

COLLEGE OF  
MOUNT SAINT VINCENT  
DIVISION OF STUDENT AFFAIRS

# **STUDENT HANDBOOK**

## **2011 - 2013**

**“TEACH ME GOODNESS, DISCIPLINE AND KNOWLEDGE.”**

**(Psalm 118)**

**"Bonitatem et disciplinam et scientiam doce me. "**

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College of Mount Saint Vincent

COLLEGE OF  
MOUNT SAINT VINCENT  
DIVISION OF STUDENT AFFAIRS

STUDENT HANDBOOK  
2011 - 2013

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## **SECTION ONE**

### **INTRODUCTIONS AND TRADITIONS**

#### **THE HISTORY OF MOUNT SAINT VINCENT**

The College of Mount Saint Vincent, a four-year, coeducational, liberal arts college, is a private, independent institution in the Catholic tradition and in the spirit of the Sisters of Charity. Our 1,800 full and part time students represent a wide variety of religious, racial and ethnic backgrounds.

Founded in 1847 as an academy for women by the Sisters of Charity of New York, it was originally located on land that is now part of Central Park. In 1857, the Academy purchased Fonthill, the Forrest estate overlooking the Hudson River in the Riverdale section of the Bronx. Fonthill Castle, built by the American Shakespearean actor Edwin Forrest, still stands on the campus.

With the opening of freshman and sophomore classes in 1910, the Academy expanded into an independent four year liberal arts college. In 1911, the Regents of the University of the State of New York amended the charter of the Academy of Mount Saint Vincent, changing its corporate name to “The College of Mount Saint Vincent,” and permitting it to confer baccalaureate degrees. In 1988, the Regents of the State of New York further amended the charter of the College of Mount Saint Vincent, permitting it to confer the Masters degree.

#### **MISSION STATEMENT**

Founded by the Sisters of Charity of New York, the College of Mount Saint Vincent is an academically excellent, authentically inclusive, Catholic and ecumenical liberal arts college. The College combines a strong core curriculum with a full array of majors in the liberal arts and, within the tradition of liberal education, selected professional fields of study.

At Mount Saint Vincent, a student’s education extends beyond knowledge, skills, and preparation for work. We seek the development of the whole person. In the spirit of Vincent de Paul and Elizabeth Ann Seton, we foster an understanding of our common humanity, a commitment to human dignity, and a full appreciation of our obligations to each other.

Through its School of Professional and Continuing Studies, the College extends its primary undergraduate mission by offering high quality graduate studies in business, education and nursing and an array of undergraduate and certificate programs serving non-traditional students.

#### **OUR MOTTO**

“Bonitatem et disciplinam et scientiam doce me.”

“Teach me goodness and discipline and knowledge.”  
(Psalm 118)



#### **OUR SEAL**

Enclosed in a trefoil symbolizing the Christian Holy Trinity is the College motto and a cross. Surrounding the trefoil is the Latin translation of College of Mount Saint Vincent, New York.

## **OUR MASCOT**

The dolphin is known for its swiftness, agility and graciousness. Since mythical times it has been considered the most intelligent of water dwelling mammals because of its ability to communicate by way of a “language.” During the 1940’s and 50’s qualified students were elected to the Dolphins, an honor society established by the Student Council. These were students who had shown themselves outstanding in character, loyalty, cooperation and participation in school activities.

During the early 1980’s the Athletic Department adopted the dolphin as its official team symbol with the hope that all team members will exemplify “Dolphin” qualities in their competitive endeavors. The mascot received a major update in the fall 2004 semester. More informal than the Dolphin pictured on the CMSV school ring and publications in the past, it still represents the virtues the College hopes to see represented in all of her students.



## **OUR ALMA MATER**

Traditionally, there are two College songs: “Alma Mater, Hail” and “The White and the Gold.” The more popular “The White and the Gold” appears here:

**All Hail Alma Mater,  
Thy children sing thy praise.  
Thy banner of gold and white  
In glory we raise.  
And though in the years to come  
With thee we may not be,  
Our hearts are thine fore’er,  
Our dear old MSV**

**Cheer for the white and the gold.  
Cheer for the students of old.  
Cheer for the ones of today.  
Cheer alma mater, our stay.**

**Cheer for the white and the gold.  
Proudly our banners unfold.  
Long may they wave,  
Stainless and brave.  
Cheer for the white and the gold.**

**All hail alma mater,  
Thy children sing thy praise.  
May God guide and guard thee  
Through all thy length of days.  
Our love and our loyalty,  
Our aid we pledge to thee.  
Our hearts shall be with thee  
Our dear old MSV**

**Cheer for the white and the gold.  
Cheer for the students of old.  
Cheer for the ones of today.  
Cheer alma mater, our stay.  
Cheer for the white and the gold.  
Proudly our banners unfold.  
Long may they wave,  
Stainless and brave.  
Cheer for the white and the gold**

## **STATEMENT ON CATHOLIC IDENTITY**

### **Introduction**

The College of Mount Saint Vincent is a liberal arts college rooted in the Catholic intellectual tradition and the mission of its founders, the Sisters of Charity, "...to share in the ongoing mission of Jesus by responding to the signs of the times...and by revealing God's love in our lives and in our varied ministries with and for all in need, especially the poor." Built on this foundation, the College is committed to excellence in all things, truth and integrity at all times, and respect for human dignity in all dimensions of the ethical and moral way of life. This identity is lived out in our faith and in our academic and community lives.

### **Faith**

Deeply rooted in the life and teachings of Jesus Christ as lived out in the Catholic tradition, the College provides opportunities for spiritual growth for all its members. These include liturgy, prayer services, retreats, discussion opportunities, sacramental preparation, symbolic and artistic expressions, as well as interfaith prayer and dialogue. The College provides myriad opportunities for service. A key component in this effort is a vibrant Campus Ministry. As each person deepens his/her personal relationship with God, we are all enriched. While the College recognizes its connection with the universal Catholic Church, at the same time, it welcomes students, faculty, and staff of all religious traditions and of no religious tradition as valued members of this community of study and dialogue.

## **Academic Life**

The College of Mount Saint Vincent exists within the Catholic intellectual tradition which holds that faith and reason form a profound and indissoluble unity. Both are needed to pursue the search for truth, wisdom and learning. The College, therefore, encourages critical thinking and intellectual inquiry in all areas of study and affirms the vital significance of philosophical and religious traditions. The College respects multiculturalism, welcomes people from diverse ethnic, religious, and philosophical traditions, and invites reflective study of these traditions. Where appropriate, students are provided with the opportunity to become acquainted with the Catholic position on matters that arise in their courses of study.

## **Community**

The College, faithful to the liberal arts tradition, promotes appropriate discussion of questions of meaning and value. It maintains a strong values orientation that is consistent with the spirit of the founders, the Sisters of Charity, and the history of Catholic social thought. In this regard, it is committed to social justice and encourages a spirit of service in all its constituencies. The College expects all its personnel to uphold high ethical standards and encourages students to develop a strong values system and a set of ethical principles which will help them to make reflective and caring decisions, rooted in personal integrity and responsibility towards others. The commitment of the College is further directed to fostering respect for the dignity of each individual person with the effort to build a community that is personally and socially enriching.

## **CAMPUS BUILDINGS**

**Founders Hall** (1857) Formerly known as the Administration Building is a New York City Landmark that overlooks the river lawn and houses many campus offices and services. Its first floor houses the College Bookstore, “Benedict’s” Cafe, the College Post Office, Student Life offices, Student Government office, Cahill Lounge, and E.M. Murray Crossroads Lounge. On the second floor are reception rooms, the President’s Office and the College Chapel with Constantino Brumidi’s oil fresco of the Crucifixion over its main altar. The third and fourth floors are occupied by classrooms and faculty and administrative offices. The fifth floor is occupied by the Academy for Jewish Religion and English Language Services.

**Alumnae Pavilion Student Center** (2010) is comprised of a study lounge, a multipurpose room, a game room, an outdoor patio and offers a food service option in the evening hours. It houses the offices of the Student Activities, Leadership and Commuter Life staff. It serves as a programming and social gathering area for the campus community.

**Fonthill Castle** (1848) also a New York City landmark overlooking the Hudson River, was built by the legendary Shakespearean actor, E.M. Forrest. It now houses the College’s Admissions and Financial Aid Offices, the Institutional Research office, and the College Archives.

**Elizabeth Seton Library** (1967) seats 450 students. It houses a collection of 200,000 volumes, 11,000 microfilms, and 600 current periodical titles, the curriculum library and national bibliographic data base terminals. Included are periodical and reference areas, a Special Collections Room, study areas, faculty carrels, seminar rooms and classrooms. In fall 2006, the Library also became home to the Steven Maloney Computer Center.

**Grace Center** (1930) houses Cardinal Hayes Auditorium, with seating capacity for 1,275 and the Peter Jay Sharp Athletic and Recreation Center. and additional recreational areas including dance studio, weight room, locker areas and athletic department and coaches' offices.

**Peter Jay Sharp Athletic and Recreation Center** (2009) consists of the old and new gyms, the fitness center, a dance studio, weight room, locker areas and the athletic department and coaches' offices.

**Maryvale** (1860) was completed renovated and expanded for the start of the 2005-06 academic year. Maryvale houses the Communications and Fine Arts Departments, including new studios, computer and editing labs. The College television and radio stations are also housed in Maryvale.

**Elizabeth Seton Hall** (1911) is a six-story Italian Renaissance building. A co-ed residence hall, this building commands a broad view of the campus from its high point on the hill. A student kitchen and elegant formal dining room grace the first floor, along with an Italian marble entryway and comfortable lounges that serve as attractive meeting places for students. The second floor is home to ELS (English Language Service), an independent language instruction group. The building is air-conditioned and house more than 90 students.

**Marillac Hall** (1860) accommodates 86 upper class men and women. Overlooking the Hudson River, this impressive structure houses mostly suites of two single rooms with connecting bath. Italian pink marble and stunning tile floors grace the entry. A tiny chapel, spacious kitchen areas and lounges are available to students. Some of our Sisters One of our college chaplains also shares this living space.

**Cardinal Spellman Hall** (1962) accommodates over 250 students. Completely renovated in 2007, it also houses the main dining facilities for all residents as well as the College Health Center. Lounges, laundry rooms, study areas and the spacious **Terrace Lounge**, are all located on the first and second floors. Each of the four residential floors has its own kitchenette, recreation and study lounges.

**Alumnae Hall** (1965) an all women residence hall, houses all first-year and some upper-class residents. Completely renovated in 2006, the first floor Informal Lounge includes a video arcade, ping pong table, and snack machines. In the adjacent Formal Lounge students and faculty frequently meet for conferences and social events. Also on the first floor are a TV lounge, study lounge, and the hall's laundry room. Each of the three floors has its own kitchenette and recreation lounge.

**Mastronardi Hall** (2007) the newest Residence Hall to the campus opened in August 2007. The building will house more than 190 upper-class students and share an entrance and laundry facilities with Alumnae Hall. Comprised entirely of double rooms, the building is the first completely new building since the library was built in the 1960's. The building is named after Mount alumna, Valerie and her husband, Nicholas D. Mastronardi.

**The Science Hall** (1953) contains well equipped classrooms and biology laboratories, including a lab for Environmental Research. Three of the labs underwent extensive renovations in 2005, and are considered state-of-the art. The building also houses computer labs, a library, a lecture hall, faculty offices and the Biology Department.

**Le Gras Hall** (1875) is currently the Sisters of Charity of New York Center.

**Elizabeth Boyle Hall** (circa 1845), formerly a Carriage House, houses the archives and museum of the Sisters of Charity.

**Ely Hall, Rosary Hall, and the Villa** are residences of the Sisters of Charity.

## **OVERVIEW OF COLLEGE DIVISIONS**

During your time at CMSV, questions, concerns, and ideas may arise. This section is designed to help you quickly find the person or department most ready and able to assist.

