular business hours, at (347)-633-1374. In all cases where a hate crime is alleged to have occurred on the College's property, including student occupied housing, or any other property on which a College activity takes place, the College will investigate the matter and if necessary facilitate or initiate the process of reporting the incident to the New York City Police Department's 84th Precinct. All College personnel will cooperate fully with police authorities in investigating the alleged offense.

Additionally, any reported allegations of a hate crime against a student will be investigated promptly, thoroughly, and impartially by the Dean of Students or a designee at his or her discretion. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Students charged with committing a hate crime will be subject to the disciplinary sanctions and procedures outlined in The Cord under Sanctions for Misconduct.

Penalties
The New York Hate Crimes Act of 2000 provides for enhanced penalties when the commission of a specified offense is determined to be a hate crime. Therefore, when the predicate offense is a class C, D, or E felony or a misdemeanor, the crime for which the individual is convicted is “deemed to be one category higher than the specified offense.” N.Y. Penal Law § 485.10(2). When the specified offense is deemed a violent felony offense, the hate crime shall also be deemed a violent felony offense.

Internal College sanctions can range from written or verbal reprimands to suspension or expulsion. A full list of penalties is set forth in The Cord under Sanctions for Misconduct.

Hate Crime Prevention Information
Bias related/hate crimes can occur under any circumstance and in any environment. In order to promote the safety and security of all members of the College community the College’s Introduction to Sociology course features a unit on hate crimes. Introduction to Sociology is part of the College’s core curriculum, and is required to be taken by every student. This unit, included in the course's section on Prejudice, Discrimination, and Racism, exposes students to the ideas of racism and discrimination at the macro-level in terms of structural discrimination (e.g., education, housing, and employment), and at the micro-level (e.g. racism and discrimination against individuals in terms of personal attitudes and behavior). The section on micro-level racism addresses the causes and consequences of hate crimes, as well as notable NYC cases involving hate crime incidents. Students also learn, how to identify hate crimes and how to respond and get help if they, or a classmate, needs help.

Availability of Counseling
Victims of, or witnesses to, a hate crime can obtain counseling and support services by contacting the College’s Counseling Center at 718-489-5335 or Student Health Services at 718-489-5366. Additionally, victims may seek assistance through community resources, including:

- Ambulance / Police / Fire Department - Call 911
- Emergency Medical Service - 718-416-7000
- Emergency Dental Service - 212-582-4065
- The Brooklyn Hospital Center - 718-250-8000
- Brookdale University Hospital and Medical Center - 718-240-5000
- SUNY Downstate Medical Center - 718-270-1000
- New York Methodist Hospital - 718-780-3000
- New York Presbyterian Hospital - 212-746-5454
- Brooklyn’s Women’s Services - 718-748-1234
- Safe Horizon’s Crime Victims Hotline - 866-689-4357
- Center for Anti-Violence Education - 718-788-1775
- Safe Horizon Counseling Center - 347-328-8110
For a list of hospitals and counseling centers in New York City, including rape crisis centers and counseling programs, go to http://www.svfreenyc.org/resources.html

For updates concerning security procedures, students should refer to the College’s Emergency Action Plan, Annual Security Report, SFCAAlerts, or the College’s Safety and Security webpage.

POLICY FOR THE MAINTENANCE OF PUBLIC ORDER

Pursuant to Article 129-A of the New York Education Law, the Board of Trustees of St. Francis College has adopted the following policy that includes rules for the maintenance of public order on the College’s campus and other College property used for its educational programs and activities, including student-occupied housing, and a program for the enforcement of such rules.

All members of the College community, including students, faculty, staff, visitors, licensees, and invitees, shall comply with the following Rules of Public Order as well as city, state, and federal laws.

Rules of Public Order
1. Disorderly or indecent conduct on College property is prohibited.
2. Unauthorized possession or consumption of alcoholic beverages or controlled drugs and/or the possession or consumption of illegal substances on College property is prohibited.
3. No person shall be asked, required, or expected to consume alcoholic beverages or to use any illegal and/or controlled drugs of any kind for the purpose of becoming a member of a College activity, club, or committee.
4. No situation or action that recklessly or intentionally endangers the mental or physical health of any person shall be permitted.
5. All forms of hazing by an individual, group, or organization are expressly prohibited.
6. No member of the College community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights or otherwise interfere with the educational process.
7. No individual may refuse to comply with the lawful directive of a College representative.
8. Theft or intentional damage to College property, including individual property, is expressly prohibited. This includes inappropriate use of computer technology for other than school-related activities.
9. Unauthorized occupancy of College facilities or blocking access to or from such areas is prohibited. Permission for the extra-curricular use of College facilities must be obtained in writing from the Dean of Students or Director of Student Activities. Theft or intentional damage to College or individual property is expressly prohibited.
10. Whenever the disruption of public order on campus constitutes an immediate and severe threat to the safety and welfare of the College, its students, faculty, administrators, and/or employees, the President or his or her designee will take whatever action is required, without delay, to restore order and eliminate the threat to the College community.

Nothing contained in these rules is intended to be construed to limit or restrict the freedom of speech and peaceful assembly.

Enforcement and Penalties

The College recognizes that appropriate disciplinary measures are contingent on the kinds of disruption and the seriousness of the incident. Consequently, any violation of the Rules of Public Order will be dealt with by the Dean of Students or his or her designee.

Ejection

A student, faculty member, or administrator charged with a violation of the Rules of Public Order may be ejected from the College's property, including student-occupied housing, or any other property on which a College activity takes place, when the conduct presents a substantial danger to personal safety, property, or to the educational activities of the College.
Any licensee or invitee charged with a violation of the Rules of Public Order shall be asked to leave the Campus and his or her license or invitation will be withdrawn. In the event the licensee or invitee fails or refuses to leave the premises the Dean of Students shall cause his or ejection by notifying campus security and/or local law enforcement where necessary.

Violations and Sanctions
A student charged with a violation of the Rules of Public Order will be subject to the disciplinary sanctions and procedures outlined in The Cord under Sanctions for Misconduct. A faculty member charged with a violation of the Rules of Public Order shall be subject to the procedures described in the Faculty Statutes.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES
Policy Statement
It is the policy of St. Francis College to investigate any report of a missing student who resides in College-designated housing. The College is committed to maintaining a safe and secure environment for its students and has created the following procedures to be followed in the event a student is reported or believed to be missing. This policy applies to students residing in College-designated housing.

Confidential Contact
Students residing in College-designated housing will have the opportunity to register a confidential emergency contact to be notified in the event the student is reported missing. Any contact information provided by the student is confidential and will not be disclosed except to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation. If a student is under the age of 18 and not an emancipated minor, the College will notify the student’s parents or legal guardian in addition to any listed confidential emergency contact information.

Reporting Procedures
Any person who has reason to believe that a student may be missing should immediately contact the Dean of Student, located in Room 3307 of 180 Remsen Street and available at (718) 489-5315 or, outside of normal business hours (9:00 a.m. to 5:00 p.m.), at (347)-633-1374. The Dean of Students, in conjunction with College Security, will investigate each report and make an informed determination as to whether the student is considered missing in accordance with this policy. This investigation may include, without limitation: (i) contacting the student's cell phone or campus phone; (ii) speaking with the student's roommates, individuals residing in the student's building, and any other known associate(s) of the suspected missing student; (iii) reviewing the student's class schedule and access card history; and (iv) undertaking whatever other action is deemed appropriate, under the circumstances, to be in the best interest of the suspected missing student. If the Dean of Students determines that the student has been missing for 24 hours, the Dean of Students will immediately contact the New York City Police Department’s 84th Precinct, the College's local precinct. Additionally, within 24 hours of making the determination that the student is missing, the College will notify the student's confidential emergency contact. If the student is under the age of 18 and not an emancipated minor, the College will also contact the student's parents or legal guardian within such 24-hour period.

Nothing in this policy prevents the College from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY
Notice of Non-Discrimination and Policy Statement
St. Francis College prohibits harassment and discrimination on the basis of sex, race, color, gender (including gender identity), religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law in its education programs and activities or employment.
The College complies with all state and federal statutes, executive orders, and regulations concerning affirmative action, non-discrimination, and equal employment opportunities. Individuals or groups who believe they have been victims of discrimination or harassment on the basis of a protected status may file a grievance in accordance with this Non-Discrimination and Anti-Harassment Policy. Complaints of discrimination or harassment on the basis of sex that involve sexual misconduct are governed by the College’s policies for reports of student sexual misconduct or employee sexual misconduct, as applicable. For information about these policies, please contact the College’s Title IX Coordinator.

Definitions
For purposes of this policy, discrimination occurs when, on the basis of race, color, gender, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law, an individual or group is excluded from participation in, or denied the benefits of, any College program or activity.

Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law (“Protected Characteristic”), and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s academic or work performance; or (iii) otherwise adversely affects an individual’s educational or employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation on College property or in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

“Retaliation” means taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing or in any way discriminating against an individual because of the individual’s complaint of discrimination or harassment, or participation in an investigation or proceeding related to allegations of discrimination or harassment.

Individuals and Conduct Covered
This policy applies to all applicants, students, and employees, and prohibit harassment, discrimination, and retaliation, whether engaged in by a fellow student or employee, a supervisor or manager, or persons conducting business with or visiting the College, or any behavior that takes place at a College sponsored event.

Retaliation Is Prohibited
St. Francis College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, is a serious violation of this Policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting an Incident of Harassment, Discrimination, or Retaliation
St. Francis College strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the College’s policy are encouraged to file a complaint before the conduct becomes severe or pervasive. Complaints against a student should be brought to the Dean of Students (Room 3307, 718-489-5305). Complaints against an administrator, staff, or faculty member should be brought to the head of the Human Resources Department (Room 6320, 718-489-5256). Complaints against either the Dean of Students or head of the Human Resources Department should be brought directly to the Executive Vice President (Room 7311, 718-489-5352).
Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the College strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The College will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its students and employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. Knowingly making false allegations of harassment or discrimination, or providing evidence with the knowledge that it is false, is also a violation of College policy and will subject a person to disciplinary action up to and including dismissal or discharge.

The Investigation
Any reported allegations of harassment, discrimination, or retaliation against a student will be investigated promptly, thoroughly, and impartially by the Dean of Students, or a designee at the discretion of the Dean of Students. Any reported allegations of harassment, discrimination, or retaliation against an employee will be investigated promptly, thoroughly, and impartially by the Director of Human Resources, or a designee at the discretion of the head of the Human Resources Department. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Members of the College community must cooperate with investigations of discrimination or harassment occurring in relation to College programs or activities. Individuals with relevant information who refuse to cooperate upon request to do so may be subject to disciplinary action.

In order to facilitate a fair and thorough investigation, the College will utilize its best efforts to maintain the confidentiality of any individual participating in the investigation. However, the College's efforts must be consistent with adequate investigation and appropriate corrective action. The College can direct students to confidential counseling services at no charge to the students.

Responsive Action
Misconduct constituting harassment, discrimination, or retaliation will be dealt with promptly and appropriately. Responsive actions, as the College believes appropriate under the circumstances, may include but are not limited to: training, referral to counseling, monitoring of the offender, and/or disciplinary action, such as a warning or reprimand, suspension or expulsion from the College or residence hall, demotion, reassignment, temporary suspension without pay, or termination.

These policies should not, and may not, be used as a basis for excluding or separating individuals on the basis of a Protected Characteristic from participating in educational programs or activities or College related social activities or discussions in order to avoid allegations of harassment. The law and policies of St. Francis College prohibit disparate treatment on the basis of a Protected Characteristic with regard to terms, conditions, privileges, and perquisites of educational program, activities, or employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.
POLICIES AND PROCEDURES REGARDING THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AND REQUESTS FOR ACCOMMODATIONS

St. Francis College does not discriminate against any individual in the administration of its admissions policies, scholarships and loan programs, athletics, educational policies or other College services and/or activities. In accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990 as amended in 2008, the College is committed to providing equal educational opportunities and aims to ensure that no member of the College community, on the basis of a disability, is excluded from participation in, or denied the benefits of, any program provided by St. Francis College.

Summary of Applicable Laws and Regulations:
Section 504 of the Rehabilitation Act of 1973 serves to protect persons from discrimination on the basis of their disability and applies to any organization receiving federal financial assistance. Under Section 504, an institution of higher education is required to make appropriate adjustments and modifications to, among other things, admission requirements, academic programs, housing, and nonacademic services to ensure that a qualified individual is not discriminated against on the basis of his or her disability.

The ADA is a federal civil rights law designed to extend statutory protections against discrimination to individuals with qualified disabilities. In pertinent part the statute provides that “[n]o individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation.” 42 U.S.C. § 12182(a).

Important Definitions
“Disability” is defined as “a physical or mental impairment that substantially limits one or more of the major life activities” or an individual who has a record of, or is regarded as, having such a physical or mental impairment. 28 C.F.R. 35.104.

“Major Life Activities” means “functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.” 28 C.F.R. 35.104.

“Qualified individual with a disability” refers “an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.” 28 C.F.R. 35.104.

Accommodations for Students with Documented Disabilities
The College earnestly desires to remove barriers to full engagement in the learning process and to facilitate the educational experience of all students including those with documented mobility, vision, or hearing impairments, or any other physical or mental conditions which places limits on full participation. The College will make reasonable modifications to its practices, policies and procedures unless doing so would significantly alter the essential elements of the service, program, or activity, or result in an undue administrative or financial burden.
The College is prepared to meet the special needs of such students, which may include, inter alia, the following:

k) Note-takers  
l) Sign-language interpreters  
m) Large-print text readers and other reading aids  
n) Special seating arrangements  
o) Full accessibility to all educational programs and services, including relocation of a class or classes to an accessible location if necessary  
p) Adaptive computer hard- and software.  
q) Opportunity for tape-recording lectures, discussions, and other classroom and laboratory activities.  
r) Other facilities, tools, or services which may be required to accommodate a particular physical disability.

Eligibility for Accommodations and/or Special Services
In order to be eligible to receive accommodations or support services, a student with a disability must contact the Dean of Students, as far in advance of the beginning of the term for which accommodations and/or services are requested as possible. Particular services (e.g., textbooks on tape, sign language interpreters, special auditory and visual aids) require substantial advance notice. Provision of these services is directly dependent upon timely notification on the part of the student.

The student requesting accommodations and/or support services must provide appropriate documentation of his/her disability. In the great majority of cases, this will comprise lines from competent medical authority describing the nature of the condition, the limitations this condition imposes and services which will best assist the student to transcend these limitations.

The requesting student should present the required documentation and his/her request for particular accommodations and/or services to the Dean of Students in Room 3307. The College reserves the right to verify the documentation provided by the student.

Responsibilities
The Dean of Students is the institutional representative assigned the specific responsibility for responding to the needs of students with documented disabilities, including assisting them in identifying needs and particular accommodations and liaising with external agencies which provide assistance and funding to disabled persons (e.g., V.E.S.I.D, Commission on the Blind). In order for a student to be eligible for services and accommodations, he or she must identify him or herself to the Dean of Students as soon as practicable after he or she has been admitted to the College.

The student is also required to provide the Dean of Students with all relevant documentation attesting to the validity of the disability, as well as a summary of requested accommodations and services.

Further, the student must fully cooperate with external agencies to which he or she may be referred for assistance and/or funding.

At the beginning of every semester (within the first week of class), the Dean of Students will inform, by memorandum, each instructor who has a student with a documented disability in class of this fact. Copies of this memorandum will be forwarded to the Assistant Dean of Freshman Studies and relevant others, as well. Based upon the diagnostic materials presented to the Dean of Students, with recommendations, the memorandum will outline what is required to meet our institutional obligations to that student.
Faculty members are strongly encouraged to meet individually with any of their students with documented disabilities, as soon as practicable after the term's beginning, to discuss the particular arrangements which will be made. (NOTE: This should be done privately and discreetly). If there is any question concerning the nature of any of the accommodations required or its practical implementation, the Dean of Students should be promptly contacted. On any matter having academic implications, the Dean of Students will actively consult with the Assistant Dean of Freshman Studies.