### **SENIOR ADMINISTRATORS**

**President**, Charles Flynn, Ph.D.

**Provost and Dean of Faculty** Guy Lometti, Ph.D.

**Executive Vice President for Finance and Treasurer**, Abed Elkeshk

**Vice President for Student Affairs and Dean of Students**, Dianna C. Dale, Ph.D.

**Senior Vice President for Institutional Advancement & College Relations**, Madeline Melkonian

**Vice President of Admission and Financial Aid**, Tim Nash

**Vice President for Information Services**, Adam Wichern

**Vice President for Operations** Kevin DeGroat

**President: Charles Flynn, Ph.D.** The Office of the President is available by appointment to all students, faculty, and staff. His office is located in Founders Hall, Room 205, Ext. 3233, [charles.flynn@mounstaintvincent.edu](mailto:charles.flynn@mounstaintvincent.edu)

**Executive Assistant to the President**, Catherine McKenna, Founders Hall, Room 210 Ext. 3233, [catherine.mckenna@mounstaintvincent.edu](mailto:catherine.mckenna@mounstaintvincent.edu)

**Provost and Dean of Faculty: Guy Lometti, Ph.D.** The Provost and Dean of Faculty represents the academic concerns of students and faculty to the President and the Board of Trustees. His office is located in Founders Hall, Room 205 Ext. 3259, [guy.lometti@mounstaintvincent.edu](mailto:guy.lometti@mounstaintvincent.edu)

His areas of responsibility include:

All Faculty Matters

Academic Advisement

Academic Catalog and Calendar

Academic Resource Center

BRIDGE Program

Career Development and Internships

Honors Program

Disabled Student Assistance

Undergraduate College

School of Professional and Continuing Studies

Registrar

TRIO Program

**Executive Assistant** Maureen McDonald, Founders Hall, Room 206, Ext.3259, [maureen.mcdonald@mounstaintvincent.edu](mailto:maureen.mcdonald@mounstaintvincent.edu)

**Executive Vice President for Finance and Treasurer: Abed Elkeshk** His office is located in Founders Hall, Room 334B Ext. 3300, [abed.elkeshk@mountsaintvincent.edu](mailto:abed.elkeshk@mountsaintvincent.edu)

His areas of responsibility include:

ATM Machine	Liaison with College attorneys
Budgets and Auditing	Petty Cash
Controller	Purchasing
Check-Cashing Services	Payroll
Human Resources	Student Accounts

**Executive Assistant:** Dreana Stafford, Founders Hall, Room 334B, Ext. 3299  
[dreana.stafford@mountsaintvincent.edu](mailto:dreana.stafford@mountsaintvincent.edu)

**Vice President for Student Affairs and Dean of Students: Dianna C. Dale, Ph.D.**

Her office is located in the Founders Hall Room 114 Ext. 3227,  
[dianna.dale@mountsaintvincent.edu](mailto:dianna.dale@mountsaintvincent.edu)

Her areas of responsibility include:

Athletics and Recreation	Health Center
Student Liaison to:	Student Conduct
Bookstore	Residence Life
UNICO (Maintenance and	Security and Safety
Custodial Services)	Student Activities, Leadership, Commuter Life
Food Service	Student Government
Counseling Center	Seton Service and Leadership Scholarship
Campus Ministry	

**Executive Assistant-** Tracy Harris, Founders Hall 114, Ext. 3253,  
[tracy.harris@mountsaintvincent.edu](mailto:tracy.harris@mountsaintvincent.edu)

**Vice President of Admission and Financial Aid: Tim Nash.** His office is located on the first floor of Fonthill Castle Ext. 3268, [tim.nash@mountsaintvincent.edu](mailto:tim.nash@mountsaintvincent.edu)

His areas of responsibility include:

Admissions  
Financial Aid  
Retention

**Executive Assistant:** Debbie Hoyle, Castle Lobby, Ext. 3267  
[debbie.hoyle@mountsaintvincent.edu](mailto:debbie.hoyle@mountsaintvincent.edu)

**Senior Vice President for Institutional Advancement & College Relations: Madeleine Melkonian** Her office is located on the fourth floor of the Founders Hall, Ext. 3236, [Madeleine.melkonian@mountsaintvincent.edu](mailto:Madeleine.melkonian@mountsaintvincent.edu)

Her areas of responsibility include:

Alumni Relations  
Campus Events  
Fundraising  
Grants

Publications  
Public Relations  
Web Design

**Executive Assistant,** Gerry Marton, Founders Hall Room 422, Ext. 3237, [Gerry.marton@mountsaintvincent.edu](mailto:Gerry.marton@mountsaintvincent.edu)

**Vice President for Information Services: Adam Wichern** His office is located in Stephen Maloney Center in the Library Ext. 3280, [adam.wichern@mountsaintvincent.edu](mailto:adam.wichern@mountsaintvincent.edu)

His areas of responsibility include:

Computer Services  
Computer Labs  
Internet  
Library

**Executive Assistant:** Ellen Drake, Stephen Maloney Center in the Library Room 4, Ext. 3283, [ellen.drake@mountsaintvincent.edu](mailto:ellen.drake@mountsaintvincent.edu).

**Vice President for Operations** Kevin DeGroat - His office is located on the third floor of Founders Hall Ext. 3400,

Areas of responsibility include:

Facilities - Maintenance and Custodial Services  
Capital Projects

**Executive Assistant:** Dreana Stafford, Founders Hall Room 334B, Ext. 3299 [dreana.stafford@mountsaintvincent.edu](mailto:dreana.stafford@mountsaintvincent.edu)



## SECTION TWO

### STUDENT AFFAIRS DEPARTMENTS AND SERVICES

#### **ATHLETICS AND RECREATION**

##### **Varsity Sports**

The athletic program provides opportunities for students to participate in sports related to their interests and skills. Mount Saint Vincent sponsors Division III inter-collegiate varsity teams for women in basketball, cross-country, lacrosse, soccer, softball, swimming and volleyball. For men it sponsors varsity teams in baseball, basketball, cross-country, lacrosse, soccer, swimming, volleyball and wrestling. There is also a junior varsity men's basketball team, and a cheerleading club team. A certified Athletic Trainer is available for all varsity student-athletes in order to help prevent injuries and promote strength and conditioning.

Mount Saint Vincent is affiliated with the following athletic conferences and organizations: Division III of the National Collegiate Athletic Association (NCAA); the Skyline Conference and the Eastern College Athletic Conference (ECAC). To maintain eligibility on a varsity team, all student athletes must remain in good academic standing as defined in the College's Academic Catalog, adhere to the Mount Saint Vincent Philosophy of Athletics and associated regulations in the Student-Athlete Handbook and the Official Student Handbook of the College.

##### **The Fitness Center**

The Fitness Center includes weight and cross-training equipment, including step machines, treadmills and elliptical trainers with an adjacent weight room. Located in the Peter Jay Sharp Athletic and Recreation Center, the facility is open to all registered students, faculty, and staff. A current CMSV ID is required to access the facility. During vacation periods, access may be limited.

##### **Intramurals**

Intramural activities are open to all students, faculty, and staff. Teams can represent residence halls, academic departments or groups of friends. Programs include basketball, volleyball, flag football, dodge ball and indoor soccer. Students are encouraged to suggest adding other programs to the intramurals program.

##### **Exercise Classes**

Yoga, Zumba and Kickboxing and other exercise programs are offered during the academic year based on interest.

Information concerning the use of the facilities can be obtained at the Athletics Main Office and is posted on various bulletin boards located in the building. A valid Mount Saint Vincent ID is required when borrowing equipment and when reserving activity space.

## **CAMPUS MINISTRY**

Campus Ministry serves students, faculty, staff and administrators of all faiths as well as those of no particular faith. It strives for holiness and wholeness and stresses active discipleship and leadership grounded in the values and the vision of The Mount's founders, the Sisters of Charity. As such, Campus Ministry embraces excellences in academic endeavors, integration of life and learning, respect for all persons, diversity of cultures and beliefs and service to others.

Deeply rooted in the Catholic tradition, the Campus Ministry Office provides opportunities for the spiritual growth of the entire college community. These include liturgy, prayer services, student/staff retreats, service opportunities, spiritual direction, discussions groups, sacramental preparation and interfaith prayer and dialogue.

The Campus Ministry team includes a Director and an Assistant Director and a Campus Chaplin. They are assisted by student leaders and numerous volunteers who regularly participate in service projects such as Midnight Runs, Habitat for Humanity, POTS Soup Kitchen, and an annual spring break trip to Appalachia and peace and justice activities.

Located on the first floor of Founders Hall, the Campus Ministry Office provides a relaxed atmosphere where people can meet and relate, share or study. All are welcome.

### **Chapels**

The Chapel of the Immaculate Conception, located on the second floor of Founders Hall, was dedicated on December 13, 1859. Constantino Brumidi, whose work can be seen in the canopy of the Capitol Rotunda in Washington, DC, painted the crucifixion fresco in the sanctuary. The Chapel's organ, an Opus 4, built in 1873, is the oldest existing Roosevelt organ. Many students and alumnae/i choose to be married in this sacred environment.

St. Joseph Chapel is located on the first floor of Marillac Hall and is available for personal prayer and meditation.

## **COUNSELING CENTER**

The Counseling Center, located on the second floor of Founders Hall, services students experiencing a wide variety of difficulties ranging from anxiety and depression to eating disorders, adjustment to college, stress, relationships, substance abuse, etc. Students seeking advice on how to help a friend experiencing these issues are welcome as well.

Generally, the center offers short-term individual counseling and assists in referrals to appropriate outside mental health clinics and/or therapists. In addition, they assist with educational workshops, crisis intervention, and group counseling.

All Counseling Center services are confidential, and maintained apart from other student information. Staff members adhere to the strictest standards regarding confidentiality

The services are free, confidential, and available to all registered students. Appointments are made by contacting the Center by phone or email.

## **HEALTH SERVICES**

Health Services are available to students through the Health Center located in Spellman Hall, Room 217. All registered students may seek assistance at no initial charge. The Center does not seek to replace family health care providers, but rather to supplement that care during the years when the student may not reside or study near home.

Care includes dispensing of non-prescription and prescription drugs, first aid, treatment of minor illnesses and medical referral for situations requiring more extensive medical care than the Center provides. The Center attempts to notify parents/guardians if a student goes to the ER.

A Registered Nurse serves as Director of the Health Center and there are limited on-campus Nurse Practitioner hours. Regular Health Center hours are 9:00 a.m. to 4:00 p.m., Monday through Friday. Access to physicians is arranged through outside referrals.

Students in need of emergency care during stated operating hours should report to or contact the Health Center directly. If the nurse is not available and it is an emergency, contact Security. If it is not an emergency, leave a voice mail message for the nurse.

## **OFFICE OF HOUSING AND RESIDENCE LIFE - OHRL**

The Office of Residence Life and Housing is responsible for all matters pertaining to resident students and housing operations. The office oversees the functioning of the residence halls and coordinates the activities of the Residence Life staff. Responsibilities also include: developing and implementing residence life policies and regulations, adjudicating disciplinary matters, programming, and room assignment and billing functions. More detailed information on Residence Life and Housing is contained in the section seven of this handbook.

## **OFFICE OF STUDENT ACTIVITIES, LEADERSHIP AND COMMUTER LIFE - OSALCL**

The Office of Student Activities, Leadership and Commuter Life is dedicated to promoting the personal growth and development of all students. The office strives to empower students by providing opportunities for leadership and service to others and seeks to expand and enrich the college experience by providing social, cultural, educational and recreational programs. More detailed information on the Office of Student Activities, Leadership and Commuter Life is contained in section eight of this handbook.

## **SETON SERVICE AND LEADERSHIP SCHOLARSHIP PROGRAM**

The Seton Service and Leadership Scholarship program is a campus student development program for students who have an outstanding academic profile and have demonstrated community service and leadership skills. The Sisters of Charity of New York fund the room and board scholarship. Students apply for the scholarship when they apply for admission to the College.

## **SECTION THREE**

### **ACADEMIC AFFAIRS DEPARTMENTS AND SERVICES**

#### **CAREER DEVELOPMENT AND INTERNSHIPS**

The Office of Career Development and Internships helps students with career decision making, choosing a major, internship placement, job search skills and graduate school application. Students in all four years of college and alumnae/i are welcome.

Services include career counseling and assessment to help students select a field of study and develop their career goals. The Career Development library maintains resource material to help students research careers and investigate possibilities for graduate study. The Office also assists students with obtaining internships in their junior and senior years.

Listings of on-campus and off-campus employment are available for students seeking part-time positions during the school year. Full time and summer job postings are also available. Help with resume writing, interview skills and other career tasks are provided through workshops and individual consultation. The annual Graduate School and Job Fairs bring representatives to campus to meet with those students considering further study or seeking employment after graduation.

Students are strongly encouraged to visit the Office of Career Development and Internships throughout their years on campus to keep informed of employment trends, to discover new options and to strengthen their career plan as they learn more about themselves and the “World of Work.”

#### **ACADEMIC RESOURCE CENTER - ARC**

The Academic Resource Center – The ARC is a resource for students who wish to improve their academic skills and ability to manage their time. It is located on the 2<sup>nd</sup> floor of the Elizabeth Seton Library. Services include individual academic counseling on a long-term or short-term basis, writing assistance, and workshops in time-management and college-study skills. A variety of academic skills courses (both credit and non-credit) are offered each semester through the ARC which is located on the 2<sup>nd</sup> floor of the Library.

Individual and small-group peer tutoring is available in all academic areas and in college writing. There is no charge for any of the Center’s services. In addition, a professional writing tutor is available for adult and graduate students with whom appointments can be made. See posted schedules for the CMSV Writing Center as well as drop-in tutoring in a variety of subjects.

#### **WRITING EMPHASIS COURSES (WE)**

WE courses include written assignments in at least two different modes of writing that total at least nine pages. These courses help students not only to improve writing skills, but to use writing as a learning tool in the content area. WE courses are designated on the students’ transcripts (as well as in the College catalogue) to indicate to graduate school admissions committees and future employers that the students who have taken these courses have developed their writing skills well beyond the minimum requirement. One WE course

which includes at least 15 pages of writing may be applied to the Writing Minor, with the approval of the Director of Writing.

### **CENTER FOR ACADEMIC ADVISEMENT**

All students are assigned an Academic Advisor. Students who have declared a major will be assigned an advisor in their academic discipline. Students who are undeclared will be assigned an advisor based on their statement of academic goals. Advisement is a mutual working relationship between student and advisor for academic success. All students must see their advisor prior to registration each semester; however, students are strongly urged to meet with their advisors early in the academic year and frequently throughout the academic semester. Remember that each student is ultimately responsible to meet the academic requirements for graduation, and should meet frequently for Advisement.

### **DISABLED STUDENT ASSISTANCE**

Students seeking support services on the basis of a diagnosed, specific learning or physical disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Coordinated through the Academic Resource Center, assistance includes schedule planning, liaison with instructors for availability of course materials, reading, recording and testing arrangements, residence hall room assignments and progress reports to and consultation with appropriate agencies.

A description of the College's policy, the documentation required, assessment steps and process for delivery of services are described in the Policy on Students with Learning Disabilities available through the Academic Resource Center, the Admissions Office and the Office of the Dean of the Undergraduate College. Students seeking information should contact one of these offices for copies of the policy and related procedures.

### **INTERNATIONAL STUDENTS**

Students in need of academic assistance should contact the Academic Advisor for International Students in the Academic Advisement Office or speak directly with their professors. International students can obtain assistance with immigration matters such as I-20s and visas from the Registrar's Office.

### **SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES - SPCS**

The College's School of Professional & Continuing Studies coordinates all programs and services provided to graduate students and the adult learner. Recognizing the limitations placed on graduate students and adult learners by full time career and/or family obligations, the School's administrative office provides advisement, information, and registration assistance during non-traditional school hours.

The Office of Professional and Continuing Studies is open from 8:30 a.m. to 6:30 p.m. Monday through Thursday, from 8:30 a.m. to 4:00 p.m. and on Friday and 8:30 a.m. to 4:00 p.m. on Saturday during the fall and spring semesters. Appointments outside of these hours can also be arranged. To schedule an appointment and to find out about office hours during summer sessions, please call (718) 405-3322.

**REGISTRAR**

The Registrar's office is responsible for collecting and maintaining student grades, records and class schedules. This office confirms and completes the registration process after a student has seen their advisor and selected their course schedule electronically. In addition to maintaining student records, the Registrar's office is responsible for all class scheduling and classroom reservation. Students who are dropping and adding course or withdrawing from courses must complete the appropriate paperwork and return that paperwork to the Registrar's office. Transcripts are obtained through the Office of the Registrar.

**TRIO PROGRAM**

The College of Mount Saint Vincent's TRIO Student Support Services Program (SSS) enhances the academic performance, retention, and graduation rates of its participants by offering a the following programs: Academic Advocacy Services, Mentoring/Buddy Program, Leadership Development and the Computer and Technology Program. Participation in the CMSV TRIO program is by invitation to selected low-income, first-generation and / or disabled students.

**BRIDGE PROGRAM**

The College of Mount Saint Vincent's BRIDGE program (Basic Resources for Individualized Development and Growth) is designed to bridge the gap between the high school and college curriculums. BRIDGE provides academic support for this transition for selected students. In the first semester of their freshman year BRIDGE students register for four courses and a one credit study skills course and meet regularly with the Director of BRIDGE for academic counseling and support.

## SECTION FOUR

### GENERAL SERVICES

#### ATM AND CHECK CASHING

As a convenience to students, CMSV cashes personal checks up to \$50 in the Payroll Office, Administration Building, Room 322, on Tuesday 11:00 a.m. - 12:30 p.m. and Thursday 2:00 p.m. - 3:30 p.m. A valid CMSV ID must be presented.

An automated teller machine (ATM) is located in the lobby of the Administration Building outside the Bookstore. The ATM is restricted to cash withdrawals *only* via bank or credit card. The ATM dispenses \$20 bills up to \$200 per transaction.

#### BOOKSTORE – ON LINE Akademos - TextbookX

Through the parent company of TextbookX.com, the College provides an online bookstore and marketplace for the Mount community. TextbookX.com provides students with the books they need, when they need them, and at affordable prices. With the additional purchasing options offered by TextbookX.com, the Mount Community enjoys all the traditional services they've come to expect from an on campus bookstore while saving through their integrated textbook marketplace.

TextbookX.com provides in-stock inventory for all adopted titles in both new & used conditions, an integrated textbook marketplace to provide greater used book options, free economy shipping on retail orders over \$49. All major credit cards accepted as well as financial aid vouchers.

To purchase your course textbooks visit <http://mountsv.textbookx.com> or go to Self Service and click on Purchase your textbook online - AKADEMOS bookstore.

#### THE NO BOOKSTORE

The No Bookstore, located on the first floor of Founders Hall sells non prescription pharmaceuticals, personal items, school supplies, soft drinks, snacks, college imprinted clothing, athletic gear and souvenir items.

##### The No Bookstore Hours

Monday – Thursday

8:30am to 4:30pm

Friday

8:30am to 3:00pm

Saturday –Closed

Sunday – Closed

#### COMPUTING SERVICES

The College of Mount Saint Vincent Computer Services department supports the technological needs of the entire Mount Community by providing them with Helpdesk services, email, central

storage, Blackboard, and Banner as well as by maintaining and continuously improving the computer and telephone networks, classroom technology and the computer labs.

### **DolphiNet Network Access**

Computer Services provides Internet access through our secure network, “DolphiNet.” Email addresses are automatically created for all students at the time of their enrollment, thereby giving them access to computer labs, safe networking from their residence room using NetReg, wireless access in the designated areas, Seton Library Databases off campus, their own central storage space on the “home server” and online course materials on Blackboard upon password change.

### **Computer Labs**

There are over 200 computers available for student use loaded with software for both general and specialized applications using both Microsoft and Apple operating systems. The locations of all computer labs and their hours of operation are available on the Computer Services web page. All members of the community are required to login to get access to the computers in the labs and in the reference area of the library. The login requires the same user name and passwords that is used to access email.

### **Access from Residence Hall Rooms**

Every room in the residence halls has access to broadband Internet connections via a wireless and hard wire connection. In order for resident students to access the Internet, they have to register their computers with NetReg (short for network registration) at the beginning of each semester. NetReg is a complimentary service from Computer Services that scans the user’s computer for certain security issues and will not allow the computer onto DolphiNet until all dangerous issues are resolved, thereby protecting all network users from infections and network slowdowns. Rooms shared by three students, i.e. triples, are provided with mini-switches for the needed additional connections. Student PC’s must be equipped with an Ethernet port in order to access the Internet. (All relatively new computers have this port already built in, but students should check the specifications of their equipment nevertheless.) Students must also bring their own Ethernet cables to connect their machines to DolphiNet. The college’s Bookstore stocks these cables as well.

### **Wireless Access**

Dolphinet can be accessed wirelessly in most public areas of the campus and every residence hall room. Specific areas can be viewed on the computer Services web site at [http://www.mountsaintvincent.edu/computer\\_services](http://www.mountsaintvincent.edu/computer_services). To log onto the network after booting up, students need to open an Internet browser window and login with their email user name and password. Minimizing the login window will keep the connection alive.

### **Off Campus Access to the Library Databases**

The Elizabeth Seton Library subscribes to numerous databases to facilitate research work on campus. These resources are also available from off campus locations to Mount students using their email login. The library web pages can be accessed at <http://www.mountsaintvincent.edu/library>.



### **Central Storage and Personal Web Pages**

All students are provided with 1 Gigabyte of storage on the college's "home server." This storage space can be used by students to store important documents related to school work or to create and publish their own web pages for computer classes.

### **Blackboard**

Computer Services provides access to the Blackboard course management system. Blackboard is used to facilitate coursework by providing a space for course materials, a forum for discussions and a place to submit coursework, etc.

### **Banner Self Service**

Banner is our student information system which manages financial and academic information campus wide. Students use Self Service to view their schedules and grades, register for classes, and change their emergency contact information. This service uses a different login. Students get access by using their campus wide or student ID and their PIN number.

### **Telephones**

Telephone service is not available in student rooms. There are public phones on every floor in each residence halls. Students can use these phones to call any internal College extension and the local NYC area at no charge. Students can use calling cards to make outgoing calls outside of the NYC local area and can accept incoming calls from these public phones.

### **Helpdesk Services**

The Computer Services Helpdesk is available to assist students, faculty members and administrators with any of the services mentioned above as well as software related issues in open labs and telephone or network connection problems in the student dorm rooms. The hours of operation for the Helpdesk are 8:00 am to 7:00 pm Monday to Thursday and 8:30 am to 4:30 pm on Friday in the fall and spring semesters. Outside of the regular semesters the Helpdesk follows the hours of operation for the business offices. Helpdesk hours of operation for all sessions can be confirmed by accessing <http://www.mountsaintvincent.edu/computerservices.htm>.

Students can contact the Helpdesk in a variety of ways, but we recommend visiting the Computer Services FAQ web page first at <http://www.mountsaintvincent.edu/1580.htm>, which provides documents and tips for hardware and software problems and instructions or additional technical information about all of the above mentioned services. Students also may email their problem to [helpdesk@mountsaintvincent.edu](mailto:helpdesk@mountsaintvincent.edu) or walk in and report their issue to the Helpdesk sitter in person or call extension 3340 from anywhere on campus or (718) 405-3340 from off campus. According to our policy, we cannot service student computers, however for out of warranty student owned computers. Computer Services maintains a list of computer repair providers in the area.

### **EMPLOYMENT OPPORTUNITIES**

Many departments throughout the College are able and eager to offer employment to CMSV students. Some of these positions are paid through our Federal Work-Study program, which is administered through the Financial Aid Office. Other jobs, however, are available to students without Work Study including desk assistant/receptionist positions in residence halls, computer labs, student center and the athletic center. Students interested in one of these positions can also

inquire in an office that is of interest to them. Students should contact the Office of Human Resources for on campus employment opportunities. Students should contact the Office of Career Development and Internships for off campus employment opportunities.

## **FINANCIAL AID**

The Office of Financial Aid provides information on institutional, state and federal aid which helps finance a student's education. Maintaining eligibility for financial aid is based on student status and satisfactory academic progress.

## **FOOD SERVICE**

Chartwells is the College's dining services provider. Chartwells provides dining services for the College in its main dining hall, Hudson Heights, located in Spellman Residence Hall; in Benedict's Café/Mag's Kitchen located on the first floor of Founders Hall and provides campus catering.

**Hudson Heights Dining Hall** – Hudson Heights is the College's newly renovated, state of the arts, campus dining facility. Opened in the fall of 2012, Hudson Heights is a retail, food environment where students spend their declining meal plan dollars only on what they want to eat. Several food stations with freshly prepared foods are available daily.

### **Hours of Operation**

Monday - Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 7:00 pm
Saturday	11:00 am - 6:00 pm
Sunday	11:00 am - 11:00 pm

### **Declining Balance Meal Plans**

College policy requires all resident students to be on a declining balance meal plan.