Requests for Accommodations
As described above, in order to be eligible for accommodations and services, the requesting student must identify his or herself to the Dean of Students the semester in which accommodations and/or services are needed.

Disability Documentation Guidelines
Any student with an identified disability who is requesting accommodations or special services is required to provide appropriate documentation of his or her disability. The guidelines below provide information concerning the particulars that should be included in the request.

A. The testing upon which a diagnosis of a disability is based must comprise a comprehensive psychoeducational evaluation. The following areas must be assessed

1) Ability. A standardized measure of overall intelligence is required, preferably one derived through the use of the Wechsler Adult Intelligence Scale-Revised. The WAIS-R is however, only one component of a full documentation report; the results of this test alone are not sufficient.

2) Achievement. Assessments of ability in reading, writing, and mathematics are required. Suggested instruments include:
   a) The Woodcock-Johnson Psycho-educational Battery, Revised: Tests of Achievement, and
   b) The Stanford Test of Academic Skills (TASK); or
   c) A combination of tests in specific skill areas, such as the test of Written Language, the Woodcock Reading Mastery tests - Revised, and the Standard Diagnostic Mathematics test.

3) Processing Skills. Other areas of information processing such as short and long-term memory, visual and auditory processing, and processing speed may also warrant evaluation as indicated by the results of one or more of the above tests. While the areas above must be included, they are not intended to preclude assessment of other relevant areas such as psychological status or vocational skills.

B. In order for accommodations and service claims to be based on accurate information about the student’s current functioning, the testing must be recent. Generally, this means that it must have occurred within three years of the beginning of the semester for which accommodations or services are being requested.

C. The testing must specifically state that a learning disability is present and make explicit the criteria upon which that diagnosis is based. Terms such as “learning problems,” “differences,” “weaknesses,” or “deficiencies” are not the equivalent of a diagnosed learning disability, and are inadequate. In the particular case of attention deficit disorders (ADD and ADHD), the criteria enumerated in the DSM-III-R must be used.

D. The testing must be performed by a qualified evaluator. Licensed psychologists, learning disability specialists, and educational therapists are most commonly involved. The evaluator’s name and title must be clearly indicated on the report.
E. The report must contain specific information concerning the student’s functional limitations (e.g., how his or her learning disability is likely to affect them in typical academic situations) and the nature of recommended accommodations.

In lieu of the above, the College will accept adequate documentation of a learning disability with an Individualized Education Program (IEP) or the equivalent from a student’s secondary school, provided that:

1) The IEP was completed or up-dated within three years of the starting date of the semester in which the student seeks accommodations;
2) The IEP clearly indicates a diagnosis of a learning disability.
3) The IEP specifies particular limitations on the student’s functioning; and
4) The IEP enumerates specific accommodations required for the student to minimize those limitations.

Services
Depending upon the specific nature the disability and the recommendations included in the diagnostic report, a student with a disability may be eligible for one or more of the following:

a) Extra-time for examinations and in-class assignments (time and a half or double time)
b) Note-takers
c) Tape recording of lectures
d) Oral examinations
e) Readers
f) Separate Distraction Free environment for examination
g) Other individualized compensatory accommodations as may, from time to time, be required.

It should be noted that the College lacks sufficient resources to provide special one-on-one academic counseling, subject-matter tutoring, study skills and time-management workshops or remedial instructions to students with a disability beyond those which are available to all students through the Office of Academic Support Services and the faculty of individual academic departments.

Contact Information
As described above, the Dean of Students is the institutional representative assigned the specific responsibility for responding to the needs of students with documented disabilities, including assisting them in identifying needs and particular accommodations. The Dean of Students can be reached at 718-489-5315 or by visiting Room 3307 between the hours of 9 a.m. – 5 p.m., Monday – Friday.

Confidentiality
To the extent possible, confidentiality will be maintained for all students seeking academic or physical accommodations.

Grievance Procedure
Any student who believes that he or she has been subject to discrimination on the basis of disability or has been denied access or accommodations required by law shall have the right to invoke the grievance procedures set forth in the College's Non-Discrimination and Anti-Harassment Policy.
INVESTIGATION OF VIOLENT FELONY OFFENSES

Pursuant to Article 129-A of the New York State Education Law, the College has adopted this policy for the investigation of violent felony offenses that occur on the St. Francis College campus or in College-designated housing. In all cases where a violent felony offense has occurred or is alleged to have occurred on the St. Francis College campus or College designated housing, the College will immediately notify 911 and the New York City Police Department's 84th Precinct, the College's local precinct. All College personnel will cooperate fully with police authorities in investigating the alleged offense.

“Violent felony offenses” include: murder; kidnapping; manslaughter; rape; aggravated sexual abuse; sexual conduct against a child; assault; arson; robbery; criminal possession of a weapon; criminal use of a firearm; criminal sale of a firearm; aggravated assault upon a peace officer, fireman, or emergency services professional; gang assault; burglary; and intimating a witness or witnesses.

The College and the Commanding Officer of the 84th Precinct have a close working relationship. The NYPD will promptly investigate if a violent felony offense occurs.

CAMPUS SECURITY INFORMATION

Building Access and Maintenance
The College campus is for the use of students, faculty, staff, and their invited guests, and those on official business. The entrance of St. Francis College is located at 180 Remsen Street. All members of the College community must swipe their identification card at the bollards upon arrival. All guests must present identification and register with our Security and Concierge Team. Guests will then be directed to their place of business. As people enter the building they are monitored by our Security Team, which covers the front desk, 24 hours a day, 7 days a week. Patrols are done hourly to ensure all exits are properly closed and to ensure the safety of everyone in the building. In addition to our Security Team, security cameras monitor all exits and entrances and certain areas on Campus. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Facilities Department.

Security Desk
The Security Desk is located in the main entrance lobby and is manned 24 hours a day. The security officer at this desk is available to receive emergency calls. Each security officer is equipped with a radio and is always in voice contact with the Director of Security and his or her fellow security officers. All incidents are logged and reported to the Director of Security and Community Partnerships and Special Events. The college uses Competitive Edge Software to log and keep track of all security incidents. The Director of Security and Community Partnerships and Special Events monitors all security incidents.

Each telephone throughout the College is labeled with the Security Desk’s extension in order to expedite communication from anywhere in the College to the Security Desk.

The Director of Security and the Office of Community Partnerships and Special Events are charged with the responsibility of overseeing the security function at St. Francis College. The Office of Community Partnerships and Special Events is open from 8:00am to 7:00pm. All emergencies, incidents, crimes, and other problems are reported by security officers to the Office of Community Partnerships and Special Events. When the Office of Community Partnerships and Special Events is not staffed, these reports are made to the appropriate administrator (Vice President for Financial Affairs during the day or the Assistant Academic Dean in the evenings).
Reporting Criminal Activity
St. Francis College encourages all students and members of the College community to be fully aware of the safety issues on campus and to take action to promptly report any illegal or inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

To report a crime in progress or an emergency, please contact 911. Then please call (718) 489-5333, the College's dedicated emergency line.

For additional information about St. Francis College’s safety and security policies and procedures, please refer to the College’s Annual Security Report, available on the College’s Safety & Security website or through Mr. Robert Oliva, Office of Community Partnerships and Special Events, 180 Remsen Street, Room 5020, roliva@sfc.edu or 718-489-5372.

Emergency Notification
We urge all students to register for SFCALETS, the college's emergency notification system, that will automatically send an emergency message to your cell phone and home in not more than 30 minutes of a significant emergency or dangerous situation involving an immediate threat on campus. Please visit www.sfc.edu/sfcalerts for further information. Students can update their notification information by visiting mySFC portal. If you need your authorization code, please contact the Office of Government and Community Relations at (718) 489-5404. This is not a substitute for reading the entire Emergency Action Plan and attending trainings.

For Emergency Update information, check www.sfc.edu, or call (718) 522-2300 for a recorded message.

GUEST POLICY
In order to assure the safety and security of the learning environment, it is the policy of the College to permit access to its facilities only to those engaged in official business.

Students who wish to host a guest for any part of a College business day should make arrangements in advance with the Office of Admissions (for secondary school students) or the Office of the Dean of Students (for all others). Any student wishing to host an overnight guest should refer to the Residence Life Handbook. For additional questions concerning overnight guests please contact Mr. Steve Porcelli, Director of Residence Life, at sporcelli@sfc.edu or (718) 489-3415.

All other visitors should make prior arrangements with the office upon which they are calling; appointments are encouraged. Those without appointments must be escorted by a member of the host department.

Students are advised that the College discourages them from bringing young children to the campus and assumes no responsibility for their welfare. Children may be allowed in class only with explicit permission of the instructor.
POLICY ON ACADEMIC INTEGRITY

As affirmed in the Mission Statement of St. Francis College, “Both the Franciscan heritage and the Catholic tradition establish a cornerstone of academic excellence, social responsibility, and mutual respect throughout the entire College community.” Academic integrity (honesty) entails being truthful to oneself and to the larger College community, being original in thought and expression, and attributing honestly ideas and words taken from other sources. Originality of thought and expression is fundamental to academic discourse, as is honesty in giving credit to other thinkers when using their ideas and words. Academic integrity embodies the values of sound moral character and of excellence, social responsibility, and mutual respect which are upheld, in the College Mission Statement, as cornerstones of the College Community.

The academic integrity principle, broadly stated, means students have done or have prepared the work or research in or out of class that bears their names and that they have given proper acknowledgement for the use of materials and sources.

The Policy on Academic Integrity has been developed to provide students and faculty with guidelines to determine what conduct violates the academic integrity principle and procedures for dealing with conduct alleged to be in violation of the academic integrity principle. These procedures guarantee due process to all members involved in cases of alleged violation of academic integrity and protect the rights of faculty and students involved in such cases.

A matter concerning violation of academic integrity is to be considered separate and apart from the existing rubrics of student misbehavior. The following are given as examples of violations of academic integrity. Since a violation of academic integrity takes place whenever anyone undermines the academic integrity of the College or attempts to take unfair advantage of others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a St. Francis College education.

Cheating – Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes examinations, when not specifically allowed by the instructor, is a form of unauthorized assistance and is defined as cheating.

Counterfeit work – Includes work submitted as one’s own that was created, researched, or produced, in whole or in part, by someone else. Turning in a report of another’s research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as solely one’s own, are all forms of counterfeit work and are unacceptable.

Falsification of academic records – Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, related documents, academic reports, tests and projects is an act violating academic integrity.

Falsification of data or creation of false data – Falsification or fabrication of data in research or experimental procedures is considered an act of violation of academic integrity.

Plagiarism – Includes presenting as one’s work the work of someone else without properly acknowledging the source (in work, for example, for specific class assignments or for submissions to campus publications). Plagiarism is theft: using the words and ideas of another person as if they were one’s own. Exact copying should be enclosed in quotation marks and be appropriately documented in footnotes or endnotes that indicate the source of the quotation. Paraphrasing, when the basic sentence structure, phraseology, and unique language remain the same, is also plagiarism. When in doubt about these matters, it is the student’s responsibility to seek guidance from the instructor of the course prior to submitting material for course credit.
Theft – Communicating all or any part of tests or answer sheets, specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, and theft of completed tests constitute violations of academic integrity.

Unauthorized reuse of work – Submitting the same work to more than one class without consent of the instructors involved constitutes a violation of academic integrity.

Procedure

The procedural policy on academic integrity distinguishes between an informal and formal inquiry into incidents concerning violations of academic integrity. Each stage of the academic integrity process, informal and formal, is to be conducted in strict confidentiality.

A member of the faculty who discovers in a student’s work or conduct what he or she judges to be an act of academic dishonesty will deal with the matter as follows:

Informal Inquiry: A faculty member suspecting a student of a violation of academic integrity may attempt to deal with the situation in an informal manner. This informal manner would involve discussing the situation with the student suspected of the violation and informing the student of the penalty sought to be imposed by the faculty member.

If the student does not challenge the penalty, the matter is resolved. Otherwise, the Department Chair may be called in to assist the faculty member and student in resolving the matter. If this is not successful, the matter will proceed to a formal inquiry. A faculty member may also decide that the matter is serious enough to bypass the informal inquiry and to proceed directly to a formal inquiry.

Formal Inquiry: If resolution is not achievable through the informal means, a formal inquiry is to be pursued. The faculty member and/or the student reports the matter to the Committee on Academic Integrity. The Chair of the Committee will invite the faculty member and student concerned to submit a statement in writing detailing the incident and any evidence pertinent to the matter. The Committee may or may not interview the involved student and/or faculty member; the Committee reserves the right to seek additional information from other pertinent sources. The Committee will consider the statement and the evidence submitted by both the faculty member and the student and will base its decision and any possible penalty on that evidence. The decision of the Committee on Academic Integrity shall be final and binding on both the faculty member and the student. Records of student violations of academic integrity confirmed by the Committee will be maintained by the Academic Dean.

Classification of Penalties

The Committee may select from among the penalties described in 1, 2, or 3 below. In the case of more serious or repeated offenses, the Committee on Academic Integrity may impose additional and increasingly severe penalties described in 4, 5, and 6 below.

1. A grade of F on the paper, examination, or assignment.
2. Reduction of final course grade.
3. A grade of F for the course.
4. Disciplinary dismissal from the College for at least one semester following the semester in which the offense has occurred.
5. Immediate disciplinary dismissal from the College for not longer than the remainder of the current and the following semester.
6. Permanent disciplinary dismissal from the College.

Students may not withdraw their registration from the course involved once a report has been made to the Committee on Academic Integrity. A formal inquiry must be initiated by the end of the semester following the semester in which the incident occurs.
Committee on Academic Integrity
A. Organization: The Committee shall be composed of five faculty members, elected from each of the four divisional groups and one at-large, two students (one from senior and one from junior year) appointed by the Student Government. The Dean of Student and the Vice President for Academic Affairs/Academic Dean or his/her deputy shall be ex officio members of the Committee.

B. Duties:
1) To foster the values of academic integrity among students, faculty, administrators and staff.
2) To act as a board of review in all cases concerned with violations of academic integrity in accord with the established policy and procedures on academic integrity.

STANDARDS OF CONDUCT – STUDENT BEHAVIORS

COLLEGE POLICY STATEMENT
It is the policy of St. Francis College to establish the Standards of Conduct Expected of Students, to be administered by the Office of the Dean of Students, for the purpose of maintaining a campus environment that is conducive to learning, protects the College’s educational purposes, maintains reasonable order on campus, and protects the rights of all members of the College community. The College’s Standards of Conduct Expected of Students and the accompanying student disciplinary processes are intended to foster moral and ethical development, personal accountability, and civility toward others. Our student affairs and resident life creed, Living the Franciscan Spirit, sets forth our expectations for all students of St. Francis College.

COLLEGE PRACTICE
The Standards of Conduct Expected of Students, below, outlines the practices to be utilized in administering the student disciplinary system at College.

SECTION I: PURPOSE
The Standards of Conduct Expected of Students embraces several core philosophies: preservation of the rights of free speech and peaceable assembly; respect for freedom of inquiry and constructive criticism; a conviction that honesty and integrity are key values to the College community; and the belief that all members of the College should be part of a Franciscan campus environment that respects differences of culture, gender, religion, race, age, lifestyle, or ability. These expectations are communicated in our creed, Living the Franciscan Spirit.

SECTION II: RESPONSIBILITY FOR IMPLEMENTATION
The President, as Chief Executive Officer of the College, has overall responsibility for implementation of the Standards of Conduct Expected of Students and the student disciplinary process. The President has delegated its overall management to the Dean of Students. The Office of the Dean of Students is directly responsible for the daily administration of the College’s student judicial system.

All authority concerning discipline resides with the Dean of Students, or a designee appointed at the Dean of Student’s discretion, who will take whatever action the Dean of Students deems necessary after having investigated all the facts in any case brought to his or her attention.

SECTION III: STUDENT JUDICIAL PROCESS
All students have the right to due process, which shall include: a specification of the misconduct which is alleged; an opportunity to confront the student’s accuser; an opportunity to present the student’s version of the facts; an opportunity to call witnesses on the student’s behalf; and an expectation that the truth of the allegation against the student will be decided solely on the basis of the facts presented.
Upon a finding that a student has violated the Standards of Conduct Expected of Students, the Dean of Students, or a designee appointed at the Dean of Student's discretion, is empowered to render, among other sanctions, the following disciplinary penalties: oral reprimand; written reprimand; deprivation of services or loss of specific privileges; disciplinary probation; suspension; expulsion; community service; or reimbursement for damage to, or loss of, College property.

A student may appeal a decision made by the Dean of Students, or a designee appointed at the discretion of the Dean of Students, by submitting a written request to the Chairman of the Faculty Committee on Student Behavior. A student may appeal the decision of the Dean of Students on the following grounds: (i) there is new evidence that was not reasonably available at the time the decision of the Dean of Students was rendered, or (ii) the sanctions are not consistent with past practices or the severity of the misconduct. Contact information for the Faculty Committee on Student Behavior can be found at the Dean of Students Office (Room 3307) and the Office of Academic Affairs (Room 8312). The request for an appeal must be made within five class days following receipt of the original decision of the Dean of Students. The Faculty Committee on Student Behavior's decision regarding the appeal shall be considered final.

RIGHT OF SUMMARY SUSPENSION
Subject to prompt review, the President of the College, or a designee appointed by the President, may summarily suspend a student from the College for a period of up to five class days if, in the President's judgment, such action is necessary for the protection of the health and safety of any member of the College community or the welfare of the College as a whole. Decisions regarding summary suspensions must be reviewed by the Faculty Committee on Student Behavior within five class days. Persons under summary suspension shall not be allowed on the College's property, including student occupied housing, or any other property on which a College activity takes place.

SECTION IV: JURISDICTION
The College maintains jurisdiction over misconduct that occurs on the College's property, including student occupied housing, or any other property on which a College activity takes place. The College may also address off-campus behavior if the College determines that the behavior or the continued presence of the student impairs, obstructs, interferes with, or adversely affects the mission, processes, or functions of the College.

A student may be subject to discipline if the student commits a criminal offense off campus and the offense in question also constitutes a violation of the Standards of Conduct Expected of Students. The College may pursue disciplinary action against a student irrespective of any pending criminal charges, criminal prosecution, or any other potential action taken by law enforcement agencies. The College may impose sanctions when the criminal proceeding is dismissed or the charges have been reduced.

SECTION V: STANDARDS OF CONDUCT EXPECTED OF STUDENTS
The following behavior is subject to disciplinary action as a violation of the Standards of Conduct Expected of Students. An individual, a group of individuals, or a student organization may be charged with violations of the Standards of Conduct Expected of Students. In cases where a violation is committed by an individual member of a student organization, the entire organization may be held responsible, when other members of the organization participate in the activity by encouraging, witnessing, or condoning the act in any manner.

Standards of Conduct Expected of Students
A. St. Francis College has a duty and the disciplinary powers to protect its educational purpose. The College exercises these powers by setting standards of academic performance and conduct for its students and enforcing such principles where necessary. In the event these powers need be used, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties.
B. Students who violate the law in a manner that also violates College rules and regulations, may be subject to College penalties in addition to any legal penalties which may be assessed by civil or criminal authorities for the same offense(s).

C. The conduct listed below constitutes grounds for disciplinary action.

In addition to the prohibited conduct listed below, the College may, from time to time, promulgate regulations or policies that pertain to specific situations. Prohibited conduct includes, but is not limited to, the following:

1. Plagiarism, cheating, and other academic irregularities.
2. The submission of a falsified, forged, or modified document or record to a campus agency or official; this includes, but is not limited to, identification cards, absence excuses, transcripts, applications, other academic documents, service applications, and agreements.
3. Unauthorized use of the College name by any person, persons, or organization; this includes, but is not limited to, identification cards, absence excuses, transcripts, applications, other academic documents, service applications, and agreements.
4. Failure to meet a financial obligation to the College; this includes, but is not limited to, issuing bad or fraudulent checks in exchange for cash by the College or any check cashing facility on the campus, refusal to pay delinquent accounts and/or use of bad or fraudulent checks or money orders in payment of College tuition, library fines, or other fees.
5. Possession or distribution of alcoholic beverages.
6. The manufacture, possession, sale, distribution, or use of illegal drugs.
7. Behavior which jeopardizes the safety or well-being of other persons; this includes, but is not limited to, harassment or physical or verbal abuse of, or interference with, firemen, policemen, or other persons engaged in the performance of their official duties; harassment, verbal abuse, or threatened or actual physical abuse of persons on College property; forcible detention of any person on College property; unauthorized use or possession of firearms or other dangerous weapons; hazing or loud and disorderly conduct; and willful indecent exposure.
8. A violation(s) of fire, health, safety, security, and traffic regulations; this includes, but is not limited to, failure to comply with evacuation procedures; the mishandling of, or tampering with, a fire-prevention apparatus; unauthorized or improper use of electrical equipment; the use or possession of fireworks, open flame devices, or combustible materials which may endanger persons or property; and any other action which endangers or impairs the health, safety, or security of a member(s) of the College community or other person(s) on College property.
9. Destruction, theft, attempted theft, impairment, abuse, misuse, or unauthorized use or possession of private property, College property, or College facilities. This regulation is intended to safeguard the personal property rights of members of the College community as well as the general public. In addition, it is intended to protect the facilities and equipment provided for the benefit of the College community, which includes, but is not limited to, telephones, vending machines, lockers, elevators, laundry equipment, keys, and locks.
10. Unauthorized entry into or presence in any College building or facility. This regulation applies to all classrooms, and administrative, recreational, and service facilities. The scheduled hours of authorized public access to any building or facility, or permission for special use of any building or facility, may be obtained from the academic or administrative officer normally having control over such building or facility.
11. Actions which obstruct, disrupt, or interfere with any College activity or with a properly scheduled non-College activity occurring on College property.— Such actions include, but are not limited to, disorderly or disruptive actions within or near any classroom, laboratory, research facility, administrative office, or other College space, as well as during athletic events and entertainment programs held on the College premises. This also includes the possession or use of bombs or other explosive devices of any character, and the threat, oral or written, that any bomb or explosive device has been, or may be, implanted in or upon any property or building of the College.
12. A violation(s) of state or federal law in a manner that hampers the College’s pursuit of its educational purposes.
13. Failure to appear at a conduct review board or appeal board hearing following proper notification to appear, either as a party or as a witness.
14. Knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter.
15. Any action or situation which recklessly or intentionally endangers the mental or physical health of a member of the College community or which involves the forced consumption of liquor or drugs for the purpose of initiation into, or affiliation with, any organization sponsored by, or in any way affiliated with, the College.
16. Behavior which intentionally disrupts the academic process, including failure to comply with the directives of a faculty member in the faculty member's class.
17. Failure to show one's College Identification Card when requested by a security officer, faculty member, or administrator.
18. Physical or verbal attacks against an individual whereby the victim is intentionally selected 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 the victim.

Disruptive Conduct Includes, but it is not Limited to:
1. Any action that impairs, interferes with, or obstructs the normal operations of the College and/or interferes with the rights of any other member(s) of the College community, including a visitor(s) to the College. This includes intentional occupation of, or blocking the entry or exit to, College facilities, including, but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms, and campus grounds.
2. Any action that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's ability to carry out the normal academic or educational functions of the faculty member's or instructor's class.
3. Participating in or leading in the disruption of, or inciting others to disrupt scheduled and/or normal campus activities, events, and programs.
4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on College premises or at a College-sponsored or supervised functions.
5. Disturbance of any member of the College community, including a visitor to the College.
6. Solicitation on campus without prior approval from appropriate College officials. This includes, but is not limited to, the disbursement of any forms of promotional or informational material, requests for donations, or the selling or vending of any merchandise or services on College property, including student occupied housing, or any other property on which a College activity takes place.

Discrimination by Student Organizations
Discrimination by a student organization occurs when the organization selects its membership upon the basis of a prospective member's race, religion, color, national origin, gender, age, sexual orientation or disability unless any given student organization's membership restriction is shown to be specifically allowed by law.

Hazing
1. Any action or activity committed by either active members, associate members, or pledges of an organization which inflicts or intends to cause physical or mental harm or anxieties that may demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing includes, but is not limited to:
   a. Interference with a student's academic or work performance.
   b. Forced consumption of any food, alcohol, drugs, or any other substance.
   c. Forced physical activity.
   d. Deprivation of food or sleep.
   e. Physical acts such as branding or paddling.
   f. Requiring participation in any activity that violates College policies or any local, state, or federal law.
   g. Any forced activity that adversely affects a person's self-esteem or academic welfare.
2. Any action or situation which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization.

3. In cases where the activity is performed by an individual member of a student organization, the entire organization may be held responsible, when other members of the organization participate in said activity by encouraging, witnessing, or condoning the act in any manner.

4. Any individual and/or organization found guilty of hazing will be subject to a minimum penalty of suspension.

**Sexual Misconduct**

St. Francis College is committed to maintaining a community free from all forms of sex discrimination, including sexual misconduct. Sexual misconduct includes a broad range of behaviors that will not be tolerated in the College's education programs or activities. The College strictly prohibits sexual harassment and sexual violence, including the offenses of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. Any allegations of sexual misconduct will be investigated in accordance with the College's Policy and Procedures for Reports of Student Sexual Misconduct. For additional information about such policy, or to report incident of sexual misconduct, please contact the College's Title IX Coordinator:

Linda Werbel Dashefsky  
Vice President for Government and Community Relations & Title IX Coordinator  
180 Remsen Street  
Brooklyn, NY 11201  
lwerbel@sfc.edu  
718-489-5370

**SECTION VI: SANCTIONS FOR MISCONDUCT**

College-imposed sanctions are meant to be corrective and educational as well as punitive. The disciplinary process is intended to clarify the limits of acceptable behavior and give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into the student’s overall development. Assigned discipline may include a combination of sanctions for a particular incident. The sanctions which may be incurred include, but are not limited to, the following:

A. Sanctions for Students and/or Student Groups

1. **Verbal Warning:** Notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

2. **Formal Reprimand:** An official written statement informing the student of the College’s disapproval of the student’s actions and a warning that any future violation(s) will be dealt with more severely.

3. **Disciplinary Probation:** An official notice that the student's conduct is in violation of the Standards of Conduct Expected of Students, but does not warrant suspension or permanent dismissal. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if, during the probationary period, the student commits another violation of the Standards of Conduct Expected of Students. During the probationary period, a student will be considered “not in good standing” and may be excluded from some programs and curricular or extracurricular activities, including, but not limited to, running for and/or holding office in any student organization.

4. **Suspension:** An involuntary separation of the student from the College for a definite period of time and/or until the student meets certain conditions for readmission. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension requires administrative review and approval by the President or a designee appointed by the President.
5. **Deferred Suspension:** The sanction of suspension may be placed in deferred status provided that the student completes other assigned sanctions by the specified deadline(s). Failure to complete all sanctions and provide proof of completion by the deadline(s) will result in the automatic enactment of the suspension without charges or a hearing. If a student is found responsible for another violation of the Standards of Conduct Expected of Students during the period of deferred suspension, the student may be permanently dismissed from the College.

6. **Permanent Dismissal:** An involuntary permanent separation from the College. Permanent dismissal requires administrative review and approval by the President or a designee appointed by the President.

7. **Delay and/or Denial of Degree Award:** During the period disciplinary charges are pending against a student the College may deny and/or delay issuance of a degree. Further, the College may refuse to issue a degree to a student who is serving a suspension or has been permanently dismissed from the College.

8. **Revocation of Degree:** An awarded degree may be revoked for a violation(s) of the Standards of Conduct Expected of Students that occurred prior to the award of the degree, but is discovered after the degree has been awarded, and where the violation is sufficient to justify the suspension or permanent dismissal of the student. Revocation of a degree requires administrative review and approval by the President or a designee appointed by the President.

9. **Other Secondary Sanctions** may be imposed instead of, or in addition to, those specified above. Secondary sanctions include, but are not limited to:
   a. **Restitution** (compensation for loss, damage or injury)
   b. **Fines** for alcohol or drug violations (First Offense = $100; Second Offense = $200; Third Offense = $300)
   c. **Community Service**
   d. **Educational activities** such as a reflective writing assignment or attendance at an event directly related to the violation committed (e.g., alcohol/drug workshop; diversity awareness training; ethics workshop)
   e. **Restrictions** (temporary or permanent loss of privileges, including the use of certain College facilities or services.)

**Enhanced Sanctions**
Any violation of the Standards of Conduct Expected of Students against any individual, group, or student organization which is shown to be motivated by the individual’s, group’s, or student organization’s racial identity, religion, or religious beliefs, disability, national origin, gender, sexual orientation, or other personal characteristic will subject a student and/or student organization to a more severe sanction than would ordinarily accompany that violation.

**SECTION VII: REVIEW OF THE STUDENT JUDICIAL SYSTEM**
A. The Office of the Dean of Students will convene a committee for a Student Judicial System Review with the Faculty Committee on Student Behavior at least every four years (“Review Committee”). The Review Committee will be responsible for carrying out the following tasks:
   1. Reviewing the goals and effectiveness of the College’s disciplinary system;
   2. Reviewing the effectiveness of the types of sanctions issued;
   3. Recommending changes to the Standards of Conduct Expected of Students;
   4. Recommending changes in the judicial processes and procedures established and followed by the Office of the Dean of Students; and
   5. Recommending training sessions and publications on topics related to student conduct and the campus judicial processes.

B. The Review Committee will be chaired by the Dean of Students and will include one representative from the following areas: Residence Life, Health Services, Counseling Services, Student Government, and Student Activities.

C. Amendments to the Standards of Conduct Expected of Students that receive the support of the Review Committee will be reviewed with the Vice President & Provost of Academic Affairs.
SECTION VIII: SCOPE OF POLICY COVERAGE
This policy applies to all students, student groups, and student organizations as defined in Section V of the Standards of Conduct Expected of Students.

SECTION IX: CAMPUS SAFETY
The Advisory Committee on Campus Safety: In accordance with New York State Education Law Article 129-A and section 1092(f) of Title 20 of the United States Code, the Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education, www.ope.ed.gov/security. To request this information, please contact the Office of Campus Safety, Community Events and Partnerships at (718) 489-5372.

The President has appointed the Advisory Committee on Campus Safety in accordance with New York State Education Law 129-A section 6431. The Committee is tasked with reviewing current campus security policies and procedures and making recommendations for their improvement. Such review includes the College's policies and procedures for:

1. Educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault, domestic violence and stalking offenses;
2. Educating the campus community about personal safety and crime prevention;
3. Reporting sexual assaults, domestic violence and stalking incidents and assisting victims during investigations;
4. Referring complaints to appropriate authorities;
5. Counseling victims; and
6. Responding to inquiries from concerned persons.

The Committee reports in writing to the College President at least once each academic year. This report is available upon request.

POLICY AND PROCEDURES FOR REPORTS OF STUDENT SEXUAL MISCONDUCT

PART 1: RESOURCES AND DEFINITIONS

I. INTRODUCTION
A. Notice of Nondiscrimination and Policy on Statement on Sexual Misconduct
The health, safety, and well-being of all members of the St. Francis College (“College”) community are the College’s primary concerns. In furtherance of the Franciscan Spirit, and in accordance with Title IX of the Education Amendments of 1972 (“Title IX”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by the Violence Against Women Act/Campus Sexual Violence Act (“Campus SaVE Act”), and Article 129-B of the New York State Education Law, the College is committed to maintaining a community free from all forms of sex discrimination, including sexual misconduct. In accordance with Title IX, the College does not discriminate on the basis of sex in its education programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence.