College policy requires all commuter students to be on a declining balance meal plan, except for commuter students enrolled in the School of Professional and Continuing Studies which includes graduate students, accelerated nursing and mid-Manhattan students. These plans are described below.

### **Resident Student Declining Balance Meal Plans – Dining Dollars**

All resident students are enrolled in a declining balance meal plan. Each semester resident students are provided with five, Dining Dollars downloads every three weeks. These downloads are loaded on the resident student's CMSV ID card. The down loads begin at the start of each semester and continue through the end of the semester. The dates and amounts of the Dining Dollars down loads are communicated to resident students throughout the semester. Each time a purchase is made, the amount of the purchase is deducted from resident student's declining

balance meal plan. Dining Dollars carry over from fall to spring semesters; but not from spring to fall semesters. Resident students can add Dolphin Dollars to their declining balance meal plans. Dolphin Dollars carry over from year to year as long as the student is enrolled in the College.

### **Commuter Student Declining Balance Meal Plans – Dining Dollars**

All commuter students are enrolled in a declining balance meal plan. Except for commuters enrolled in the School of Professional and Continuing Studies which includes graduate, accelerated nursing and mid-Manhattan students,. Each semester commuter students are provided with **one** Dining Dollars download at the beginning of each semester. This, one per semester download is loaded on commuter student's CMSV ID card at the start of each semester. Each time a purchase is made, the amount of the purchase is deducted from commuter student's declining balance meal plan. Dining Dollars carry over from fall to spring semesters; but not from spring to fall semesters. Commuter students can add Dolphin Dollars to their declining balance meal plans. Dolphin Dollars carry over from year to year as long as the student is enrolled in the College.

### **Dining Dollars**

Dining Dollars are the declining meal plan dollars loaded on students' CMCV ID cards at the beginning of each semester. These dollars are associated with the meal plan fee charged to the student per semester. Dining Dollars carry over from fall to spring semesters; but not from spring to fall semesters.

### **Dolphin Dollars**

Students may add Dolphin Dollars to their declining balance meal plans at any time during the semester in the Office of Student Accounts. Dolphin Dollars are added at a minimum of \$25 increments. With each increment, students will receive additional bonus dollars. Dolphin Dollars carry over from year to year as long as the student is enrolled in the College.

Dining Dollars and Dolphin Dollars may be used at Hudson Heights and Benedicts Café/Mag's Kitchen.

In retail, declining balance meal plan environment, consuming food before it is purchased is a significant problem. Anyone found stealing food or fraudulently participating in the College's dining services program will be charged the cost of the food, referred for College disciplinary action and subject to referral to external authorities.

Additional information on dining services and all meal plans is available at [www.mountsaintvincent.edu/diningservices](http://www.mountsaintvincent.edu/diningservices) You can also visit [www.dineoncampus.com/cmsv](http://www.dineoncampus.com/cmsv) or you may call the Chartwells office at 718-405-3486 (ext. 3486) to speak with one of the dining services team.

### **Benedict's Café and Mag's Kitchen**

Named for Sister Mary Tobin Benedict who cooked for the Sisters of Charity for 54 years and for Sister Magdalen Horsting, the beloved Campus Minister in the '80s and '90s, this facility is located on the first floor of Founders Hall. It offers take-out food item, including coffee, tea and light breakfast foods.

**Benedict's Café and Mag's Kitchen** has undergone a significant renovation during the fall semester of 2012, It is scheduled to reopen in the spring semester of 2013. Additional information will be available at this time.

### **ELIZABETH SETON LIBRARY**

The Elizabeth Seton Library is available for studying, reading, conducting research, and gaining access to the Internet. It offers to the CMSV community a wide range of resources including books, periodicals, and electronic access to many scholarly databases. Electronic access to the library catalog and to databases is available through the library's website <http://www.mountsaintvincent.edu/library2/index.htm>.

#### **Borrowing Books**

Circulating library books may be borrowed for four weeks upon presentation of a valid CMSV I.D. card. Other types of items have different lending periods and can be viewed on the library web pages at <http://www.mountsaintvincent.edu/library2/circ.htm>. Students are responsible for knowing when items are due back at the library. Courtesy reminder emails are sent to students' CMSV email accounts, providing details of overdue items and any fines levied. If not returned promptly, items will be billed to the student to cover the replacement cost of each item and a non-refundable service charge for each item will be levied. If items are needed longer than the normal loan period, they may be renewed provided that no other patron has requested the item. All borrowed materials are due back at the end of the semester.

#### **Interlibrary Loan**

Books and periodical articles not available at the Mount Saint Vincent library may be obtained by students from other libraries with whom we have cooperative agreements. Interlibrary Loan, which is provided to students at no cost, typically requires ten to fourteen days to receive the materials. An interlibrary request may be submitted in person or may be generated electronically through the library's website <http://www.mountsaintvincent.edu/library2/ill.htm>.

#### **Reserve Materials**

Books and articles are placed "on reserve" by faculty for class assignments. These items are used only within the library. In collaboration with the faculty, the library often makes reserve materials available electronically via [Blackboard](#), an online classroom management system.

#### **Research Assistance**

Students are strongly encouraged to come to the library and either visit the Reference Desk and ask a reference librarian for help in identifying resources for their academic work, or, speak with the Library Director for individual assistance. Library staff are happy to assist in locating whatever source(s) of information are required.

Information on library hours may be obtained by calling 718-405-3394, or by visiting the library's website <http://www.mountsaintvincent.edu/library2/libhours0809.htm>.

### **POSTAL AND CLERICAL SERVICES**

All residents are assigned mailboxes in the College Post Office on the first floor of Founders Hall.

Incoming postal deliveries occur once a day between 9:30 and 10:30 a.m., Monday through Friday. UPS delivers once a day, Monday through Friday. Outgoing mail pickup is at 2:00 p.m., Monday through Friday. No pickups occur on Sundays or holidays.

Stamps may be purchased at the College Post Office during regular postal hours from 8:30 a.m. to 4:30 p.m. Monday through Friday.

All mail should be addressed as follows:

Name  
Mail Box Number  
College of Mount Saint Vincent  
6301 Riverdale Ave.  
Riverdale, New York 10471

Copy machines are available to students for their personal use in the Elizabeth Seton Library. Copying for clubs and organizations with budget numbers may be done in Clerical Services in Founders Hall.

### **SECURITY AND SAFETY**

The Office of Safety and Security is responsible for 24 hour patrol of the campus buildings and grounds, and is staffed by full-time security officers under the supervision of the Director and Assistant Directors of Safety and Security. The department provides a wide range of services that include parking enforcement, escort service, coverage of special events, emergency assistance and investigation of criminal activity. The Director of Safety and Security is available for meetings with all students, staff and faculty.

### **PARKING AND TRAFFIC REGULATIONS, FEES AND FINES**

Parking and operating a motor vehicle on the College of Mount Saint Vincent campus is a **privilege**, and constitutes acceptance by the individual of the responsibility to ensure that his or her vehicle is parked and operated in compliance with all College regulations. The acceptance of parking privileges and the presence of any vehicle on campus represents an agreement by the

motorist that the College is in no way liable for personal injury, damage, or lost or stolen parts or contents within the vehicle.

### **First year residents - Vehicles on Campus**

First year resident students may not have their cars on campus. Only the Director of Safety and Security, in consultation with the Vice President for Student Affairs and Dean of Students, may make an exception based upon individual consideration and under very unusual circumstances.

### **Parking Permits**

To obtain a parking permit, students, faculty and staff must register their motor vehicles with the Office of Safety and Security. A parking permit is required for students, faculty and staff members to park on campus. Permits are for specific parking lots, but do not guarantee a specific parking space in that lot. Parking permits must be hung from the driver's center mirror. The permit is designed to be left in place and is not in violation of any New York State motor vehicle laws.

### **Temporary Permits**

Temporary parking permits are available under rare circumstances and only if they are for health reasons or for the temporary incapacity of the vehicle. Requests for the special permits may be made to the Director or Assistant Director of Safety and Security.

### **Handicapped Permits**

Handicapped parking spaces are limited and, pursuant to law, only individuals with appropriately issued handicapped permits can park in these locations. Any member of the college community with a disability requesting permission to park in a handicapped parking area, must apply to the appropriate municipal authority to secure a government issued handicapped parking permit. You must comply with your local policies in applying for handicap permits. A parking zone identified with a sign bearing the international disability symbol is restricted at all times for use by vehicles bearing both a valid College parking permit and a government issued handicapped parking permit.

### **Regulations**

Parking and traffic regulations apply to faculty, staff, students and visitors and are in effect 24 hours a day, seven days a week, 365 days a year. Vehicles in violation of any of the following regulations are subject to ticketing, booting and towing at the owner's expense.

- Parking on college property is permitted for college business only.
- Non-availability of space in specific lots does not excuse illegal or improper parking. Legal alternatives should be sought in other lots.
- Parking is permitted in marked parking spaces only. One vehicle per parking space. You must park between the lines.
- The speed limit on campus is 15 miles per hour.
- All traffic regulation signs must be obeyed; this includes stop signs, yield signs, one way signs.
- Fire lanes are installed to insure proper access for fire apparatus in case of any emergency. Parking in these areas will result in ticketing or towing.

- Signs and markings are provided in the interest of safety and effective parking management. Removal or damage of any signs is illegal. Perpetrators are subject to arrest and prosecution.
- Parking in residence hall lots without the proper residence hall permit will result in ticketing or towing.
- Residents' overnight guests must be registered with the Office of Residence Life and Housing. Upon receipt of an approved overnight guest pass from the Office of Residence Life and Housing, Security will provide parking for residents' overnight guests. Parking passes can be obtained at the Main Booth or in the Security Office, Monday through Friday, 8:30 am to 4:30 pm. Guest vehicle passes are limited to two nights and guests must park their vehicles in the Villa lot. Residents' guests are subject to all College parking and traffic regulations.
- In the event of a snow emergency or snow removal situation all vehicles must be moved in a timely manner. All efforts will be made to notify permit holders to move their vehicles.  
Failure to remove a vehicle will result in a fine.
- The College reserves the right to use permit parking areas for special events to the exclusion of permit holders. In the event of limited parking in resident lots vehicles must be parked in Villa lot.
- Disabled vehicles must be reported to the Office of Safety and Security. Permission may be obtained from the Director or Assistant Director of Safety and Security to leave the vehicle on campus for a period of time. Unreported disabled vehicles will be towed.
- After three unpaid violations vehicles will booted or towed at the owner's expense. Permit holders with excessive unpaid tickets are subject to a revocation of their College parking privileges.
- Unpaid parking tickets will result in holds placed on records, transcripts, grades, and/or diplomas.

### **Parking Permit Process**

**Faculty and Staff** - There is no fee for faculty and staff to park on campus. Faculty and staff must report to the Office of Safety and Security to complete a vehicle registration card and be issued a parking permit. Faculty and staff must present a valid driver's license, vehicle registration and insurance card when registering their vehicles on campus.

**Students** – Students must complete a vehicle registration card and pay the appropriate fee to be issued a parking permit. A Bursar's receipt must be presented to Security to receive a permit. Students parking in Villa lot can pay on line or in person at the Bursar's Office. Students parking in all residence hall lots must pay in person to the Bursar. The following documents must be presented for students to be issued a parking permit.

1. Completed Vehicle Registration Card
2. Student ID
3. Driver's License
4. Vehicle Registration
5. Insurance Card

## **Parking Fees**

<b>Commuters</b>	Villa Lot
Annual	\$105
Semester only	\$55
Summer	\$10

### **Residents - Resident Permits Annual \$150**

Alumnae/Mastronardi	45 spaces
Marillac	30 spaces
Spellman	16 Spaces
Seton	10 Spaces

Annual permits are valid for a full academic year; to include fall and spring semesters and the winter and summer sessions.

Lost permits will be replaced at a cost of \$25.

Parking spaces in residence hall lots - Alumnae/Mastronardi, Spellman, Marillac, Seton - are issued based on class status with seniors receiving first priority (ex: seniors, juniors, sophomores).

Graduate and Continuing Education students attending evening classes are permitted to park on River Road, in Rosary Lot and at the rear of the Library from 4:30 pm through 10:00 pm. Permit holders must park in the Villa Lot at all other times.