Sexual misconduct includes a broad range of behaviors that will not be tolerated in the College’s education programs or activities. The College strictly prohibits sexual harassment and sexual violence, including the offenses of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity. The College does not tolerate any form of sexual misconduct.
Questions regarding Title IX and the Campus SaVE Act and/or Article 129-B of the New York State Education Law may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

B. The Title IX Coordinator
The College's designated Title IX Coordinator is:

Linda Werbel Dashefsky
Vice President of Government and Community Relations
180 Remsen Street
Room 7304
Brooklyn, NY 11201
Phone: (718) 489-5370 or, if on campus, extension 5370
Email: lwerbel@sfc.edu

The Title IX Coordinator’s responsibilities include, but are not limited to, overseeing the College’s response to complaints of sexual misconduct, coordinating investigations into allegations of sexual misconduct, and identifying and addressing any patterns or systemic problems of sexual misconduct that arise during the investigation of a complaint of sexual misconduct.

C. Scope of Policy
This policy governs sexual misconduct involving St. Francis College students, and applies to such students regardless of sex, race, national origin, disability, part-time/full-time status, sexual orientation, gender identity, or other protected status. Complaints of discrimination or harassment on the basis of sex that do not involve sexual misconduct are governed by the College's Non-Discrimination and Anti-Harassment Policy contained in The Cord, the College's Student Handbook.

If the respondent is a St. Francis College employee or other person doing business with the College, the investigation and disciplinary processes described in the College's Policy and Procedures for Reports of Employee Sexual Misconduct will apply. For information about this policy, please contact the Title IX Coordinator. This Policy and Procedures for Reports of Student Sexual Misconduct applies to any allegation of sexual misconduct that takes place on College property, including student-occupied housing, or any other property on which a College program or activity takes place. This policy also covers conduct that takes place off of College property, or has a reasonable connection to the College.

This policy:
1. sets forth the Students' Bill of Rights;
2. describes programs implemented by the College to educate and increase awareness among the College community regarding sexual misconduct;
3. sets forth available resources and reporting options for victims of sexual misconduct;
4. defines prohibited conduct;
5. describes the College’s procedures for responding to complaints of sexual misconduct, including the investigation, hearing, and sanctioning process.
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 treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the investigation and hearing process and/or criminal justice process free from pressure from the College;
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 College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the complainant 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 with as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the respondent, and or their friends, family and acquaintances within the jurisdiction of the College;
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, 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 College;
12. Be informed of the outcome of the College’s investigation;
13. Be provided with information about health, counseling, and other support services from College and local resources. All members of the College community may obtain information about such resources from the College’s Title IX Coordinator. Students may also obtain information from the St. Francis College Counseling Center, Room 2310 (second floor near the Volpe Lounge), (718) 489-4335;
14. Be notified of options for changing academic, living, transportation, and working situations;
15. Report the incident to College authorities and seek guidance from the College’s Title IX Coordinator;
16. The prompt, impartial, and thorough investigation of his/her complaint in accordance with this Policy;
17. Be informed of the importance of preserving evidence;
18. Be informed of his/her rights and the College's responsibilities for orders of protection, restraining orders, or “no-contact” orders as applicable;
19. Confidentiality in accordance with the College’s Policy and Procedures for Reports of Student Sexual Misconduct.

II. PREVENTION AND AWARENESS EDUCATION PROGRAMS

Creating a safe and respectful environment is the responsibility of all members of the College’s Franciscan community. To promote and maintain this environment, St. Francis College engages in comprehensive educational programming to prevent sexual misconduct, (including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and retaliation). The College provides primary prevention and awareness programs for all incoming students and employees, and ongoing prevention and awareness campaigns for all students and employees.
The College educates the student community about sexual misconduct through its mandatory freshman orientation program, certain required courses, and ongoing programming initiatives throughout the students’ time at St. Francis College. Such programming and courses provide students with information about safety and security procedures, the College's procedures for responding to reports of sexual misconduct, options for safe and positive bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. For additional information about the College's sexual misconduct prevention and awareness programming, please contact the College’s Title IX Coordinator, Linda Werbel Dashefsky, Vice President of Government and Community Relations, St. Francis College, 180 Remsen Street, Room 7304, New York, NY 11201, (718) 489-5370, lwerbel@sfc.edu.

III. RESOURCES AND REPORTING OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT

A. Immediate Medical Assistance and Counseling
If you or someone you know is or may be the victim of any form of sexual misconduct, the College strongly urges you to seek immediate assistance. Assistance is available 24 hours a day, 7 days a week, from:

- Local Police (84th Precinct) and Emergency Assistance - Call 911
- Campus Security - (718) 489-5333 or, if on campus, extension 5333
- Safe Horizon Rape and Sexual Assault Hotline - (866) 689-HELP (4357)
- Safe Horizon Domestic Violence Hotline - (800) 621-HOPE (4673)
- Beth Israel Hospital Emergency Room, First Avenue and 16th Street Manhattan
- Maimonides Medical Center Emergency Room - 4802 10th Ave., Brooklyn, NY 11219 (718) 283-7222
- NYPD Sex Crimes Report Hotline - (212) 267-7273
- Brooklyn District Attorney’s Office Special Victims Bureau - (718) 250-3170
- New York City Gay and Lesbian Anti-Violence Project – (212) 714-1141
- St. Luke's Hospital Crime Victim Treatment Center – (212) 523-9058
- Center Against Domestic Violence - (718) 254-9134
- New York State Office of Victim Services Toll Free Number – (800) 247-8035

B. Sexual Assault Forensic Examiners
Victims of sexual assault should receive immediate medical attention. Sexual Assault Forensic Examiners (SAFE) are considered the best and most appropriate medical professionals to conduct such an examination.

- St. Luke's Hospital (Manhattan)
- Roosevelt Hospital (Manhattan)
- Beth Israel Hospital (Manhattan)
- Bellevue Hospital (Manhattan)
- Mount Sinai (Manhattan)
- New York Presbyterian – Weill Cornell (Manhattan)
- Woodhull Hospital (Brooklyn)
- Coney Island (Brooklyn)
- King’s County Hospital (Brooklyn)

C. College Counseling Resources
Regardless of whether or not an official complaint of sexual misconduct is made, various counseling options are available from the College’s Counseling Center.

Student Health Services
180 Remsen Street, Room 2310
Brooklyn, NY 11201
Phone: (718) 489 - 5366
Monday – Friday 9AM – 5PM
Francesca Cerchione, LMSW  
The SFC Counseling Center  
180 Remsen Street, Room 2310  
Brooklyn, NY 11201  
Phone: (718) 489 – 5335 or, if on campus, extension 5335

Fr. Brian Jordan, OFM  
McArdle Student Lounge  
180 Remsen Street, Room 1304  
Brooklyn, NY 11201  
Phone: (718) 489-5493 or, if on campus, extension 5493

Reporting Options:

Dean of Students  
Dr. Jose Rodriguez  
180 Remsen Street Room 3307  
Brooklyn, NY 11201  
Phone: (718) 489-3515  
Cell Phone: (347) 633-1374  
Email: JRodriguez2300@sfc.edu

Linda Werbel Dashefsky  
Title IX Coordinator  
180 Remsen Street Room 7304  
Brooklyn, NY 11201  
Phone: (718) 489-5370  
Email: LWerbel@sfc.edu

IV. REPORTING OF INCIDENTS OF SEXUAL MISCONDUCT
A. Law Enforcement Notification
If you are the victim of sexual misconduct, the College strongly encourages you to promptly report the incident to the police. Timing is a critical factor in collecting and preserving evidence that may assist in proving that the alleged misconduct occurred, or may be helpful in obtaining a protection or restraining order from the police. College representatives are available to assist you in notifying law enforcement of an incident of sexual misconduct and in contacting law enforcement or legal service organizations to learn about these remedies. You may also decline to notify law enforcement.

B. St. Francis College Notification
The College is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual misconduct. Therefore, the College also encourages the reporting of sexual misconduct to a College representative in a timely manner. Incidents of sexual misconduct should be reported to the College’s Title IX Coordinator. Any incident of sexual misconduct reported to another College employee, with the exception of those employees designated as confidential, as set forth herein, will be reported by the employee to the Title IX Coordinator.

When the College receives a report from a student that he or she has been the victim of sexual misconduct including dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide the reporting individual with a written explanation of his or her rights and options. The College will provide the reporting individual with written notification to students regarding existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid and other services available for victims both within the College and in the community. If the reporting individual is not the complainant, and the identity of the complainant is made known to the College, the College will provide written notification to the Complainant.
A reporting individual will be provided with the Complaint and will have emergency access to the Title IX Coordinator, or his or her designee, who is trained in interviewing victims of sexual assault and who shall be available upon the first instance of disclosure by the Complainant to provide information regarding options to proceed upon the first instance of disclosure of sexual misconduct to the College. The Title IX Coordinator, or other designated College official will be available to provide the reporting individual with information regarding his or her options to proceed, and other important information about his or her rights under College policy and the law.

The Complainant reserves the right to withdraw a complaint or his/her involvement in the College's investigation or resolution process at any time. However, in such instances the College's ability to respond will be limited and Title IX may nevertheless require the College to complete the investigation processes.

C. Reports of Sexual Misconduct from Anonymous Sources
If the College receives a report of alleged sexual misconduct by someone other than the complainant (e.g., friend or roommate, resident advisor) or from an anonymous source, the College’s Title IX Coordinator will promptly notify the complainant of the report, and inform the complainant of the available resources and assistance. The College will respond to the report of sexual misconduct as if the complainant had made the initial report and an investigation will commence.

D. Time for Reporting
There is no time limit for reporting sexual misconduct. Nevertheless, any member of the College community who believes that he or she has been a victim of sexual misconduct is encouraged to report the alleged sexual misconduct immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation.

Under no circumstances will the College allow an impending graduation to compromise its resolution of a sexual misconduct complaint. The conferral of a degree may, therefore, be withheld, if necessary, until proper resolution of any sexual misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that can accommodate the parties and their witnesses.

V. CONFIDENTIALITY
The College understands that, for many victims of sexual misconduct, confidentiality is a primary concern. However, certain College employees are required by state and federal laws to share information from a report of sexual misconduct with the College or governmental agencies. Even College employees who cannot guarantee confidentiality will maintain the privacy of the reporting individual to the greatest extent possible. The information that the reporting individual provides to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. When reporting crimes for the purposes of Clery Act compliance, the College will not release identifying information of the victim. The ability of College employees to maintain confidentiality is as follows:

A. Professional and Pastoral Counselors
Professional, licensed counselors and pastoral counselors (ordained clergy) whose official responsibilities include providing mental-health counseling to College students, including those who act in that role under the supervision of a licensed counselor, are not required to report any information about an incident of sexual misconduct disclosed while acting within the scope of providing mental health counseling to the Title IX Coordinator without a victim's permission. State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or to others; or (ii) if there is reasonable cause to suspect that a minor has been sexually abused. The following is a list of the College's professional and pastoral counselors:
B. Non-Professional Counselors and Advocates

College representatives who work or volunteer in the College's Student Health Center or Counseling Center generally may talk with and provide assistance and resources to a victim of sexual misconduct without being required to report any personally identifying information about the incident to the College. These individuals may maintain a victim's confidentiality while reporting the nature, date, time, and general location of the incident to the Title IX Coordinator. Non-professional counselors and advocates may be found in the College's Student Health Services and Counseling Center.

C. Responsible Employees

A “responsible employee” is a College employee who has the authority to redress sexual misconduct, who has a duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty. A responsible employee must report all relevant details about the alleged sexual misconduct shared by the victim to the Title IX Coordinator. A responsible employee will strive to maintain privacy and information reported to the responsible employee will be shared only with those having a need to know such information in order to respond in accordance with College policy.

The College is obligated by law to investigate all allegations of sexual misconduct regardless of whether the complainant wishes to file a complaint. Therefore, if a complainant reports an incident of sexual misconduct to a responsible employee but wishes to remain anonymous or requests that no investigation into the incident be conducted, the College will weigh that request against the College's obligation to provide a safe, nondiscriminatory environment for all members of the College community, including the complainant. If the College honors the request for confidentiality, the complainant must understand that the College's ability to effectively investigate the incident and pursue disciplinary action against the respondent may be limited. In certain circumstances, the College may not be able to honor a complainant's request for confidentiality when doing so would jeopardize the College's responsibility to provide a safe, non-discriminatory environment. The Title IX Coordinator is designated to evaluate requests for confidentiality once a responsible employee is notified of alleged sexual misconduct.
When weighing a complainant's request for confidentiality or the need to continue to pursue the investigation, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

• whether there have been other sexual misconduct complaints about the same respondent;
• whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
• whether the incident represents an escalation in and unlawful conduct on behalf of the respondent from previously noted behavior;
• whether there is an increased risk that the respondent will commit additional acts of violence;
• whether the sexual misconduct was committed by multiple perpetrators;
• whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
• whether the alleged sexual misconduct was perpetrated with a weapon;
• the age of the complainant;
• whether the College has other means to obtain relevant evidence (e.g., security cameras or personal, physical evidence).

After considering these factors, the College may be compelled to investigate the alleged sexual misconduct and, if appropriate, pursue disciplinary action in a manner that may require the College to disclose the complainant's identity to the respondent. If the College determines that an investigation is required, the College will inform the complainant and take immediate action necessary to protect and assist the complainant.

If, after considering these factors, the College determines that it is able to respect the complainant's request for confidentiality, the College will nevertheless take all reasonable steps to respond to the complaint consistent with the complainant's confidentiality request, and will determine whether interim measures are appropriate or necessary. The College will also consider broader remedial action, such as increased monitoring, supervision of security at locations where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and conducting climate surveys.

VI. COLLEGE AMNESTY POLICY
The health and safety of every student at St. Francis College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) 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 College officials. A bystander acting in good faith or reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will be not be subject to the College Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking or sexual assault incident.

VII. IMMEDIATE MEASURES AND ACCOMMODATIONS
Any individual who has been the victim of sexual misconduct may request assistance in changing academic, living, transportation, and working situations. The College will grant such accommodations, provided they are reasonable and available, regardless of whether the student chooses to report the crime to law enforcement. Such accommodations may include providing increased security, supervision or monitoring at location or activities where the alleged misconduct occurred, moving a student's residence, adjusting a student's academic or College work schedule, and issuing a "no-contact" order. The complainant or respondent may request a review of any individual against whom a no-contact order is issued and will, upon request, receive a prompt review of the need for, and terms of, the no-contact order, including potential modification, and may submit evidence in support of his or her request. The College will conduct a prompt review in response to such request.
VIII. ORDERS OF PROTECTION
The College may also assist an eligible complainant in acquiring an order of protection from either the Family or Criminal Court.

If an order of protection is granted, the requesting individual will have the right to receive a copy of the order of protection when the order is received by the College. The Complainant will also have the opportunity to have an appropriate College employee explain the order, the consequences for violating the order, and answer any questions about the order. Additionally, if the Respondent violates the order of protection, the no contact order is violated and the Complainant may receive assistance from the College in calling local law enforcement to inform them of the violation.

When the Respondent is a College student and is determined to present a continuing threat to the health and safety of the College community, the Respondent may be subject to interim suspension pending the outcome of the hearing resolution process, described herein. In the event the College imposes an interim suspension on the Respondent, the Complainant or Respondent may request a review of the need for an interim suspension, including potential modification, and may submit evidence in support of his or her request. Upon such request, the College will conduct a prompt review.

Requests for accommodations in connection with incidents of sexual misconduct should be made to the College's Title IX Coordinator. The College will provide information about the student’s request for accommodations only to those having a need to know such information in order to implement the accommodations. Both the Complainant and the Respondent may ask the College to review the need for and terms of any interim measures or accommodations that directly affect him or her and may submit evidence in support of his or her request. Upon such request, the College will conduct a prompt review.

IX. ANTI-RETALIATION POLICY
The College prohibits retaliation against any person who reports sexual misconduct or participates in the investigation of any allegation of sexual misconduct, including testifying as a witness. Retaliation should be reported promptly to the College's Title IX Coordinator. Reports of retaliation will be investigated in accordance with the appropriate College policy, and such conduct may result in disciplinary action independent of the sanction(s) or interim measures imposed in response to the underlying allegations of sexual misconduct.

X. DEFINITIONS WITHIN THE POLICY
“Bystander” means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior or conduct that is in violation of rules or policies of the College.

“Complainant” means the individual who experienced the sexual misconduct, regardless of whether such individual reports such sexual misconduct to the College or participates in the College’s conduct process for responding to complaints of sexual misconduct described herein.

“Confidentiality” may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092 (f) and 20 U.S.C. 1681 (a). Licensed mental health counselors, medical providers and pastoral counselors are examples of College employees who may offer confidentiality.
"Consent" must be 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 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.

- Consent to any sexual act or prior consensual activity between or with any party party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated.
- Consent cannot be withdrawn at any time.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

"Force" The use of physical violence and/or imposing on someone physically to engage in sexual contact or intercourse. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance.

"Incapacitation" A state where a person cannot make a rational, reasonable decision because the person lacks the ability to understand his or her decision. A person can become incapacitated as a result of disability, involuntary physical constraint, sleep, or consumption of alcohol or other drugs.

"Intimidation" means implied threats or acts that reasonably cause another to fear for his/her safety or well-being.

"Privacy" may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a complainant or bystander to a crime or incident reporting individual, including appropriate College employees, above what is necessary to comply with this and other applicable laws or College policy.

"No-Contact Order" A directive prohibiting contact between or among designated individuals through any means, direct or indirect, including personal contact, email, telephone, text message, social media, or by means of a third party.

"Reporting Individual" Any individual who reports a violation of this policy to the College, including, but not limited to, a complainant or bystander.

"Respondent" means the individual alleged to have committed acts constituting sexual misconduct.

"Retaliation" Taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint of sexual misconduct or participation in an investigation or proceeding related to alleged sexual misconduct.

Definitions of Gender-Based Misconduct

"Sexual Misconduct" means a range of unwelcome behavior of a sexual nature that is committed without consent or by intimidation, coercion, threat or force. Sexual Misconduct includes, but is not limited to, sexual assault, sexual coercion, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking.
“Sexual Activity” includes any “sexual act” or “sexual contact.”

A “sexual act” means (a) contact between the penis and vulva or the penis and the anus where penetration occurs, however slight; (b) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; (c) the penetration, however slight of the anal or genital opening of another by hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or (d) the intentional touching, not through the clothing of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

“Sexual contact” means the intentional touching, either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.

“Sexual Assault” includes non-consensual sexual intercourse and non-consensual sexual contact. “Non-consensual sexual intercourse” means any form of sexual penetration or intercourse (vaginal, anal, or oral), however slight, with any object by an individual upon another individual without consent and/or by force. Intercourse means: vaginal or anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact). “Non-consensual sexual contact” means any intentional sexual touching, however slight, with any body part or object by an individual upon another individual without consent. Intentional sexual contact includes contact with the breasts, buttocks, or groin, or touching another with any of these body parts; making another person touch any of these body parts; and any intentional bodily contact in a sexual manner.

“Sexual Coercion” is the application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.

“Sexual Exploitation” means abuse or exploitation of another person’s sexuality without consent, for the perpetrators own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Sexual Exploitation includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic or physical conduct of a sexual nature, when: (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education or campus life activities, or used as the basis of any academic, student life or employment decision (quid pro quo); or (2) such conduct is sufficiently severe, persistent or pervasive such that it limits an individual’s ability to participate in, or benefit from, the College’s education or work programs or activities (hostile environment).

“Dating Violence” means violence or coercive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual, physical, or psychological abuse, or the threat of such abuse.
“Domestic Violence” means 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 the domestic or family violence laws of New York, 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 New York.

“Sexual Violence” refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

For purpose of this definition:

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” means a person under similar circumstances and with similar identities to the victim.

“Retaliation” means taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint of sexual misconduct or participation in an investigation or proceeding related to alleged sexual misconduct.

Conduct that violates the College policy may also violate New York State laws and subject the perpetrator to criminal prosecution. Sex Offenses under New York law are described in Sections 130.00 to 130.96 of the New York State penal Code, available at http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS

PART II: PROCEDURES FOR RESPONDING TO A COMPLAINT OF SEXUAL MISCONDUCT

The College is committed to providing a prompt, fair, and impartial investigation and resolution of all allegations of sexual misconduct. Incidents of sexual misconduct should be reported to the College’s Title IX Coordinator. Any incident of sexual misconduct reported to another College responsible employee, with the exception of those employees designated above as confidential, will be reported by the responsible employee to the Title IX Coordinator.
XI. INITIAL STEPS

A. Intake Meeting with Complainant

Upon notice of any allegation of sexual misconduct, the Title IX Coordinator or his or her designee will schedule an individual intake meeting with the Complainant. At the intake meeting, the Title IX Coordinator or his or her designee will provide the Complainant with a general understanding of this policy for reports of student sexual misconduct, and identify forms of support or immediate assistance available to the Complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment at local hospitals and trauma centers). The Title IX Coordinator or his or her designee will also provide the Complainant with a written explanation of his or her rights and options with respect to his or her report of sexual misconduct. The intake meeting may also involve a discussion of any interim accommodations that may be appropriate concerning the Complainant’s academic schedule, College housing, and/or College employment arrangements. Additional information regarding interim accommodations is set forth below.

At the initial intake meeting or at a subsequent time the Title IX Coordinator or his or her designee will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind. Regardless of how the complainant chooses to proceed, the College seeks to resolve every report of sexual misconduct within 60 calendar days of the initial report, excluding any appeal. The time frames included in this policy may vary depending on the details of the complaint and, in some cases, the time of the academic year (e.g., during College breaks or final exams). The College may extend any time frame for good cause, provided the complainant and respondent are given a written explanation as to the reason for such extension.

If the complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, in a timely fashion, will schedule an individual intake meeting with the respondent. The College will notify the respondent that a complaint has been filed and provide the date, time, location and factual allegations concerning the alleged violation, and possible sanctions.

If the complainant wishes to proceed with Formal Resolution, the Title IX Coordinator will promptly prepare a formal letter to the Hearing Committee on Student Behavior ("Hearing Committee") notifying the Hearing Committee of the initiation of a formal investigation. The letter will provide the Hearing Committee with the names of the complainant and respondent and the date, location, and nature of the alleged sexual misconduct.

If the complainant does not wish to pursue Formal Resolution or Informal Resolution, and either requests that his or her complaint remain confidential, or refuses to participate in the initial intake meeting with the Title IX Coordinator, the Title IX Coordinator will inform the complainant that the College’s ability to respond may be limited. In such scenarios, Title IX nevertheless requires the College to evaluate the complainant’s request(s) for no action in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment for the entire College community.

B. Interim Measures

In all complaints of alleged sexual misconduct, the College will undertake an appropriate inquiry and take immediate action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, the College may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, including social media, pending the investigation and, if applicable, the hearing.
To ensure the safety and well-being of the complainant, the Title IX Coordinator also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, which may include directing appropriate officials to alter the students' academic, transportation, College housing, and/or College employment arrangements, or other appropriate protections. Any student who has been the victim of sexual misconduct may request assistance in changing academic, living, transportation, and working situations after a report of sexual misconduct. The College will grant such accommodations, provided they are reasonable and available, regardless of whether or not the victim chooses to report the crime to law enforcement. When taking such steps to separate the complainant and the respondent, the College will, to the extent practicable, minimize the burden on the complainant. Violation(s) of the Title IX Coordinator's directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Effect of Criminal Proceedings
Sexual misconduct may constitute a violation of both law and College policy. The College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct under this Policy, has occurred. In other words, conduct may constitute sexual misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

The filing of a complaint of sexual misconduct under this policy is independent of any criminal investigation or proceeding. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or to take any necessary interim measures to protect the complainant and the College community. However, the College may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation of sexual misconduct matters that may also violate the state criminal code.

XII. FORMAL RESOLUTION PROCESS
A. Investigation
When the complainant indicates a desire to pursue Formal Resolution, the reported allegations will be investigated promptly, thoroughly, and impartially.

St. Francis College will notify the respondent that a complaint has been filed and will include notice of the allegations. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator. Additionally, the Title IX Coordinator will inform both the complainant and respondent that both parties have the right to an advisor of their choice to assist in the resolution process. During all phases of the Formal Resolution Process, the parties will be provided with advance notice of any meeting they are required or eligible to attend. The Title IX Coordinator will collect and review evidence it deems necessary or helpful to the investigation of the alleged sexual misconduct. The Title IX Coordinator may designate a specially trained investigator or investigators to conduct the interviews and investigation. The investigation will include individual interviews with the parties involved and with individuals who may have observed the alleged conduct or may have other relevant knowledge. The investigation may also include examination of medical records, surveillance video, cell phone and other electronic records, and other evidence.

In response to the investigation, both the complainant and the respondent will be given the opportunity to submit a written statement. The written statement will be provided to the Title IX Coordinator, the opposing party, as well as members of the Hearing Committee.
B. Hearing Committee
Formal Resolution involves a hearing before a committee. The Committee is comprised of at least three College faculty members, all of whom receive training, at least annually, on the issues relating to sexual misconduct, including sexual harassment, dating violence, domestic violence, sexual assault, and stalking. They will also be trained regarding how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Hearing Committee Chair will select the Hearing Committee members who will participate in the hearing and will either serve as the presiding chair of the hearing, or will appoint the presiding chair (or, if the Hearing Committee Chair is unavailable or otherwise unable to serve, the Vice President For Academic Affairs & Provost will select the members who will conduct the hearing and a presiding chair of the Committee).

C. The Hearing
After the investigation the College will provide written notice at least five business days before the hearing date to both parties stating the date, time, and place of the hearing.

A party wishing to challenge the participation of any member appointed to the Committee must notify the Hearing Committee Chair, in writing, within three business days of receipt of the notice of hearing, stating the specific reason(s) for the party’s objection. The Committee Chair will determine whether the challenge has merit, and reserves discretion to make changes in the composition of the Committee at any time. A party wishing to challenge the participation of the Committee Chair must notify the Title IX Coordinator, in writing, within three business days of receipt of the notice of hearing, stating the specific reason(s) for the party’s objection. The Title IX Coordinator will determine whether the challenge has merit and reserves discretion to instruct the Hearing Committee to designate a new Committee Chair.

i. Pre-Hearing Submissions
In addition to the written statements submitted by the parties, the parties will provide the Title IX Coordinator with a list of witnesses they wish the Committee to call, copies of documents, and a description of any other information they propose to present at the hearing at least three business days prior to the hearing. The Title IX Coordinator will determine whether such witnesses and documents are deemed relevant to the Hearing. The Title IX Coordinator will provide each party with a copy of the list of witnesses and copies of documents or other information submitted by each party.

In the absence of good cause, as determined by the Committee, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided by this deadline.

ii. Conduct of the Hearing
The hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the College will provide both parties with written notice explaining the reason for such change. The College will arrange for the hearing to be recorded, and may arrange for the preparation of any transcript of the recording that the College deems appropriate.

As a non-adversarial process, the hearing will not follow a courtroom model, and formal rules of evidence will not be observed. The Hearing Committee will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The College will ask for all necessary witnesses to be present, or to have provided written statements in lieu of attending the hearing. This may be done as necessary to accommodate a witness who cannot be present, or whom the Hearing Committee determines may remain anonymous. The Hearing Committee will review in advance of the hearing all the written materials provided.
Only the Hearing Committee may question the individual parties and any witnesses, unless permission is granted to modify the questioning process. After all witnesses have been questioned, each party may make a closing statement.

In order to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, the College will not disclose documents prepared in anticipation of the hearing, documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law and/or College policy.

Both the complainant and the respondent may have advisors present to support and assist them during any meeting, the hearing and appeal stages of the Formal Resolution process. At the complainant’s or respondent’s request, the Title IX Coordinator will appoint to each party an advisor who has been formally trained. An advisor may not direct questions to the Hearing Committee or witnesses at the hearing, but may consult with the party that he or she is assisting. The Hearing Committee will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the hearing.

The parties are expected to cooperate at the hearing. If either party fails to appear at the scheduled hearing, the Hearing Committee may postpone the proceedings if there is a legitimate documented reason for the absence, or proceed and determine the complaint on the basis of the evidence available, provided the absent party was duly notified of the scheduled hearing date.

If the Hearing Committee determines that unresolved issues exist that would be clarified by the presentation of additional information, the Hearing Committee may suspend the hearing and reconvene it in a timely manner to receive such information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents which were readily available at the time of the hearing.

D. Determination
In all investigations into alleged sexual misconduct, the College will evaluate evidence under a “preponderance of the evidence” standard. A preponderance of the evidence means that information shows it is “more likely than not” that the respondent violated this policy. The Hearing Committee must decide if the respondent is responsible, not responsible, or whether there is sufficient evidence to make a determination.

The respondent will be found to be responsible for the alleged sexual misconduct if the Hearing Committee concludes, based upon careful review of all information presented, that such sexual misconduct more likely than not occurred. The Hearing Committee shall determine whether the respondent is responsible for sexual misconduct, and will provide a written statement of such determination to the Vice President for Academic Affairs. The Hearing Committee’s written report will also be sent to the Vice President for Academic Affairs.

Complainant and Respondent Impact Statement
Within three business (3) days of the conclusion of the hearing, both the complainant and respondent will be given access to the record of the hearing and offered an opportunity to provide an impact statement to the Vice President for Academic Affairs while he is deliberating on the appropriate sanctions. The record of the hearing may not be copied.

The impact statement may be up to five (5) pages single spaced. The impact statement is the students’ opportunity to discuss his or her experience, and the incident in question, as well as respond to how the investigation and hearing was conducted and any areas of agreement or/ disagreement with the investigation or hearing, or determination of the Hearing Committee.
This impact statement must be provided to the Title IX Coordinator who will provide it to the opposing party as well and the Vice President for Academic Affairs, and all members of the Hearing Committee.

XIII. SANCTIONS

The Vice President for Academic Affairs may consider suspending or expelling any student found responsible for sexual misconduct; however, he or she may impose any of the following sanctions that are determined to be fair and proportionate to the violation:

• Reprimand or warning
• Changing the respondent’s academic schedule
• Disciplinary probation
• Revocation of honors or awards
• Restricting the respondent’s access to College facilities or activities
• Community service
• Issuing a “no-contact” order to the respondent or requiring that such an order remain in place
• Changing the respondent’s housing assignment
• Dismissal from or restricting or reassignment of College employment
• Removing the respondent from student housing
• Suspension (limited time or indefinite)
• Expulsion

In determining appropriate sanctions, the Vice President for Academic Affairs will consider any record of past violations of College policies, as well as the nature and severity of such past violation(s). The Vice President for Affairs will consider as part of the deliberations whether the respondent poses a continuing risk to the complainant and/or the College community. Any sanction imposed will be explained and supported in the written decision of the Vice President for Academic Affairs.

Within five business days from the determination of the Committee hearing, the Vice President for Academic Affairs will issue a determination letter to the respondent and the complainant. Both parties, concurrently, will receive a copy of this determination letter.