Seton parking is limited to Monday through Friday, 4:30 pm to 7:30 am. Permit holders must park in the Villa lot at all other times.

## **Fines**

Campus regulations subject to a Notice of Violation are listed below. The College reserves the right to note additional violations in the comments section of the Notice of Violation as determined by the issuing officer.

Fines must be paid within ten business days of issuance of the violation at the Bursar's Office, Founder's Hall, 233.

<b>Violation</b>	<b>Fine</b>
<b>Parking in</b>	
Fire Lane	\$50
Fire Hydrant Zone	\$50
Handicapped Zone	\$50
Sisters of Charity Spaces	\$50
Reserved President/VP spaces	\$50
No Parking Zone	\$50
Faculty/Staff Parking	\$50
Sidewalk/Grass Areas	\$50
Reserved Parking Spaces	\$50
Roadways	\$50



Reserved Resident Lots	\$50
Outside of Marked Space	\$50
<b>General</b>	
No CMSV Permit – subject to boot or tow	\$50
Speeding	\$50
Reckless Driving	\$50
Driving Wrong Way	\$50
Removing Boot	\$50
Tampering With Boot	\$50
Towing- subject to change	\$105

Towed vehicles are subject to a \$15 per day storage fee and associated taxes for vehicles not claimed after two days. – subject to change

### **Appeals**

Appeals may be made in the Office of Safety and Security, Maloney Center, Room 1, 8:30 am and 4:30 pm, Monday through Friday. Appeals must be made within 10 business days of the date of issuance of the violation and must be addressed to the Director or Assistant Director of Safety and Security.

### **Lost and Found**

The Office of Safety and Security is the central location for any items lost or found on-campus. If items are lost or misplaced in a residence hall, students should check with the front desk.

### **Emergencies - Responding and Reporting**

The federal “Student Right to Know and Campus Security Act” mandates that statistics on campus crime be compiled and made available to students and other interested parties. Prompt reporting of criminal activity allows for correct and up to date reporting to the entire community as well as the instituting of preventative measures. The Safety and Security Department does not automatically know information reported to the city police, hence separate notification is important. Likewise, while the security staff will gladly assist in reporting alleged incidents to the police, they cannot always take it upon themselves to do so without the student’s authorization.

There are three 24-hour emergency call boxes, which can be used to contact and speak with Security personnel immediately. A security supervisor will respond at once to your location. These boxes are located in the Villa Lot (on the West side), the rear of the Science Building, and at the 261<sup>st</sup> entrance to Marillac Lot.

To save time and possibly save lives, students should contact security immediately if police, fire department, EMS, or other emergency departments are needed on campus. The Security staff will then assist in this process by making the call and directing the responding units to the appropriate campus location. If you must call 911 directly, it is essential that the proper address is given. In the New York City computer emergency system, the College’s address is

6301 Riverdale Avenue, Bronx,  
College of Mount Saint Vincent  
cross street is: West 263<sup>rd</sup> Street & Riverdale Ave.

Notify Security as soon as you have made your call to 911. In addition to reporting a crime students should notify Security if they are merely suspicious that criminal activity has taken place and/or if they have observed a suspicious act, person or vehicle on campus or in the immediate area.

When contacting Security, students should attempt to provide a complete and accurate description of the relevant individuals or vehicles, and the specific location of the incident. If students leave their name and number, every attempt will be made to inform them of outcome. Calls of this nature will be given the highest possible priority. Any problem that occurs in notifying security or in response to a call should be brought to the Director of Safety and Security's attention as soon as possible.

### **Harassing Calls**

Anyone receiving harassing phone calls should hang up immediately without engaging in conversation or displaying any emotion to the caller. Repeated calls should be reported to the Director of Safety and Security.

### **Shuttle Bus**

To facilitate students' access to the train line a shuttle bus leaves from in front of Hayes Auditorium. Schedules are available each semester in the offices of the Vice President for Student Affairs, the Security Office and on the web at <http://www.mountsaintvincent.edu/shuttlebus> Any problem with this service should be reported to the Director of Safety and Security immediately. The shuttle bus does not operate during winter intersession or summer sessions.

### **Saint Vincent's SAFE - Student Aid for Emergencies**

In the event of an emergency (for example, a family crisis requiring immediate travel), and subject to availability of funds, students may obtain an emergency loan through the Office of Student Affairs. In certain extraordinary circumstances, the assistance takes the form of grants.

## **SECTION FIVE**

### **COLLEGE POLICIES AND PROCEDURES**

#### **ACADEMIC HONESTY**

##### **PART ONE: Definitions of Academic Honesty Violations**

1. **Plagiarism** is the misrepresentation of someone else's words, ideas or data as one's own work. Students should be advised to state the source of ideas when these are known, since this

lends strength to their answers and is part of the ethics of scholarship. The following acts do constitute plagiarism, and thus,

**No student shall:**

- intentionally represent as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
- paraphrase, quote or "paste in" material without citing the source in the text.
- submit as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill products, internet downloads, etc.).
- reproduce another professional or student's work so closely that any reasonable person would conclude plagiarism had occurred.
- share computer files and programs or written papers and then submit individual copies of the results as one's own individual work.
- copy another student's test answers.
- copy, or allow another student to copy, a computer file that contains another student's assignment, homework, lab reports, or computer programs and submit it, in part or in its entirety, as one's own.
- submit substantially the same material in more than one course without prior authorization from each instructor involved.
- take sole credit for ideas that result from a collaboration with others.

**The following does not constitute plagiarism:**

- the use of ideas which are judged to have become common knowledge; it would constitute plagiarism if the student, being aware that the idea was not his or her own, expressly claimed authorship for the idea.
- Instances in which the idea came from informal discussions with other members of the academic community which were not initiated with the deliberate intent of providing information on the topic in question. However, if the source of an idea is remembered, the source must be acknowledged.
- Instances when students are specifically instructed by the instructor of that course that the borrowing of another's or others' work is considered appropriate.

2. **Cheating** is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered knowledge on a test or evaluation that he/she has not mastered. The following acts do constitute cheating and thus,

**No student shall:**

- knowingly procure, provide, or accept examination materials or descriptions of such materials, except when authorized by the instructor.
- complete, in part or in total, any examination or assignment for another person.
- knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams which have been completed in full or in part by someone else).
- copy from nearby student's test, paper or lab report.
- use unauthorized sources of information such as: crib sheets, answers stored in a calculator or unauthorized electronic devices.
- store answers in electric devices and allow other students to use the information without the consent of the instructor.
- employ aids excluded by the instructor in undertaking coursework.
- look at another student's exam during a test or use texts or other reference materials (including dictionaries) when not authorized to do so.
- alter graded class assignments or examinations without the full knowledge and consent of the instructor, and then resubmit them for regarding or reconsideration.

3. **Fabrication** is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. The following cases are examples of fabrication and thus,

**No student shall:**

- cite data or information not actually presented in the source indicated.
- list sources in a bibliography not used in the academic exercise.
- submit in a paper, lab report, or other academic exercise, of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- submitting as one's own any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
- Taking a test for someone else or permitting someone else to take a test for you.
- Providing fraudulent excuses for absences.
- Claiming that work was "lost" by a faculty member when it was never completed.

This list is not intended to be an all-inclusive list of offenses. Students should consult their instructor if in doubt about the honesty of an action.

## **PART TWO: What Constitutes Proof of Plagiarism?**

- Some supported documentation e.g. turnitin.com or a Google search that provides citation references, or a copy of the original document that functioned as the in source of the plagiarism.
- Evidence that a student has copied, summarized, or paraphrased another person's ideas, writing, words, or data from any oral or written source (including but not limited to the Internet) without adequate documentation.

## **PART THREE: Penalties for Academic Honesty Violations**

### **For Undergraduate Students**

#### **First Offense:**

- Failing Grade on Assignment\*
- Report Filed with the Dean of the Undergraduate College
- Required Conference with Dean of the Undergraduate College
- Required conference with professor or advisor and the Provost/Dean of the Faculty regarding the underlying reasons for the offense, so that the professor or advisor can refer the student to in-house remedies as necessary, e.g., counseling, TRIO or Bridge, Writing Center, tutoring, etc.

\*Exception: If the grade-weight of the specific assignment is not significant enough to affect the student's final grade, a heavier penalty may be assessed.

#### **Second Offense:**

- Failing Grade in Class
- Report Filed with the Dean of the Undergraduate College
- Required Conference with Dean of the Undergraduate College
- Loss of Honors

#### **Third Offense:**

- Dismissal from College

### **For Graduate Students**

#### **First Offense:**

- Failing Grade in Class
- Report Filed with the Dean of the Undergraduate College
- Required Conference with Dean of the Undergraduate College
- Required conference with professor or advisor and the Provost/Dean of the Faculty regarding the underlying reasons for the offense, so that the professor or advisor can refer the student to in-house remedies as necessary, e.g., counseling, TRIO or Bridge, Writing Center, tutoring, etc

**Second Offense:**

- Dismissal from College

The Provost/Dean of the Faculty has the authority and responsibility to enforce the Academic Honesty Policy of the College. Although students bear sole responsibility for their actions, in order to help students avoid academic dishonesty the College recommends the following key elements:

**A. Campus Culture:**

1. A culture in which all violations are reported, and penalties are levied consistently is crucial. Professors should be sure to follow the official policy, rather than simply confronting students on their own, so that penalties are not seen as arbitrary when they are handed out.
2. FYE lecture and discussion of plagiarism helps ensure that all first year students understand the policy.
3. English 114 and 115 classes should devote a full period early in the semester in order to reinforce the students' understanding of the definitions, ethics, and consequences of plagiarism.
4. Professors in all courses should reinforce the message, by including a reference to the academic honesty policy on their syllabi, and clarifying the specific standards and requirements of the discipline. The academic honesty policy can be found on the College's website.

**B. In Individual Classes:**

1. All course syllabi should clearly state the college's academic honesty expectations, and students should be reminded of the full policy when assigned papers.
2. Providing frequent short writing assignments as well as requiring preliminary steps (abstracts, drafts, annotated bibliographies, outlines, etc. ...) at earlier stages will help students avoid last-minute panics and ease the transition from preliminary work to final paper, as well as helping professors recognize students' writing, which will discourage plagiarism.
3. Working with students individually (via conferences) to help them choose and develop topics for their papers will help to prevent plagiarism by helping to foster ownership in their ideas and arguments.
4. Faculty have the option to require student papers in both hard-copy and electronic formats so that the latter may be used at the instructor's discretion, e.g., in conjunction with turnitin.com. Annual demonstrations in the use of turnitin.com should be conducted.

**ACADEMIC GRIEVANCE PROCEDURE**

All academic grievances including dissatisfaction with a grade must be addressed first to the faculty member, then to the Department Chairperson and subsequently to the Dean of the Undergraduate College if the student is an undergraduate and to the Dean of the School of Professional and Continuing Studies if the student is a graduate or continuing studies student.

When all other means of resolving a problematic situation have been exhausted, a student may request a grievance hearing for certain course related issues. Requests for a hearing should be made in writing to the Dean of the Undergraduate College if the student is an undergraduate and to the Dean of the School of Professional and Continuing Studies if the student is a graduate or continuing studies student within ten (10) days of the alleged grievance. When jurisdiction is in doubt, a student may notify and/or consult with either the Provost/Dean of the Faculty or the Vice-President for Student Affairs. Requests for grievance hearings on course related decisions must be made as soon as possible.

The Grievance Committee may consider matters with regard to allegations that a student is being graded unfairly in the classroom. The grievance committee will only convene when all other means of resolving a problematic situation have been exhausted and one or more of the following apply:

- A final grade is clearly inconsistent with grades earned over the course of the term in the same course.
- Egregious computational errors are evident.
- The actual evaluation measure and grading criteria were not clearly articulated on the course syllabus.

### **Composition of the Grievance Committee**

The Grievance Committee for Student Issues is composed of

- the Administrative Vice President of Student Government
- the Vice President of the complainant's class
- two members of the faculty, one chosen by the student/complainant and one chosen by the Dean of the Undergraduate College or the Dean of the School of Professional and Continuing Studies
- one other member of the College community either an Academic Affairs or Student Affairs administrator

### **Charge of the Committee**

The Committee shall meet, hear the complaint, call witnesses and conduct investigations as it deems appropriate, deliberate in private and present its conclusions to the Provost/Dean of Faculty and the complainant. The decisions of the Committee shall be binding, subject only to veto by the Provost.