The determination letter will contain only the following information: (i) the name of the respondent; (ii) whether the respondent has been found responsible or not responsible for specific violation(s) of the sexual misconduct policy; (iii) a list of the possible sanctions imposed, if any; (iv) the sanctions actually imposed; (v) the rationale for the sanctions imposed, if any; (vi) the College’s appeal process; (vii) any change to the results that occur prior to the time that the results become final; and (viii) when the results become final. Both the respondent and the complainant have a right to this information.

If the respondent is found responsible for sexual misconduct that involves a crime required by the Clery Act to be reported by the College, and, as a result, is suspended and or expelled by the College, the College is required by New York law to make a notation on the respondent’s transcripts in accordance with the College’s Transcript Notation Policy.

XIV. APPEAL PROCESS

Either party may appeal the Hearing Committee’s determination and/or the disciplinary decision of the Vice President for Academic Affairs. A party has three grounds under which to appeal the College’s determination: (i) the Hearing Committee committed procedural errors that had an impact on the complaint’s decision, (ii) there is new evidence that was not reasonably available at the time of the hearing before the Hearing Committee, or (iii) the sanctions are not consistent with past practices or the severity of the alleged sexual misconduct.

Final sanctions are in effect until any timely appeal of the decision is resolved. The Vice President for Academic Affairs may suspend the determination pending exhaustion of appeal, allow the student to attend classes or other activity on a supervised or monitored basis, or make such other modifications to the determination as may be advisable. Interim measures will remain in effect until the appeal is resolved.
The procedure to file an appeal is as follows:

1. A party wishing to appeal the findings of the Hearing Committee and/or sanctions by the Vice President for Academic Affairs must file a notice of intent to appeal within five business days of the date the party is notified of the Hearing Committee’s finding and the Vice President for Academic Affairs’ sanctions. The notice of intent to appeal must be submitted in writing (either email or hard-copy) to the Title IX Coordinator. The notice of intent to appeal must contain the party’s grounds for the appeal.

2. Within two weeks of filing a notice of intent to appeal, the party’s formal appeal must be filed. The party should submit copies of any and all material the party wishes to provide as evidence for his/her appeal.

3. A committee made up of three full-time faculty members (“Appeals Committee”), which shall not include the Vice President for Academic Affairs or members of the Hearing Committee, will be assembled by the Title IX Coordinator. Except for appeals brought under (ii) above, the Appeal Committee’s entire review process will be based on the party’s appeal and the Hearing Committee’s record of the case. Otherwise, no additional evidence is allowed and no witnesses may be heard.

4. The Appeals Committee will make a final determination on the appeal. The Appeals Committee shall render its decision regarding the appeal within 20 calendar days of receipt of the appeal, record of the case, and if applicable, any new evidence pursuant to (ii) above.

5. Within three business days of the Appeals Committee’s determination, the Vice President for Academic Affairs will issue a final determination letter to the respondent and the complainant. Both parties, concurrently, will receive a copy of this final determination letter.

XV. INFORMAL RESOLUTION

A complainant who wishes to file a complaint but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as “Informal Resolution.” While the Informal Resolution process is not as structured as the Formal Resolution process, it can be an effective and appropriate means to deal with the complaint. The Informal Resolution procedure is not available for complaints of sexual violence.

If the complainant wishes to proceed with Informal Resolution the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, within two business days, will schedule an individual intake meeting with the respondent in order to provide him or her with a general understanding of the policy.

The complainant and the respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions for advisors in Formal Resolution, as set forth above. The Title IX Coordinator or designee will preside over the Informal Resolution and may elect to be assisted by another member of the senior staff of the College or outside expert.

If, in the course of the Informal Resolution, the respondent admits to violating the College’s Policy and Procedures for Reports of Student Sexual Misconduct, that admission will serve as a finding of responsibility that is final and cannot be appealed. The Vice President will recommend one or more sanctions, which the respondent can accept or reject. The sanctions that may be imposed as the result of the Informal Resolution process are the same as those outlined in the Formal Resolution process above. If the Vice President for Academic Affairs’ recommended sanction is accepted, the process is concluded. If it is rejected, the complaint will proceed to the Formal Resolution process.

Informal Resolution may result in the imposition of protective actions agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution taken together with any other relevant information known to the College at the time of the Informal Resolution.

The College may, at any time, elect to end such proceedings and initiate Formal Resolution instead. Statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the Formal Resolution.
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Welcome Back Terriers! Follow us all year round @SFCactivities for events and give-a-ways.

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<td>Labor Day</td>
<td>17/F A Classes begin</td>
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<td>Library &amp; Administrative Offices closed</td>
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Phoebe Lee ’17 is proud to pass the baton on to this year’s SGA E-Board.
Show your pride and volunteer this year at the Great Irish Fair in Coney Island.

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**September 2017**

*Last day to add*

*Mark of “W” begins for course withdrawals*
TODAY – Don’t miss out on our
Annual Fall Club Fair! (Free Ice Cream!)

Rosh Hashanah (Jewish New Year)
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<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>21</td>
<td>Rosh Hashanah (Jewish New Year)</td>
</tr>
<tr>
<td>22</td>
<td>Rosh Hashanah (Jewish New Year)</td>
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<tr>
<td>23</td>
<td>Throwback to SGA members finishing an overnight retreat at SFC.</td>
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<td>24</td>
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</table>
Save a Life this Week! Every Donation Counts!!!
Club Spotlight: Follow the Christian Fellowship Club through weekly movies and live debates.
This week is our **Annual St. Clare and Francis Week**. 
#JoinUs
Thank You Father Brian for blessing our animals each year, both near and far.
6 weeks into school, “Have you attended an event or activity?”

<table>
<thead>
<tr>
<th>Monday</th>
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<tbody>
<tr>
<td></td>
<td>Columbus Day</td>
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<tr>
<td></td>
<td>No classes; Library and administrative offices closed</td>
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<th>Tuesday</th>
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<th>Wednesday</th>
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Have you had a chance to support your Nationally Ranked Mens Waterpolo Team?
Advisement for 2018/IS and SP begins

Degree application for 2017 graduating classes due via Web Advisor

Don’t forget to sign up for our Annual Fright Fest Trip!
Midterm grades due via Web Advisor by 4 p.m

When was the last time you picked up a SFC Today, special print edition?
Season is almost over, come out this weekend to support your Lady Terriers!
Cash prizes will be given out at next week’s Annual Costume Contest.
Thank you again to all of our athletes and coaches for volunteering at the NYC Marathon.
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After 4 years at SFC, how many of your friends can you now call family?
Join us next week at the 11th Anniversary of the Great American Smokeout – Thursday November 16th

Election Day
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>Last day to drop with grade of “W”</td>
</tr>
<tr>
<td>Wednesday, November 15th</td>
<td>Next week marks our Annual Graduate School Fair – Wednesday, November 15th</td>
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</tbody>
</table>
Please, please, please — Donate to our Annual Canned Food Drive!!!
Web Registration appointments for 18/IS and SP

Web Registration appointments for 18/IS and SP

Fill up that plate early at our Thanksgiving Luncheon. Monday, November 20th.
Thanksgiving Recess – No classes

Thank You Girl Up Club for all of your community service and awareness activities.
<table>
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<tr>
<th>Thursday 23</th>
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<tbody>
<tr>
<td><strong>Thanksgiving</strong></td>
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<tr>
<td><strong>Thanksgiving Recess – No classes</strong></td>
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<td>Library and administrative offices closed</td>
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<th>Friday 24</th>
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<td><strong>Thanksgiving Recess – No classes</strong></td>
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<td>Library and administrative offices closed</td>
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<td><strong>Thanksgiving Recess – No classes</strong></td>
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<td>Library and administrative offices closed</td>
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SFC thanks everyone for opening their hands and giving back this Holiday Season.
No matter what the occasion, the SFC Dance Team is always ready to perform.
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Best of luck to everyone preparing for Finals next week!
We’ve all been there. (Just don’t sleep through your final!!!)

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*Remember to follow @SFCactivities for all of their De-Stress Activities.*
### December 2017

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**17/FA Classes end**

**Study Day**

**Start of Hanukkah**

**Final examinations**
Final examinations

One year later…. SFC still remembers President Dugan and his commitment to our students.
What are some of your holiday wishes this year?

Final examinations

Final examinations

End of Hanukkah
<table>
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<td>Friday</td>
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<td><strong>21</strong></td>
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<tr>
<td>Final grades due via WebAdvisor by 2 p.m</td>
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<tr>
<td>Saturday</td>
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<td><strong>22</strong></td>
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</table>
| Christmas Holiday  
Library and administrative offices closed |
| Sunday  |
| **23**  |
| **24**  |
| Christmas Eve  
Library and administrative offices closed |

Happy Holidays! Hope everyone is enjoying their winter vacation.
Terriers...See you next year!!!

Christmas Day

Christmas Holiday

Library and administrative offices closed
<table>
<thead>
<tr>
<th>Day</th>
<th>Events</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>Christmas Holiday</td>
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<td>Library and administrative offices closed</td>
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<td>Library and administrative offices closed</td>
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<td>Sunday</td>
<td>New Year’s Eve</td>
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<td>Christmas Holiday</td>
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<td>Library and administrative offices closed</td>
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Enjoy your last slice before next year’s diet!
New Year's Day
Christmas Holiday
Library and administrative offices closed

18/IS classes begin

Last day to add 18/IS
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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4</td>
<td>Mark of “W” begins for course 18/IS withdrawals</td>
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<tr>
<td>5</td>
<td>Last day to file Pass-Fail Option</td>
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<tr>
<td>6</td>
<td>Epiphany</td>
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<td>7</td>
<td>Congratulations to last year’s Winter Class of 2017!</td>
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</table>
The girls of ZGD Sorority welcome everyone back for Spring 2018.

| Monday |        |        |        |        |        |        |        |
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Last day to drop with grade of “W”

| Tuesday |        |        |        |        |        |        |        |
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| Wednesday |        |        |        |        |        |        |        |
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18/IS Classes end

No better feeling ... #WeMadeIt
Dr. Martin Luther King Jr. Day – No classes
Library and Administrative Offices closed

It’s still not too late to join a campus group.

Spring Club Fair – Jan 29th

18/SP Classes begin
Final grades due via WebAdvisor by 2 p.m.
Throwback: Club leaders at our Annual mid-year Training and Mentors Night.
Feeling stressed out? Don’t forget to visit our Health and Wellness Center in Room 2310.

Last day to add

Mark of “W” begins for course withdrawals
Join us next month at our Annual Chinese New Year Celebration - Friday, February 16th
Follow @SFBK_Rocky to learn about next month’s Annual Terrier Week.
Award applications are now available for the Annual SGA Awards Dinner.
Make sure your School Spirit is on full display for Terrier Week!!!
Next Monday is the Valentine’s Day Auction! Find love at a discount!!!
Lincoln’s Birthday

Shrove Tuesday (Mardi Gras)
Last day to file Pass-Fail Option

Valentine’s Birthday
Ash Wednesday
Shoutouts to the Caribbean Student Association, Cultural Club of the Year 2016-17.
Presidents’ Day – No classes

Library and administrative offices closed

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February 2018

Singers, rappers, dancers and poets… Sign up now for our 21st Annual Community Day
TKE Fraternity has raised over $25K for St. Jude’s Children’s Hospital. Great job TKE!!!
Purim (Feast of Lots)

Tell us why you’re Awesome! March 10, 2018
#InternationalDayOfAwesomeness
Midterm grades due via WebAdvisor by 4 p.m.

Plenty of FUN, music, games and more at our campus carnival.
<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
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<tr>
<td>Thursday</td>
<td>Students and faculty traveling to D.C. for the Women’s March on Washington.</td>
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Throwback: Students and faculty traveling to D.C. for the Women’s March on Washington.
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**March 2018**

Have an idea for a business? Compete for cash prizes at the *Annual Pitch Contest.*
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Best of luck to all of our future Nurses!
The Career Fair is fast approaching. Prep your resumes and LinkedIn Accounts.

Advisement for 18/MI, SU, and FA begins
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*It’s still not too late to sign-up for our **Big Event Community Service Day** - April 14th*
Don’t miss out on the 21st Anniversary of SFC’s Community Day – Sunday, April 8th.
Holy Thursday
Easter Break – No classes
Library and administrative offices closed

Good Friday
Easter Break – No classes
Library and administrative offices closed

Easter Break – No classes
Library and administrative offices closed

Easter Sunday
Easter Break – No classes
Library and administrative offices closed

How many of you knew that SFC’s Nurse Liz is also a performer? #MusicTherapy
### Easter Break – No classes

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**Shoutouts to last year’s LGBTQ Club – Overall Club of the Year 2016-2017**

**Monday Class Schedule (Follow Monday Schedule)**
We clean up nice... We just wait for the biggest event of the year!
Thank you Club Moderators for all of your advice and guidance.

Last day to drop with grade of “W”
Group presentations – Are you ready for Finals Week?
Web Registration appointments for 18/MI, SU and FA

22

Congratulations to all of our members of the Duns Scotus Honor Society.
SFC recognizes these outstanding individuals for 15 year of campus service.
Feeling stressed? Enjoy FREE coffee and other activities on us. #StressFreeWeek
David! Can you give everyone some of that energy this week?

<table>
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<th>Monday 30</th>
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<td>18/SP Classes end</td>
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<th>Tuesday 1</th>
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<tr>
<td>Study Day</td>
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<th>Wednesday 2</th>
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<tr>
<td>Final examinations</td>
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</table>
Final examinations

Let us help you relax.
#FreeMassages
Make sure to celebrate the end of finals at our End of the Year Picnic. #CadmanPlaza

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<td>Final examinations</td>
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May 2018
Final grades due via WebAdvisor by 4 p.m.

Congratulations to our 2017 Valedictorian, Arber Sejdiu.
18/MI Classes begin

Last day to add 18/MI

Mark of “W” begins for course withdrawals

Who’s ready to graduate on the water?
#GradOnTheWater
Last day to file Pass-File option

Graduates eagerly waiting to hear their names called at Commencement.
When you get caught “Snapping” your accomplishments to your followers.

**Last day to drop with grade of “W”**
18/MI classes end

No better feeling than crossing that stage.
#BigDreams
JUNE 2018

SUNDAY  MONDAY  TUESDAY

3  4  5

10  11  12

17  18  19

Father’s Day

24  25  26
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*Flag Day*
JULY 2018

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STUDENT GOVERNMENT ASSOCIATION STATEMENT

The Student Government Association (SGA) of St. Francis College is concerned with the affairs of the student body in its relation with the College and the surrounding community. The purpose of the SGA is to act as a sounding board for all student interests, while at the same time assuming the task of providing efficient and productive leadership for the student body.

Elected annually by the student body, the SGA derives its power from, and is responsible to, the students of the College. It is the responsibility of the SGA to act as the legitimate representative of the student body. The powers and duties of the SGA are vested in a Student Government Constitution. The SGA is funded by a Student Activities Fee paid by all full time day students taking 50% or more of their classes before 6 p.m.

WELCOME LETTER FROM THE SGA PRESIDENT

Dear Students,

Napoleon Hill famously wrote, “your big opportunity may be right where you are right now.”

As a senior at SFC, I can truly attest to the endless opportunities that this institution provides us to stand out and make a difference. Our Franciscan tradition encourages all students to have love, humility, and empathy; and that is why it doesn’t matter where you come from, or what you look like, or what you did before St. Francis College. Everyone is created equally and everyone is given the same opportunity to stand out and do something special.

As we turn the page and begin a new chapter together, I strongly encourage you to seize the moment and the opportunities that come along with it. As Ruben Gonzalez from the Office of Student Engagement says, “don't count the days - but make the days count!”

I challenge you all to get involved and help make a difference in our community and be the change that you want to see. With forty clubs and organizations on campus, we strive to have something for everyone (or we will help you start it) and we encourage you to get involved because the connections that you make here will last a lifetime.

Here at St. Francis, you’re different from the rest. You are not just a number that helps boast the statistics for graduation. You're extraordinary!

As the Student Body President - I hope to show you the endless opportunities that SFC has shown me. Together, let’s raise the bar and bring our imagination to new heights.

Don’t forget - this is the “Small College of Big Dreams” so don’t hesitate to dream as big as you can. The SGA and I are here to help those dreams become a reality. So remember, SFC is where the dreamers can dream, the explorers explore, the scholars achieve and everyone becomes apart of a team...If you can think it - we can do it!

Yours truly,
Alexander Baum
Student Government Association President
2017-2018
DR. JOHN CLIFFORD MEMORIAL AWARD
For many years Dr. John Clifford served as a dedicated and concerned Dean for Student Affairs. His love for our community and understanding of its students has left an indelible mark on the college. To commemorate his spirit, loyalty, and dedication, the SGA has established this special award in his name. The award is given annually to the graduating senior who best represents the genuine unselfishness and the Franciscan Spirit so exemplified in the life of Dean John Clifford.

FRANCISCAN SPIRIT AWARD
The purpose of this award is to recognize students, faculty, administrators, staff, and benefactors of St. Francis College for extraordinary service to the College community or service to others performed without thought of reward. Students nominated for this award must be at least in their junior year. The award may only be received once. A maximum of ten individuals may receive this award each year.

WHO’S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES
This award is presented to students who deserve special recognition because of outstanding involvement and achievement in academic, extra curricular, and community activities. The committee consists of the Assistant Director of Student Activities, Faculty Committee for Student Activities, the SGA Vice President and two students he/she selects. Students applying for this award must be at least in their junior year. A maximum of twenty-five individuals receives this award each year.

EMERGING STUDENT LEADER AWARD
This award is presented to developing student leaders. Students nominated for this award are assessed based on their generous contributions in time and energy to make extra curricular activities at the College flourish.

THE ERINN SIEMER FIGHTING SPIRIT AWARD
This award was established by the SGA to honor the fighting spirit of Erinn Siemer, a superb student athlete at St. Francis College, who was in an accident that led to a coma. The award is given annually to one student who best demonstrates prowess in academics and sports. Applicants should have at least a 3.0 grade point average, and provide a personal essay and at least two (2) letters of recommendation; one from a faculty member or administrator, and one from an administrator within the sports program.

BENE MERENTI AWARD
This award was established to recognize students who, over a period of one year, make great improvements in GPA. This award can be granted to only three (3) students within a given year.

THE JOHN FITZGERALD KENNEDY/MART IN LUTHER KING JR. MEMORIAL AWARD
The JFK/MLK Award was established by the Student Government in the memory of the ideals and standards of two great American leaders. A monetary award is granted to each of three graduating seniors meet- ing the following criteria:
1. Scholarship and Participation in Activities: 3.0 grade point index and two (2) letters of recommendation by a faculty member or an administrator of the college.
2. Participation in Activities only: 2.5 grade point index and two (2) letters of recommendation by a faculty member or an administrator of the college.
3. Scholarship only: 3.6 point index and two (2) letters of recommendation from a faculty member or an administrator of the college.
An award in the amount of $200 dollars is also to be granted to one graduating evening student meeting the following criteria:
1. Minimum of 60 credits taken at St. Francis;
3. Recommendation by a faculty member or an administrator of the college;
4. More than 50% of classes were taken after 6:00 p.m.;
5. Exemplified the Franciscan Spirit.

THE THOMAS ASHTON MEMORIAL AWARD
This award was established by the SGA in honor of Thomas Ashton, Member of the Class of 2001, who tragically passed away during the terrorist attacks on the World Trade Center, on September 11, 2001. Tom touched people’s hearts and lives with his genuine, kind and humble sprit. His spirituality and love of God was reflected in Tom’s deeply thoughtful, respectful and kind nature. Tom’s patriotic spirit and belief in American values was evident in his study of government and politics.

To commemorate Tom’s genuine spirit, this award is given to a member of Student Government who represents the kindness, humility, respect and spiritual strength so exemplified in the life of Thomas Ashton.

STUDENT CLUBS AND ORGANIZATIONS

**Accounting Society** seeks to stimulate interest in the profession of accounting through a program of guest speakers, field trips, and other activities.

**Active Minds Club** was started to provide students with additional personal and professional resources for mental health counseling.

**Albanian and Eastern European Club** seek to serve as an outlet and exchange for international students to share and explore their cultures and American experience.

**Anime and Video Game Clubs** collaborate on campus to produce assorted gaming tournaments and study Japanese film and television.

**Asian Club** is dedicated towards helping students learn about and share Asian culture, people, and attractions.

**Caribbean Students Association** promotes constructive social/cultural relationships with the college through cultural exhibits, lectures and field trips.

**Chemistry Club** seeks to stimulate interest in the field of chemistry.

**Christian Club** shares Christian fellowship with all students at St. Francis College and studies the Bible together as a community.

**College Choir** was created to provide a musical outlet to students. The group performs at special College events and sponsors concerts throughout the year.

**Colorful Souls** is dedicated to providing students with an outlet for artistic expression via spoken word, poetry, song and dance.

**Criminal Justice and Sociology Clubs** promotes interest and provides an exciting atmosphere in which students can expand their knowledge in the area of sociology and the criminal justice system.
Dance and Step Team study multiple dance forms each year. Special team performances can be found during school events, Athletic games and fundraisers.

Economics Society was founded to promote awareness and interest of economic issues.

Education Society is primarily composed of students who plan careers in the area of education. The group sponsors various community-related events for underprivileged children. These events help promote educational and social growth in the children and provide the club members with field experience.

English Club is geared towards building a stronger interest in academic and literary activities.

Entrepreneur Club works towards providing students with an outlet to learn about and shadow both small and large business owners.

Finance Club focuses on matching students with careers in the financial services industry. We encourage interaction, learning, mentoring, and socialization of our members.

Girl Up seeks to empower and educate the SFC community on local and national issues of equality and human rights.

Greenhouse and Environmental Club was created to promote awareness on environmental causes and the College’s Greenhouse.

History Club serves as a resource for students to explore and extend research beyond classroom discussions and debates.

Investment Club works towards providing students an outlet to learn about and study the stock market.

Latin American Society fosters an interest in Spanish culture at St. Francis by means of lectures, movies and its most noted function - the Spanish Fiesta.

LGBTQ Club promotes awareness on LGBTQ issues and supporting events.

Muslim Students Association was created to provide members with a forum to share Muslim culture and history. Past events have included an Interfaith Dialogue Series, Henna Tattoos, and dance instruction.

Nursing Club offers student a chance to network and increase exposure to Nursing related activities and professional development.

Pre-Medical & Health Professional Club promotes interest in the medical and health profession through research, conferences and symposiums.

Psychology Club stimulates interest in psychology, specifically in those areas that are not covered in course work. This goal is achieved by means of guest lecturers and field trips that are open to all students.

Radio Club was started to provide Communication Arts majors with field experience in news writing, program development and advertising.
Students Against Racism originated in Spring 2016, this group organizes guest speakers and campus debates on everyday mainstream and political topics.

Troupers is the College's dramatic organization. The members act, produce, and direct several full-length and one-act plays each year. Guests from the professional theater demonstrate techniques at meetings. Its aims are not only cultural and literary, but also practical since it offers experience in theater arts.

FRATERNITIES & SORORITIES

Alpha Phi Delta is a scholastic and social fraternity, whose Beta Sigma chapter was founded at St. Francis College in 1962. Alpha Phi Delta is a national fraternity.

Alpha Sigma Sorority is a regional, social sorority that was founded in St. Francis College in 2006. Its primary philanthropy is Breast Cancer.

Epsilon Sigma Phi, founded in the summer of 2011, is a community service based sorority, whose local philanthropy is with the Sloan Kettering Memorial.

Kappa Theta Nu was founded in the spring of 2010. Their primary philanthropy is Autism Speaks. Additionally, the group promotes women's studies and community development.

Tau Kappa Epsilon is a national, social fraternity that was founded during the fall of 2010.

Zeta Gamma Delta is a local sorority founded at SFC during 2015.
The Duns Scotus Honor Society primarily aims to encourage among students a love and desire for excellence in scholarship and service to all the activities of the College. Its secondary aim is to honor and recognize worthy students who, by outstanding attainment, have won the esteem of the faculty, administration, and fellow students. To be eligible for membership a student must have completed 60 semester hours and two years of residence at St. Francis College. Applicants must have accrued a GPA of 3.7 by the spring semester when they will be inducted into the Society, if qualified, and must show satisfactory evidence of distinguished participation in at least two extra-curricular activities at the College. Applications for membership are available once a year in October. See Dr. Greene, Duns Scotus Honors Society Moderator, for more information. (Room 6004)

Alpha Kappa Delta is a national sociology honor society whose purpose is to encourage scholarship among sociology majors, stimulate interest in sociology and sponsor research into social problems. The Xi Chapter was founded at St. Francis College in 1973. Membership is open to juniors and seniors who have completed at least 10 credit hours in sociology and have attained a 3.0 both as a cumulative index and index in sociology.

Alpha Kappa Psi is a professional business fraternity whose Zeta Iota Chapter was established at St. Francis in 1964. The fraternity's aims are to further the welfare of its members, foster research in all facets of business, appreciate and demand higher ideals from the business world and to promote and advance in colleges and universities courses leading to degrees in business administration. In accordance with these goals, the fraternity annually conducts a professional program intended to educate and broaden the interests of its members.

Alpha Psi Omega, Pi Zeta Chapter of the National Drama Society, was founded at St. Francis College in 1961. Membership is open to students who have participated in at least two College dramatic productions.

Chi Beta Phi, Alpha Xi Chapter, is a national science honor society (honorarium) established in 1969. The honor society is open to all junior and senior biology and chemistry students who have a minimum of 60 credits, minimum index of 3.0 in their major field and a cumulative minimum index of 3.0. Students must have completed one year each of biology and chemistry, as well as one of organic chemistry and a second year of biology courses. Chi Beta Phi is an associate member of the American Association for the Advancement of Science.

Eta Sigma Gamma, Alpha Chi Chapter is a national professional honor society in health science (education) whose principal purpose is to elevate the standards, ideals, competence and ethics of professionally trained men and women in the discipline of health science. The College chapter was founded in 1979. Membership is open to those with a cumulative index of 2.7 and who have completed 12 credits in health science with an index of 3.2.

Kappa Delta Pi is a national honor society dedicated to fostering scholarship among students in education. The St. Francis College Xi Rho Chapter was established in 1978. Membership is limited to juniors and seniors participating in teacher training programs at the College. They must have completed at least 12 credits in the professional study of education and must have a cumulative index of 3.2.
Kappa Mu Epsilon, New York Theta Chapter of the National Mathematics Honor Society, is a vehicle for discussion and undergraduate research in mathematics. Membership is limited to sophomores, juniors and seniors who have an index in mathematics of 3.0 and a cumulative index of 2.75 or better. Members must be mathematics majors and have completed at least 12 credits in mathematics.

Omicron Delta Epsilon, Eta Chapter, is an international economics honorary fraternity. The St. Francis Chapter is limited to juniors and seniors who have a cumulative index of 3.0 and have earned 12 credits in economics with better than 3.0 average.

Phi Alpha Theta is a national history honor fraternity whose Theta Nu Chapter was established at St. Francis College in 1961. Membership is limited to juniors and seniors who have an index in history of 3.0 and a cumulative index higher than 2.8. Members must have completed at least 12 semester hours in history.

Phi Gamma Nu is a national professional honor society in business. Beta Psi Chapter was established at St. Francis College in 1976. A 3.0 index is required for membership.

Pi Sigma Alpha is the Political Science National Honor Society. The St. Francis Chapter was established in 2000. Pi Sigma Alpha membership is determined by the achievement of excellence in Political Science. All candidates must have completed 60 college credits and 12 credits in the field of Political Science while maintaining a minimum of 3.0 quality-point index in both Political Science and overall. The St. Francis chapter was recently recognized as “Best Chapter” in colleges with fewer than 6,000 students.

Psi Chi, the national honor society in psychology, serves to recognize psychology as a diverse science by encouraging students to develop research and clinical interests, attend regional and national conventions and become familiar with academic and clinical settings in the metropolitan area.

Sigma Delta Pi is the national Spanish honor society whose Zeta Theta Chapter was formed at St. Francis in 1967. Membership is limited to juniors and seniors who have an index in Spanish of 3.0 and rank in the top 35 percent of their class.

Sigma Tau Delta is the national English honor society. Membership is open to students who have completed 12 credits in English and attained an index in English of 3.0.

Theta Alpha Kappa is the national religious studies/theology honor society whose Tau Chapter was formed at St. Francis College in 1978. Membership is limited to students who have completed a minimum of 12 credits in religious studies with a 3.5 average and a cumulative index of 3.0. The purpose of this society is to encourage scholarship among its members, to further the pursuit of religious studies on the undergraduate level, and to bring students, teachers and writers of religion together both intellectually and socially.

STUDENT PUBLICATIONS

The Cord is the student handbook, which contains the traditions, policies, procedures, and regulations of the College. Also included are descriptions of student services and activities. It is published annually to acquaint the student with life at St. Francis College.

SFC Today is the college's online newspaper. It contains feature articles, editorials, and college sports information.

The Franciscan is the College yearbook. It is a yearly summary of student life with emphasis on the graduating seniors and their contributions to St. Francis College.
ALUMNI RELATIONS (ROOM 4000)
The Office of Alumni Relations fosters and promotes the growth, development, and welfare of
the College and advances the social and professional interests of all St. Francis College Alumni.
Every Fall the Alumni Office organizes a Senior Orientation Program to prepare our students
for graduation. This Office also sponsors an Alumni Engagement Program to involve current
students in the St. Francis College community and help them build relationships with our alumni
early in their college career. In addition, Alumni Relations arranges for alumni to speak at various
student gatherings and hosts several special events each year that bring Alumni back to the
College.

ATHLETICS (ROOM 4102)
Under the supervision of the Director of Athletics and her staff, the College offers a diverse varsity
athletic program which provides opportunities for students of exceptional talent to participate
as a member of one of our 19 sports teams. St. Francis College is a member of Division I of the
NCAA and a charter member of the Northeast Conference, as well as a member of the Collegiate
Water Polo Association (men’s water polo) and the Metro Atlantic Athletic Conference (women’s
water polo). The College fields nine teams for men (basketball, golf, soccer, swimming, tennis,
cross country, indoor track, outdoor track, and water polo) and ten teams for women (basketball,
bowling, golf, swimming, tennis, cross country, indoor track, outdoor track, volleyball, and water
polo).

The St. Francis College Athletic Department is located inside the Anthony J. Genovesi Center in
the 4th floor.

CAMPUS BOOK STORE (ROOM C300)
The St. Francis College Bookstore is the primary distribution channel for all educational materials
(textbooks, study aides, school supplies, schoolbags, etc) and school spirit merchandise
(sweatshirts, T-shirts, caps, coffee mugs, teddy bears, I.D. holders, etc). Our mission is to provide
for the students’ every need. Every semester we strive to get as many used copies of textbooks on
our shelves as possible because used books are 25% less than new ones, and we are dedicated
to helping students save money.

The SFC Bookstore will also be offering a new textbook rental service that will allow students to rent textbooks for less than 50% of the cost of purchasing a new printed edition. As an added convenience, students will also be able to rent their books
either in person or from the store’s website.