**Note:** When an ex-officio or selected member of the committee has privileged information or prior dealings with the case or the student such that questions could be raised regarding his/her impartiality, an appropriate substitution must be made.

## **CHANGE OF ADDRESS**

Students are required to change their permanent or local address within one week of the change. They can do so through Self Service via the Personal Information tab. Students who are also **Employees of the College MUST fill out W4 form and send it to Human Resources.**

## **CLASS ATTENDANCE**

Subject to the regulations announced by the individual instructor, students are required to attend all classroom, laboratory, and clinical sessions. Absences are the number one predictor of failure in a course. The student takes full responsibility for his/her decision not to attend class. Students who miss class are responsible for any work missed. Students who are disruptive to the class may be removed by the instructor and may face disciplinary action.

Course registration will be canceled if a student does not appear in class during the first week of the semester. However, charges will still accrue until official, written notification of withdrawal is received by the College.

Students should notify the Office of Academic Advisement if they expect to be absent for three class days or more. In case of extended absence for legitimate reasons, this office will notify the student's instructors. It is the responsibility of the student, not of the instructor, to make up work because of absence. Thus, assignments are due on the designated days unless the instructor grants an extension. Exception to these rules may be made for reasons of serious illness or unusual conditions beyond the control of the student. Instructors may then permit students to make up class tests missed during reported absences. Note, however, that notification of the Office of Academic Advisement does not require the instructor to provide makeups, nor does it automatically excuse absence.

## **CHILDREN ON CAMPUS**

Children are not permitted in campus buildings or on campus grounds over any extended period. When on campus, they must be accompanied by an adult at all times.

## **EVENT PLANNING**

All meetings, events, and activities must be scheduled on the College Calendar before arrangements are made or advertising is initiated. The College Calendar is maintained in the Office of Campus Events, but all student organization and club sponsored events must first be planned and approved by through the Office of Student Activities, Leadership and Commuter Life.

After events are scheduled, they may be posted on the web calendar and otherwise advertised. Each week, an up-to-date publication titled "This Week at the Mount" containing all campus activities for the week is distributed and posted on campus; emailed to all members of the College community; and put up on the College website.

The Office of Campus Events arranges for any special needs for events such as tables, chairs, special equipment, etc.

## **FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**



The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that a written institutional policy must be established and a statement of adopted procedures covering the privacy rights of students be made available.

The College of Mount Saint Vincent accords all the rights under the law to students who are declared independent. The College considers it its right under the law, but not its obligation, to share certain information with the parents of students who are “dependent,” whenever a staff member, in his/her professional capacity considers this to be warranted. The College considers all students to be “dependent” unless otherwise notified by an individual student of his/her “independent” status. For FERPA-related disclosures, the student must demonstrate independence to the satisfaction of the Registrar or the Office of Financial Aid.

No one outside the College shall have access to, nor will the institution disclose any information from student’s educational records other than Directory Information, without the written consent of students, except to personnel within the College, to parents (as defined above), to officials of other institutions in which students seek to enroll, to persons or organizations providing students’ financial aid, to accrediting agencies carrying on their accrediting function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the 1974 FERPA.

Within the College community, only those members, individually or collectively, acting in the student’s educational interest are allowed access to student education records within the limitations of their need to know.

At its discretion, the College may provide Directory Information to third parties without obtaining the consent of a student, provided the student has not filed a “Refusal of Disclosure Form.”

### **How to Withhold Directory Information**

Students may withhold Directory Information by completing and returning a “Refusal of Disclosure Form” to the Office of the Registrar where forms are available.

### **FUND RAISING AND SOLICITING**

As a rule, to protect students’ privacy, soliciting is not permitted on the campus, in the residence halls or in any campus buildings by outside organizations. On campus organizations must obtain permission of the appropriate Student Affairs administrator.

If a CMSV group or organization is seeking to fundraise or solicit outside of the campus and plans to use the name of the College, authorization must always be obtained from the Director of Student Activities and Leadership or the Vice President for Student Affairs/Dean of Students.

### **IDENTIFICATION CARDS**

All students are required to possess and carry a valid CMSV ID card and to show it when requested by a member of the Security or Residence Life staff or by any other College official.

The Office of Student Affairs issues ID cards. There is no charge for first time new students. There is a \$25 fee for replacement cards. Office hours are extended into the evening for

Professional and Continuing Ed students at the start of each semester.

The ID card is required for students to enter residence halls, the Peter J Sharp Center, Computer Labs, Alumnae Pavilion Student Center, to access their meal plans and to use the Library. They are also valuable in obtaining other cash discounts on and off campus.

### **MEDICAL AMNESTY POLICY**

In case of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of individual(s) at risk. **Students and student organizations are strongly encouraged to call for medical assistance for themselves, organization members, friends or acquaintances who are dangerously intoxicated.** Students and student organizations who seek emergency medical attention for themselves, friends, organization members or acquaintances related to consumption of drugs or alcohol will not be charged with violations of the College's Code of Conduct related to that consumption. This is provided that the student meets with the appropriate College official, subsequently completes the recommended appropriate educational program and any recommended treatment at the College's Counseling Center or externally within a reasonable time frame to be determined by the College. Such educational programs or treatment will not be noted in the student's disciplinary file. Failure to complete this educational program, evaluation/treatment may result in student conduct charges being filed against the student.

This policy applies only to those students or organizations who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by College employees. (i.e. security staff, faculty, administrative staff, residence hall staff)

The College's Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of the College's Code of Conduct occur, the College reserves the right to take student conduct action on a case by case basis regardless of the manner in which the incident was reported. Additionally the College reserves the right to adjudicate any case in which the violations are egregious.

This policy only provides amnesty from violations of the College's Code of Conduct. It does not grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

The College reserves the right to contact any student to discuss an incident whether or not the College's Medical Amnesty Policy is in effect.

**FOR ASSISTANCE IN AN EMERGENCY SITUATION CONTACT CAMPUS SECURITY AT ext. 3434 or 911**

### **NON ACADEMIC APPEAL POLICY**

Any student who believes that College policy has been misapplied can file an appeal.

All academic appeals are handled through the Academic Grievance Procedure; see section five of this Handbook. All allegations of violations of the Student Code of Conduct are governed by the Student Conduct Process; see section 6 of this Handbook. All allegations of harassment are governed by the College Harassment Policy separately from the procedure outlined here.

In all cases, prior to filing a non academic appeal, the student must attempt to resolve the matter through the levels defined below. The student must initiate Level 1 of the appeals process within ten (10) days of the alleged occurrence by scheduling a meeting with or submitting their appeal in writing to the appropriate College employee. If the student fails to initiate the process with the ten (10) day period he/she forfeits his/her opportunity to initiate the non academic appeals process.

### **Appeal Procedures**

**Level 1** Meet with the College employee in an effort to resolve the matter

**Level 2** Meet with the appropriate head of the department or division (i.e. the supervisor the individual reports to) who will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible

**Level 3** Meet with the Vice President for Student Affairs / Dean of Students who will conduct an investigation and attempt to resolve the issue. In appeals where the Vice President for Student Affairs / Dean of Students is the immediate supervisor (Level 2) the Provost/Dean of the Faculty will conduct Level 3 of this procedure

Failure of the College employee to respond within ten (10) days, at any level in the procedure, will allow the student to proceed to the next step.

When all other means of resolving a problematic situation have been exhausted, a student may request an appeal hearing. Requests for a hearing should be made in writing to the Vice President for Student Affairs / Dean of Students within ten (10) days of the most recent response to the alleged occurrence. When jurisdiction is in doubt, a student may notify and/or consult with either the Provost/Dean of the Faculty or the Vice President for Student Affairs/ Dean of Students.

### **Appeals Committee**

The Appeals Committee will only convene when all other means of resolving a problematic situation have been exhausted. When a member of the committee has privileged information or prior dealings with the matter or the student such that questions could be raised regarding his/her impartiality, an appropriate substitution must be made.

### **Composition of the Committee**

The Appeals Committee for non academic student issues is comprised of

- the President of Student Government
- the President of the complainant's class
- one faculty member named by the Committee on Faculty Elections from an academic area not involved in the grievance
- one other member of the College community either an Academic Affairs or Student Affairs administrator from a department or academic area not involved in the occurrence named by the student

### **Charge of the Committee**

The Committee shall meet, hear the complaint, call witnesses and conduct investigations as it deems appropriate, deliberate in private and present its conclusions to the Vice President for Student Affairs/ Dean of Students and the complainant. The recommendations of the Committee shall be binding, subject only to veto by the Vice President for Student Affairs/ Dean of Students.

### **OFF CAMPUS BEHAVIOR**

For the protection of its students, to assist in the protection of public order, and to uphold the good name of the College of Mount Saint Vincent, the College reserves the right to investigate and subsequently apply the College's student conduct process to certain off campus situations which impact the College community.

The College holds its students to its own code of conduct both on and off campus. It does not, by that fact, intend to place itself in an enforcement role in off campus situations. Each student must assume full responsibility for his/her own compliance with all city, state and federal laws and the College's Code of Conduct. However, when it is brought to the attention of the College that a student of the College has allegedly engaged in activity that violates its own Code of Conduct or city, state or federal laws, it will, under certain circumstances, take appropriate disciplinary action. This is particularly relevant to behavior which may affect the local neighborhood and the College community.

The College will also cooperate with state and local law enforcement agencies and local authorities to develop strategies to reduce illegal student behavior, particularly regarding use of alcohol and drugs.

### **PAYMENTS OF BILLS, FEES AND FINES**

Students are responsible for payment of all bills for tuition, room, board, fees and fines on a semester basis. Students who have completed early registration will receive their fall semester bill approximately the first week in July with payment due the second week in August. They will receive their spring semester bill the first week in December with payment due the first week in January. A fee is assessed for late payments. Students with outstanding balances are not eligible to register for future classes, receive transcripts or participate in Commencement exercises.

### **PSYCHOLOGICAL EVALUATION AND WITHDRAWAL POLICY**

The College of Mount Saint Vincent recognizes that emotional distress is a normal part of life and usually does not impact on an individual's ability to participate in an academic community. However, there are some situations where an individual's presence in the community may be detrimental to themselves or others. For this reason, the College has adopted a policy to address cases in which the College may require a student to undergo a psychological evaluation. For further information on this policy see the Office of the Vice President for Student Affairs or the Counseling Center.

### **PUBLIC RELATIONS AND PUBLICITY**

All College news, including news of extracurricular student events and photographs, is to be given to the outside press only through the Public Relations Office, Administration 433. Students are expected to secure permission from the Vice President for Student Affairs before:

- Distributing written material (with the exception of official College publications) or granting interviews about the College, student activities or student opinion to the media;
- Speaking or performing on any public medium or at any public function off campus as CMSV students;
- Permitting photographers to photograph individuals or groups on campus for newspaper or television use;
- Making business arrangements for commercial advertising which involves the name of the College;
- Using the College name, the College Seal, or any other symbol commonly understood as representing the College on any advertising, clothing, or other relevant items.

### **SCHOOL CLOSING**

When the College must close because of bad weather or other unforeseen reasons, that information will be communicated in the following ways:

- College's voice mail system
- DolphinNet e-mail
- SEND WORD NOW
- WOR AM 710
- WCBS AM 880
- WINS AM 1010
- WFAS AM 1230
- WFAS FM 10

### **SPEAKERS POLICY**

The College of Mount Saint Vincent offers a forum to speakers and lecturers whose knowledge and insights will enrich the intellectual and cultural life on campus and in the community beyond the campus. The selection and invitation of guest speakers presupposes in the students the responsibility for free and open inquiry, just and honest investigation and a concomitant critical, impartial appraisal. It is their obligation, also, to respect the educational goals of the College and to safeguard its good name. Thus, the time and place of the lecture, the nature of the audience and the purpose of the speaker are relevant considerations. The College welcomes the selection and invitation of speakers and lecturers of varying backgrounds and allegiances; it encourages the academic and scientific discussion of divergent and even hostile views. Speakers invited to the College must be sponsored by a recognized group i.e. department or a club. The College reserves the right to decide on the exclusion of speakers and lecturers whose views or whose presence on campus is not in harmony with its stated aims or purposes. It is understood, of course, that the opinions of speakers are not necessarily endorsed by the College, by the sponsoring organization or by any College official. The College will not tolerate any action by individuals or groups to prevent speakers invited to the campus from speaking.