Our store is located in the basement level right below the student lounge area. Our store hours
for the first week of classes are as follows:

Monday through Thursday: 9:00am to 8:00pm
Friday: 9:00 am to 4:00 pm
Saturday: 10:00 am to 2:00 pm
Sunday: Closed

After that, we resume our regular store hours, which are:

Monday through Thursday: 9:00 am to 6:00 pm
Friday: 9:00 am to 4:00 pm
Saturday: Closed
Sunday: Closed
Customers can come into the store during our hours of operation or they can visit us online anytime at http://sfc.bncollege.com, where they can place orders for books or other general merchandise and have it delivered to their homes.

**CAMPUS MINISTRY (ROOMS 1310, 1312)**

Flowing from the mission of St. Francis College, the programs offered by Campus Ministry are aimed at the development of the whole person, in an atmosphere of friendship and support, within a socially responsible, mutually respectful, serving community. Working in collaboration with other departments, Campus Ministry focuses particularly on the spiritual development of students and the college community.

Campus Ministry is located in the McArdle Student Lounge. The Director of Campus Ministry, Father Brian Jordan (ext. 5493) and his student assistants are available daily to respond to any concerns of students. The College Chapel, located on the first floor, is always open for private prayer and personal reflection. In addition, there are daily prayer services and a weekly Mass. Retreat opportunities are provided during the year, and the RCIA Program is offered for students wishing to receive the Sacraments of Initiation.

Campus Ministry welcomes students from all religious traditions. It assists with the College Choir and a program of community service through which students volunteer on campus or in neighboring communities. Through these efforts the college is enhanced as a community itself, while extending its caring mission to the wider society.

Peer counseling: In cooperation with the Student Counseling Center, Campus Ministry offers a peer counseling program. You can speak to a peer counselor on a one-to-one basis in the Campus Ministry booth (check notices for times) about concerns.

**CAREER CENTER (ROOM 2309, 2311)**

The Career Center provides a variety of services. These services include: career planning, part-time/full-time/summer and post graduate job assistance, internship planning, resume and cover letter critiquing, mock interviewing, graduate school preparation, career and graduate fairs, workshops/panel discussions, career and interest inventories, SFC Job Bank (www.sfc.edu/job_bank), Optimal Resume (www.sfc.edu/optimal_resume), individual career and major counseling and weekly drop-in appointments.

**INTERNATIONAL STUDENT SERVICES (ROOMS 3000)**

International Student Services offers advice to international students on F-1 status and visa issues, immigration regulations, employment authorization, academic procedures, and aspects of American culture. Students are welcome to stop by; however, individual appointments are recommended so that all issues can be addressed appropriately and comprehensively. Email Chad Lectura at CLectura@SFC.edu.

**REGISTRAR (ROOM 2000)**

The traditional and primary responsibility of the Registrar's Office is to maintain the integrity and accuracy of academic records. The Office responds to the needs of students, faculty and staff, and alumni through access to and assistance with various processes and forms needed to succeed at St. Francis College and beyond. All services are completed according to institutional policies and standards, as well as State and Federal laws and regulations.

Present services include, but are not limited to: General maintenance of academic records, Web Advisor, Build class schedules and coordinate room assignments, Course registration, Grading. Transcripts, Enrollment verification, Maintain degree requirements, Confirm and award degrees, Diplomas, and TAP certification.
Please visit the Registrar's webpage at SFC's website to find more information such as academic calendars, GPA calculators, how to request a transcript or enrollment letter, degree progress/graduation information, and TAP Certification information at www.sfc.edu/studentlife/Registrar.

For specific information on registration, please visit the section on Registration found in the Registrar's webpage of our campus' website at www.sfc.edu/studentlife/Registrar/Registration.

Benefits of using Terrier Web/Web Advisor online services include: enhanced privacy since web access to student records is password protected, search for courses, register for courses at your convenience during the registration period from anywhere that has internet connection, drop courses (before classes begin for a specific term), view your grades from any computer with internet access (grade reports are not mailed), view your student transcript, view your degree audit (program evaluation), email an advisor with any concerns, obtain the most current class schedule for any term, and access your student profile (to ensure your current bio and academic information are correct). Terrier Web can be accessed from any page on the SFC web site by clicking the Terrier Web tab.

STUDENT ACTIVITIES (ROOM 2305)
The college offers co-curricular and extra-curricular activities to satisfy a wide variety of interests and student needs. Co-curricular activities are related to several academic disciplines and offer students the opportunity to develop new interests, leadership skills, and to relax and enjoy a welcome change from daily study routines. Yearly offerings include intramural sports, talent shows, fundraisers, and over 40 student clubs and organizations. All students are encouraged to involve themselves in these activities which provide opportunities for personal growth, networking, and development that complement classroom and laboratory sessions.

STUDENT FINANCIAL SERVICES (ROOM 2001)
The Office of Student Financial Services is a combined service department to help you with all aspects of financing your education. The counselors are available to help you explore all financial aid opportunities as well as review the various payment options to help making college affordable for you. To learn more about paying for college, visit the website at http://sfc.edu/studentlife/StudentFinancialServices. To learn more about paying for college, visit the website at http://sfc.edu/studentlife/StudentFinancialServices.

Federal Aid School Code
St. Francis College’s federal school code is: 002820.

New York State School Code
St. Francis College’s state school code is: 0715.

STUDENT TECHNOLOGY SERVICES (ROOM 4211)
Student Technology Services is a student-operated technology support desk. It is managed by the Director of Support Services. This office provides students with their username and password and Students may seek assistance with student technical resources such as e-mail, network storage, Blackboard Course Management Portal and general application and hardware issues. Students can also receive technical support for their personal laptops and PDA’s. Students may contact STS in room 4211 by calling (718) 489-5454 or emailing support services at servicedesk@sfc.edu for answers to questions or help with their general technology needs.

STS is available school days from 8:00 AM to 9:30 PM Monday through Thurs and 8:00 AM to 5:00 PM Friday. Students can also get assistance 9:00 AM to 5:00 PM on Weekends.
WELLNESS CENTER (ROOM 2310)

The goal of the Wellness Center is to offer services for students to meet some of their primary and emergency health care needs as well as provide counseling and support for many of the emotional and developmental issues that college students face.

Student Counseling Center

Professional counselors are available Monday – Friday, 9am – 6pm and Tuesdays, Wednesdays, Thursdays 10am – 5pm to help students resolve concerns that may interfere with their academic progress, social development, or personal satisfaction. Individual and group counseling is available for problems due to stress, academic anxiety, relationship difficulties, family problems, depression, and substance abuse, among others. Referrals to off-campus care givers can be arranged when appropriate.

Student Health Services

The Student Health Services Office is staffed during the day between the hours of 9am – 5pm. All first-time students must submit their Immunization Forms to this office before starting class. Additionally, Student Health Insurance Policy and claim forms may be obtained from this office.

ACCIDENT INSURANCE PROGRAM

Provided that the College is able to negotiate a policy on their behalf, all full-time day students will be covered by a medical accident insurance policy. Information concerning claims is available in the Student Health Services Office in Room 2310. Claims should be made to the College nurse within 15 days of an accident’s occurrence. The College also makes available to students optional supplemental accident and sickness medical benefit plans. These will be of particular interest to dependent students who are not covered under a parental health insurance plan or independent students who lack coverage for themselves or their dependents. Details are available in the Student Health Services Office. For information concerning special insurance for those students who participate in intercollegiate sports, contact the College’s athletic trainer.

CREDIT CARD GIVE-AWAYS

ON CAMPUS CREDIT CARD MARKETING POLICY

St. Francis College strictly prohibits the advertising, marketing, or merchandising of credit cards to students on the College’s campus. This includes posting or distribution of applications, posters, handbills, fliers, and signage in College facilities. During the year, banks or lending agencies may set up tables outside the College for purposes of promoting their credit cards and distributing credit card applications to students. The College does not encourage or authorize this activity, but cannot control what occurs on a public sidewalk.

The College would like to remind you to carefully consider any promotions or “give-aways” offered in connection with the completion of a credit card application. Such promotions are NOT “free money!!” Every time you use a credit card, you are, in effect, taking out a loan with a very high interest rate — often at least 18%!

Credit card debt can mount very, very quickly and the long-term consequences to your financial well-being and credit rating can become very serious. If you have any questions or would like information about good credit management, please visit or call the Student Financial Services Offices ((718) 489-5346, Room 2001) or the Dean of Students ((718) 489-5315, Room 3307).
EMERGENCY NOTIFICATION: SFC ALERTS

SFC Alerts is St. Francis College's urgent notification system. It allows the College to send out emergency and urgent information to students, faculty & staff in a variety of ways like emails, text messages, phone calls and instant messages.

Messages will only be sent for school wide situations like Snow Cancellations or Building Evacuations. SFC Alerts cycles through a series of contacts that each student puts in priority order until a student acknowledges that they have received the alert. Students will never be spammed.

Each student's St. Francis email address is entered into the system, but it is up to every individual to personalize their entry to add things like cell phone number and instant message addresses. You can update your information by going to the mySFC portal at https://mysfc.sfc.edu/.

If you do not have your authorization code, please contact the Office of Government & Community Relations at (718) 489-5404 or go to www.sfc.edu/sfcalerts.

HOW TO OBTAIN A LOCKER

Lockers are available for all full-time, matriculated students. You must provide your own lock. You are not required to have a locker. They are made available for your convenience and used at your own risk. Further information regarding locker rental is available in the Office of Student Activities (2305). All lockers must be cleaned out at the end of the academic year. The college is not responsible for lost and/or stolen items.

IDENTIFICATION CARDS

In the interests of maintaining the safety and security of the campus, the College requires that all members of the academic community have a properly validated identification card. Students and employees of college must carry the card at all times and swiped upon each entrance to the college. Students must also present their card when requested by any college official.

All faculty, staff, administration, and students can obtain their ID card in the Office of Student Activities (Room 2305). Lost ID cards may be replaced at a cost of $10.00.

Students whom excessively sign-in at our Security Desk are subject to discipline by the Dean of Students.

LOST AND FOUND

Articles that have been found should be given to the Office of Student Activities (Room 2305) or the College Security desk during working hours. If you lose something, check with the above offices to see if the article has been recovered.
McARDLE STUDENT CENTER

The Walter and Margaret McArdle Student Center provides several areas for students to meet informally and pursue social, cultural, and recreational activities. The Center includes the John and Ruth Gorman Dining Hall and the Council of Regents Lounge. An extensive array of foods and beverages are available at comparatively low prices through the cafeteria service, located in the Gorman Dining Hall. Vending machines are also available.

ON AND OFF-CAMPUS FUNDRAISING

In order to prevent misunderstanding and confusion by contributors to the College, no student or student organization may go on or off campus to raise money without first receiving written permission from the Vice President for College Relations. It is also expected that student clubs/organizations limit their fundraising to the campus unless it is absolutely imperative that they go off campus (see the Director of Student Engagement for details).

CLEAR PASSAGES POLICY & PROCEDURES

Mission Statement
Clear Passages is the initiative at St. Francis College relating to tobacco use established to enhance the health and wellness of the College’s students, faculty, staff and administration (SFC Community). Through its Committee, Clear Passages strives to understand and meet the needs of everyone in the SFC Community by effectively communicating the Clear Passages Policy and evaluating feedback received regarding the Policy, while promoting the Franciscan Values of respect, support, peaceful coexistence, education, and concern for the environment.

The Clear Passages Committee has several initiatives and trainings offered through the year to engage the SFC Community on tobacco education and support. Our Franciscan heart is proud to support the following Nicotine Anonymous meetings in a supportive environment for all those looking to reduce or stop smoking. All are welcome.

Nicotine Anonymous meetings will be offered on campus every Wednesday, 12:30pm to 1:30pm, Room 6221 (starting September 13, 2017)

Clear Passages Policy
The Respectful Smoking Community has been designated as the area where tobacco products may be used by the SFC Community. All other areas, including the inside of the building, are prohibited. Failure to comply with this policy will result in disciplinary actions.

Location of Respectful Smoking Community
The Respectful Smoking Community area is located on the far end of the Court Street side of our campus in front of the Library/1st floor computer lab. This is the ONLY location that tobacco products can be used.
Procedures:
*Addressing inappropriate tobacco use outside of Respectful Smoking Community*

**Students:**
If a student sees someone smoking on campus in areas other than the designated Respectful Smoking Community area, the student **SHOULD NOT** approach the individual, but alert Security of the situation.

*Security will immediately advise the individual to move to the Respectful Smoking Community.*

**Faculty, Staff, & Administrators:**
If faculty, staff, or an administrator observes someone smoking on campus in areas other than the Respectful Smoking Community, the individual can approach the individual encouraging them to move to the Respectful Smoking Community. (If faculty, staff, or an administrator sees someone smoking on campus in other than the Respectful Smoking Community and does not wish to speak with the individual, they should advise Security of such.)

- If the individual refuses to move, they should advise Security of such. Security will immediately advise the individual to move to the Respectful Smoking Community.
- If the individual does not comply and is a student, if necessary Security will take the ID from the individual, reporting to the Dean of Students or Director of Student Engagement for disciplinary handling.

*Security will immediately advise the individual to move to the Respectful Smoking Community.*

*Security has the right to remove the St. Francis College ID of all individuals who do not comply with the procedures of Clear Passages. Disciplinary action will be enforced.*
STUDY ABROAD PROGRAM (ROOMS 5010 & 6011)
The Program gives students the opportunity to enrich their academic careers and further their professional goals by studying abroad in a variety of international locations. Students who choose to study abroad while at St. Francis have the opportunity to earn university credit at a foreign institution, learn a foreign language, make friends in a culture other than their own, gain a sense of personal independence, change their world view and enjoy unique travel opportunities.

Please consult the Resources section of the SFC Study Abroad webpage to obtain a procedures checklist and answers to frequently asked questions, financial aid and scholarships.

FRANCISCAN PILGRIMAGE (ROOM 1310)
The college offers 2 scholarships per year for students to attend a spiritual pilgrimage to Assisi and Rome each year during the Winter Recess. Applications are available in Campus Ministry during the spring semester. This is an opportunity to meet with students from Franciscan Colleges and Universities in the U.S. and explore the roots of our tradition in Italy; it is a powerful, spiritual experience. Check for announcement around April for application forms. Students who can pay their own way are also invited to receive applications.

ST. CLARE & ST. FRANCIS WEEK
Every year, SFC celebrates the feast day of our patron saint, Francis of Assisi by hosting a week-long series of events. St. Clare and St. Francis week is an opportunity for the entire College community to be reminded of and celebrate our Franciscan values, such as respect for all of creation, compassion, solidarity with the poor, justice and mercy. This year, our theme is MERCY in keeping with Pope Francis declaring this a jubilee year focused on mercy. Our activities will consider how we can as individuals and as a Franciscan community live our lives with compassion, forgiveness and mercy during the new academic year and throughout our lives.

Students should check their SFC emails, Twitter, Instagram, Facebook and Snapchats at the beginning of the Fall semester for the events of the week. There will also be notices around campus on the television screens as well as signage. If anyone is interested in volunteering or having a more involved role in the planning of festivities contact Dr. Alexandria Egler (aegler@sfc.edu).

Some of the events taking place will include a kick-off party, lectures, interfaith prayer service, lectures, blessing of the animals and a campus community service project. Rocky the Terrier will be on hand and there will be raffles and prizes throughout the week. This is a great way to meet fellow students, the administration, faculty, staff and the Franciscan Brothers as well as learn more about St. Clare and St. Francis of Assisi.
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YES MEANS YES

Stop sexual violence. Know your rights, set boundaries, practice active consent, be an empowered bystander.

For additional information on how to prevent sexual assault, what to do if you are a survivor, and to help create an empowered and healthy environment contact:

Linda Werbel Dashefsky  
Title IX Coordinator  
(718) 489-5370  
lwerbel@sfc.edu

Dr. Jose Rodriguez  
Dean of Students  
718-489-3515  
jrodriguez2300@sfc.edu

The Counseling Center  
(718) 489-5335

Father Brian Jordan  
(718) 489-5493

Student Health Services  
(718) 489-5366