### **WITHDRAWING FROM A COURSE**

Students who wish to withdraw from a course, with no academic penalty, must meet with their academic advisor and complete a withdrawal form no later than the dates specified in the College

Calendar posted by the Registrar. All students are notified every semester of the exact date for withdrawal without penalty in regular e-mail communications from the Registrar's Office.

## SECTION SIX

### STUDENT CONDUCT and COMMUNITY STANDARDS

#### STUDENT CODE PROCESS AND PROCEDURES

The well-being of a community is harmed by misconduct of its members. Whether minor or major, misconduct cannot be disregarded if all members of the community are to be respected, safe, and secure. For that reason, the student disciplinary process is an integral part of our academic community. Consistent regulations, policies, procedures, and their enforcement are ingredients of any community in which students can live and learn successfully.

Disciplinary authority for all non-academic matters has been conferred by the President of the College upon the Vice President for Student Affairs/Dean of Students, who has the responsibility of administering this policy. Any question of interpretation regarding it shall be referred Vice President for Student Affairs/Dean of Students. The Vice President for Student Affairs/Dean of Students can delegate this authority to College administrators acting in the capacity of Student Conduct Officers. In cases where students or student organizations contest the charges, following consultation with the Vice President for Student Affairs/Dean of Students, the Student Conduct Officer may convene, and delegate authority to, the Student Conduct Board if constituted.

In all disciplinary cases, principles of fair practice will prevail. Fair practices require that students be informed of the nature of the charges against them, that they be given an opportunity to refute the charges, that the College not be arbitrary or capricious in its actions or decisions, and that there be provision for appeal of any decision.

Disciplinary cases and their outcomes, including any subsequent sanctions or penalties, are recorded in the Office of the Vice President for Student Affairs/Dean of Students. If a student is expelled from the College for disciplinary reasons, it is noted on the student's transcript.

#### **Jurisdiction**

Cases of alleged violations of the College's Student Code of Conduct are handled through the College's Student Conduct Process for the following:

- Full-time or part-time Undergraduate College students,
- All recognized student organizations,
- Graduate, and/or School of Professional and Continuing Studies students, with the proviso, that for such students, the process includes a Pre-Hearing and an Administrative Hearing, but never includes a Student Conduct Board hearing,
- Behaviors occurring on and off campus.

In all cases, if a student withdraws from the College after engaging in conduct that may violate any provision of the College's Student Code of Conduct but before the alleged violation has been adjudicated through the Student Conduct Process, the student's record is placed on hold and the student shall not be permitted to return to the College until a final decision is made. In such cases, at the sole discretion of the College, the Student Conduct Process can continue and sanctions can be imposed in the student's absence.

If a previously enrolled student is not currently enrolled and is alleged to have engaged in conduct that violates the College's Student Code of Conduct, depending upon the nature of the alleged violation, the previously enrolled student who is not currently enrolled may not be permitted to re-enroll in the College until and unless the Student Conduct Process is followed and a final determination is made in his/her favor. In such cases, at the sole discretion of the College, the Student Conduct Process can be followed and sanctions can be imposed in the student's absence.

If a prospective student is alleged to have engaged in conduct that violates the College's Student Code of Conduct, depending upon the nature of the alleged violation, the prospective student may not be permitted to enroll or re-enroll in the College until and unless Student Conduct Process is followed and a determination made in his/her favor. In such cases, at the sole discretion of the College, the Student Conduct Process can be followed and sanctions can be imposed in the student's absence.

If a student engages in prohibited activity on behalf of or while participating in their student organization, both the student and the student organization may be charged with a violation(s) of the Student Code of Conduct.

Students will be held accountable for the behaviors of their guests through the Student Conduct Process. Student hosts must escort their guests at all times while on campus. Students are responsible for the behaviors of their guests at all campus locations and events.

No student is approved for graduation until all Student Conduct Process proceedings have been completed.

### **Disciplinary Records**

The College will retain physical disciplinary records (non-Clery) for one year after the graduation of the student or one year after the expected graduation for inactive students. The College reserves the right to keep records for a longer period of time if deemed necessary. In cases of expulsion, the College will retain records indefinitely. The College may disclose the final results of a disciplinary proceeding against a student found in violation of a College policy, rule, regulation or standard of conduct involving any crime of violence or a non-forcible sex offense. In such cases, the College will only release the name of the student found in violation, the violation committed and any sanctions imposed on the student.

### **Violations of the Law and College Policy**

College disciplinary action may be instituted against a student charged with a violation of the law that is also a violation of a College's Student Code of Conduct. The College Student Conduct Process will proceed without regard to pending civil litigation or criminal arrest and prosecution. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Because the College reserves the authority to require different and/or higher standards of conduct than may be required by law, the College's Student Conduct Process will not be subject to challenge on the ground that external charges or litigation involving the same incident have been dismissed or reduced.



### **The Charge**

Any member of the College community can report an alleged violation of the Student Code of Conduct to a Student Conduct Officer. The Student Conduct Officer determines whether the complaint is sufficient for a formal charge to be made or for the complaint to be dismissed. If the complaint is not dismissed a determination will be made as to the Student Conduct Officer who will process the complaint. It is in the Student Conduct Officer's sole judgment to proceed with a complaint.

Students alleged to have committed violations of the Student Code of Conduct will receive a notice of charge, which shall state:

- The nature of the alleged offense stating the place and time of the occurrence.
- Notification of the obligation to schedule a Pre-hearing Conference by the date designated in the notice of charge letter. The deadline can be extended solely at the discretion of the Student Conduct Officer.

### **The Pre-Hearing Conference**

The Student Conduct Officer shall conduct a Pre-Hearing Conference with the accused student. At the Pre-hearing Conference, the student will:

- have the conduct process for the College explained
- have the charges explained
- be given the opportunity to respond to the charge(s)

The accused student may:

- choose not to contest the charge(s) by signing a form verifying this decision.
- contest the charge(s)

If a student fails to comply with scheduling or attending a Pre-hearing Conference within the prescribed period of time, the facts will be reviewed by the Student Conduct Officer and a decision will be rendered in the student's absence.

## **STUDENT HEARINGS**

### **Administrative Hearing**

In cases where the accused student or student organization pleads in violation, the Student Conduct Officer will proceed immediately to conduct an Administrative Hearing. In the Administrative Hearing the Student Conduct Officer will discuss the specifics of the case, the College's behavioral expectations, and possible sanctions. The Student Conduct Officer may choose to consult with the Student Conduct Board, if constituted, before imposing sanctions. The student or student organization will be notified of the sanctions in writing. In cases where an Administrative Hearing is held, the accused student or student organization can appeal only on the ground of severity of sanction. See Procedures for Appeal below for further information.

When the accused student or student organization pleads not in violation he/she/it may waive the opportunity for additional time to prepare and proceed immediately to a Student Conduct Hearing. If additional time is not waived, a Student Conduct Hearing will be scheduled such that

the timing does not negatively affect the student's ability to fulfill his/her academic obligations at the College and such that the accused has a reasonable amount of time to prepare the case. In either case, the accused will have ample opportunity at the Student Conduct Hearing to make any statements written or oral relevant to the case and to identify possible witnesses. The Student Conduct Officer will review all available evidence, reserve the opportunity to contact witnesses not present, determine a finding of in violation or not in violation based on the evidence, and in the case of a finding of in violation impose sanctions.

The Student Conduct Officer may choose to consult with the Student Conduct Board, if constituted, before imposing sanctions. The student will be notified of the sanctions in writing.

### **Student Conduct Hearing**

In cases, where the student or student organization contest the charges the Student Conduct Officer will determine who will hear the case; a Student Conduct Officer or the Student Conduct Board, if constituted. Whatever the determination, the process is similar. The accused shall have a fair and timely Student Conduct Hearing. The Student Conduct Hearing will be scheduled such that the timing does not negatively affect the student's ability to fulfill his/her academic obligations at the College and such that the accused has a reasonable amount of time to prepare the case. The accused will have ample opportunity to make any statements written or oral relevant to the case, identify possible witnesses, and receive and choose among hearing date options.

After having received notice of the scheduled hearing the accused must appear at the Student Conduct Hearing. If the accused fails to appear at the Student Conduct Hearing, the Student Conduct Officer shall review all available evidence; determine a finding of in violation or not in violation based on the evidence. In the case of a finding of in violation, the Student Conduct Officer will impose appropriate sanctions.

The Student Conduct Hearing is a formal process. The accuser(s) will appear in order to bear witness to her/his/their written complaint. Witnesses may be called to testify by the accuser, by the accused student and/or by the Student Conduct Officer. The Student Conduct Officer may reasonably limit the number of witnesses.

Whenever possible, the accused shall have the right to hear or read all evidence presented at the Student Conduct Hearing.

The accused shall have the opportunity to refute or respond to all charges and all evidence and to call a reasonable number of witnesses on her/his behalf or to submit their statements. However, the accused does not have the right to receive copies of such statements or evidence. The accused does not have the right to confront or cross-examine witnesses. Under rare circumstances, the Student Conduct Officer may determine that the identity of certain witnesses should be withheld.

The accuser and the accused may choose to be accompanied to the Student Conduct Hearing by an advisor of his/her choice. In keeping with the educational goals of the College, the advisor must be a member of the College community. Lawyers are not permitted to be present at the

hearing except in cases where criminal charges are pending. The advisor may advise the accuser or accused during the hearing. However, the advisor may not address the Student Conduct Board or the Student Conduct Officer during the course of the proceedings, question witnesses or participate directly in the hearing proceedings.

If at any time, a party is found to falsify information before the Student Conduct Board, s/he will be charged with a violation of the College's Code of Conduct.

In all Student Conduct Hearings, unless otherwise specified by the Student Conduct Officer, the complainant/accuser, accused, and all witnesses will be called and spoken to individually to give their testimony and will then be excused. In all hearings involving more than one accused student, the Student Conduct Officer/ Student Conduct Board will meet with each student separately.

A single verbatim tape recording will be made of each Student Conduct Hearing, whether the case is heard by a Student Conduct Officer or a Student Conduct Board, not to include the deliberations of the Board.

### **Student Conduct Board**

The Student Conduct Board consists of the Chief Justice (an elected member of Student Government), a member of the faculty or an administrative staff person, and one other member of Student Government. The Vice President for Student Affairs/Dean of Students will appoint the two faculty or administrative staff to the Board. Student Government will appoint two students to the Board. A quorum of three is required to hear a case; two students and a faculty or an administrative staff member.

The Vice President for Student Affairs/Dean of Students or designee serves as advisor to the Student Conduct Board. The advisor is present throughout the proceedings and is responsible for ensuring that College procedures and policies are followed. The advisor is not a member of the Student Conduct Board. An accused may request that a member of the Student Conduct Board recuse her/himself from the case for cause. In the event of a disagreement about such a request, the final determination shall be made by the advisor. A member of the Student Conduct Board may also recuse her/himself from the case for any cause. In either case, an appropriate substitution will be made by the advisor.

### **The Determination**

Whether the Student Conduct Hearing is conducted by the Student Conduct Officer or by the Student Conduct Board the decision is not delivered at the hearing. All evidence is reviewed and any deliberations take place in private.

In the case of the Student Conduct Board, a vote is taken. An accused is found in violation or not in violation by majority vote. The advisor is present for all deliberations but does not vote. In cases in which the accused is found in violation, the Student Conduct Board discusses possible sanctions and recommends sanctions to the Vice President for Student Affairs/Dean of Students. The advisor retains a written record of all charges, pleas, statements, decisions, the verbatim tape and sanction(s) recommendation of Student Conduct Board.

As soon as possible after the Student Conduct Hearing, the Vice President for Student Affairs/Dean of Students determines sanctions in all cases in which the accused is found in violation. The Vice President for Student Affairs/Dean of Students must consider prior disciplinary history and, under rare circumstances, may request additional advisory deliberation on the part of the Student Conduct Board before the imposition of sanctions. The Vice President for Student Affairs/Dean of Students notifies the student in writing to campus or home address, with a copy by email.

### **Burden of Proof**

The determination “in violation” requires “a clear preponderance of evidence” that would lead a reasonable person to conclude that it is more likely than not that the accused student or student organization violated the Student Code of Conduct.

### **Procedures for Appeal**

The appeal process is available only to the accused student or accused student organization that has been found in violation. Appeal hearings are limited to case related documents and verbatim tapes.

#### Administrative Hearings:

In cases where a student or student organization plead in violation they can appeal only on the basis of severity of sanction. If the appeal is upheld, the Appeal Hearing Officer or Appellate Board, if constituted, can amend the appeal.

#### Student Conduct Hearing:

Students and student organizations have the right to appeal a decision of in violation whether it has been decided by the Student Conduct Board or a Student Conduct Officer. Any appeal of either a decision of in violation and/or severity sanction(s) or both must be submitted in writing, including a detailed explanation of the basis for the appeal, no more than five (5) business days of the date of the letter informing the student of the outcome of the hearing. In the case of new information, the appeal must be submitted within five (5) business days of when the new information becomes available. Appeal hearings are document hearings only and in the case of a Student Conduct Hearing the verbatim tape recording. Students do not appear in Appeal Hearings.

Any appeal must be based upon at least one of four criteria:

**Severity of Sanctions:** To determine whether the sanction(s) imposed was appropriate for the violation of the Student Code of Conduct the student or student organization was found responsible for violating. Specifically, the sanction imposed is not consistent with those imposed for similar violations that occurred under similar circumstances.

**Improper procedure:** To determine whether the original hearing was conducted fairly in light of the charges and information presented and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present

information that the Code of Conduct was violated and giving the accused student or student organization a reasonable opportunity to prepare and present a rebuttal of those allegations.

**Insufficient information:** To determine whether the decision reached regarding the accused student or student organization was based on a preponderance of the information, that is, whether the facts in the case were sufficient to establish that “it is more likely than not” that a violation of the Code of Conduct occurred. In making such a determination, the Appeal Hearing Officer or Appellate Board, if constituted, shall not substitute its judgment for the judgment of the Student Conduct Hearing Board or Student Conduct Officer, but instead will review the determination only to see whether there was information sufficient enough to support the result reached.

**New Information:** Information that has become available but was not available at the time of the hearing. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the student or student organization appealing at the time of the original hearing. In the case of new information, the appeal must be submitted within five (5) days of when the new information becomes available.

In cases in which an appeal is requested, a stay of sanctions will normally be granted. Sanctions will be held in abeyance pending the outcome of the appeal. However, the Student Conduct Officer reserves the right to deny a stay of sanctions in cases in which he/she deems appropriate.

If the Appeal Hearing Officer or Appellate Board grants an appeal for a reason other than severity of sanction, the matter shall be returned to the original Student Conduct Officer or the Student Conduct Board to allow reconsideration of the original decision. In reopening all cases, the decision of the Student Conduct Officer or the Student Conduct Board regarding sanctioning may not result in more severe sanctioning for the accused.

### **INTERIM SUSPENSION**

In certain circumstances, the Vice President for Student Affairs/Dean of Students or a designee may suspend a student from residence and/or from the College pending the outcome of the Student Conduct Process.

Interim suspension may be imposed:

- to ensure the safety and well-being of members of the College community or preservation of College property.
- to ensure the student’s own physical or emotional safety and well-being
- if, in the judgment of the Vice President for Student Affairs/Dean of Students or designee, the student poses a definite threat of disruption or interference with the normal operations of the College.
- if the Vice President for Student Affairs/Dean of Students or designee determines that the interim suspension is in the best interests of the College community.

During the interim suspension, students or student organizations shall be denied access to College housing and/or attending class and other College activities or privileges for which the

student or student organization might otherwise be eligible, as deemed appropriate by the Vice President for Student Affairs/Dean of Students or designee.

In the case of a student organization, the organization's activities and participation in College events may be limited as specified by the Vice President for Student Affairs/Dean of Students or designee. If appropriate, interim suspension may include the cessation of all activities and the withdrawal of recognition and allocated funding by the College, pending the final outcome of the proceedings.

In cases of interim suspension, the Student Conduct Hearing will be conducted as soon as possible to determine the outcome of the case. A student or student organization on interim suspension can request an opportunity to appear personally before the Vice President for Student Affairs/ Dean of Students or designee within five business days from the effective date of the interim suspension to discuss the suspension. This request should be made to the Vice President for Student Affairs/ Dean of Students in writing. The decision of the Vice President for Student Affairs/Dean of Students or designee as to whether or not to impose an interim suspension will hold as final.

#### **AUTHORITY OF THE PRESIDENT OF THE COLLEGE**

In all matters of student conduct, the President reserves the right to overturn a student conduct decision, including a decision of appeal, if in his/her sole judgment the safety or well being of a campus community member, the community in general or College property are at risk.

#### **SANCTIONS**

The following sanctions are typical of what may be imposed. More than one sanction may be imposed for a single violation.

##### **Written Warning**

The student or student organization is given a written warning in cases where the violation is minor or a first offense. The student or student organization is warned that further misconduct shall result in more severe disciplinary action.

##### **Disciplinary Probation**

Disciplinary Probation is a specific period of time during which the College provides the student or student organization with the opportunity to prove that he/she/it will contribute in a positive manner to the College community. Should a student or student organization violate College policies while on Disciplinary Probation, more severe sanctions will be imposed. Specific restrictions of disciplinary probation can include, but are not limited to prohibiting a student from representing the College in any intercollegiate sports competition, holding any elected or appointed office on the campus and may in some cases be banned from attendance at or participation in organized College functions, whether athletic, social, or institutional, during this period. Other specific restrictions may be added as conditions of probation in individual cases.

**Evaluation and Counseling**

The student may be referred to the College Counseling and Psychological Services Center for evaluation and counseling when the violation is alcohol, other drug, anger, or violence related. A student can be referred for other violations as well.

**Restitution**

The student or student organization is required to make monetary reimbursement for repair or replacement of property, for services rendered to the College or to other persons, groups, or organizations for a specified amount by a date designated by the Student Conduct Officer.

**Monetary Fine**

A monetary fine may be assessed for certain infractions.

**Assignment of a Contributory Service or Constructive/ Educational Task**

A student is required to complete a task that benefits the individual, campus, or community. Examples include, but are not limited to, performing contributory service, writing reaction or research papers, and attending programs, lectures, or other educational events deemed appropriate by the Student Conduct Officer.

**Dean of Students Hold on Records**

The enforcement of College policies may necessitate placing a Dean of Students hold on the student's record. This hold will prevent a student from accessing grades, registering for classes, receiving a diploma and in some instances receiving transcripts.

**Notification of Parent or Legal Guardian**

The College will inform a student's parent(s) or legal guardian(s) that the student has been found in violation of the College's policies on alcohol, other drugs, or violence or separated from the College or the College's residence halls.

**Housing Reassignment**

A student is involuntarily reassigned to a new campus location.

**Ban from College Residence Halls**

A student is prohibited from entering all residence halls or a specific residence hall(s) for a designated period of time. Students who are banned from the College's residence halls cannot go beyond the residence hall lobbies.

**Loss of Residence Hall Visitation Privileges**

The residence hall visitation and guest privileges of the resident student are revoked for a designated period of time. Additionally, the student must sign in and out of his/her assigned residence hall each time the student enters or exits the building.

**Suspension of Residence Life Privileges**

The student will be suspended from residency when there is reason to believe that a student will continue to have a disruptive influence on the residential community unless or until certain conditions are met. (e.g. attend counseling, rehabilitation, or resolution of a dispute) or when a

student has seriously abused his/her privilege of residency. Readmission is usually at the discretion of the Vice President for Student Affairs/Dean of Students in conjunction with the Director of Residence Life and Housing. The sanction will stipulate a specific time period for the suspension of residency privileges and may include specific requirements must be fulfilled before reinstatement into residence life will be considered. Suspension of residence life privileges means the student must properly check out of his/her room in accordance with existing College procedures within the time constraints established by the Student Conduct Officer. As indicated in the Terms and Conditions of Room and Board, the resident will be liable for the full room charges.

### **Loss of Residence Life Privileges**

The student will lose residency privileges when there is reason to believe that a student will continue to have a disruptive influence on the residential community or when violations are so severe that they merit permanent removal of the privilege of residency. Loss of residence life privileges means the student must properly check out of his/her room in accordance with existing College procedures within the time constraints established by the Student Conduct Officer. As indicated in the Terms and Conditions of Room and Board, the resident will be liable for the full room charges.

### **Suspension from the College**

The student or student organization will be suspended from the College when there is reason to believe that a student or student organization will continue to have a disruptive influence on the College. Suspension is a separation of the student from the College for a specified period of time. A suspended student will be withdrawn from all courses and may not attend classes, take exams, receive grades, maintain a leadership position, or be on College premises without the written authorization of the Vice President for Student Affairs/Dean of Students or designee throughout the entire duration of the suspension period. A suspended student must surrender his/her College-issued identification card to the Vice President for Student Affairs/Dean of Students for the duration of the suspension.

In the case of a student organization, suspension will result in the loss of recognition which includes loss of privileges including, but not limited to, loss of the use of campus facilities and allocated student activity funds, inability to participate in College activities or sponsor official activities. Future recognition is at the discretion of the Vice President for Student Affairs/Dean of Students in consultation with the Director of Student Activities, Leadership and Commuter Life.

### **Expulsion from the College**

The student will be expelled from the College when there is reason to believe that a student will continue to have a disruptive influence on the College community and/or when the nature of the violation is so serious that permanent separation from the College community is in order. Expulsion is a permanent. An expelled student shall not be permitted on College property. An expelled student cannot be re-admitted to the College. Any refunds of tuition, fees, room and board are subject to the College's refund policy as stated in the Undergraduate Student Catalog. A record of the expulsion is entered and remains on the student's transcript. In the case of a student organization, the organization will lose its official recognition allocated funding, and all other privileges



## **STUDENT CODE OF CONDUCT**

This College Code describes misconduct which adversely affects the College's pursuit of its educational objectives or interferes with the rights of another person. The Code governs all activities on the College premises and at College functions both on and off campus. It also applies to certain off campus behavior.

Specific behaviors that violate the Student Code of Conduct include, but are not limited to the following:

### **Academic Honesty**

See the College Policies and Procedures section of this Handbook

### **Abuse of the Student Conduct Process**

Violations of this policy include but not limited to:

- failure to obey the summons of a College official
- falsification, distortion, or misrepresentation of information before a Student Conduct Officer or the Student Conduct Board
- disruption or interference with the orderly conduct of a procedure
- knowingly making a false accusation
- attempting to discourage an individual's proper participation in or use of the student conduct system
- attempting to influence the impartiality of a Student Conduct Officer prior to, during, and/or after a student conduct proceeding
- failure to comply with the sanction(s) imposed by the Student Conduct Officer

### **Aiding and Abetting**

Attempting, encouraging, assisting, abetting, conspiring, hiring, or being an accessory to any behaviors prohibited herein shall be considered a violation of the College's rules, regulations, policies, and standards of conduct to the same extent as if a student had engaged in the prohibited conduct him/herself.

### **Alcohol Policy**

The College of Mount Saint Vincent seeks to uphold all local, state and federal statutes regarding the use, sale, service or manufacture of alcohol. Students under the age of 21 are not permitted to possess, purchase, or sell, nor are they at any time permitted to consume, alcoholic beverages on College of Mount Saint Vincent property or at College of Mount Saint Vincent sponsored events. Students 21 years of age and over are legally permitted to purchase alcohol and to consume alcohol in areas designated for this use. Use of alcoholic beverages and possession of open containers of alcohol is prohibited in all public areas of campus buildings, and campus grounds, unless expressly approved by the Director of Student Activities in conjunction with the Vice President for Student Affairs / Dean of Students, or the senior administrator of a respective division of the College.

Violations of the College's alcohol policy include, but are not limited to:

- Possession, use, or distribution of alcohol by underage persons.
- Students who remain in a location where alcohol is being consumed illegally are, by their presence, implicated in the illegal activity.
- Disorderly conduct due all or in part to being under the influence of alcohol.
- Provision of alcohol to underage persons.
- Possession of an open alcohol container in a public area regardless of the individual's age.
- Possession of Four Loco or other banned beverages
- Possession or use of bulk containers on campus including, but not limited to, kegs, beer balls, or any other object that could be used to promote drinking (i.e. shot glasses, beer pong tables).

The College reserves the right to take and discard any and all items, that in its sole discretion, contribute to the use and misuse of alcohol when found on its premises.

The College expects that all of its students, whether on or off campus, will abide by the College's regulations concerning alcohol and other drug use. When a student engages in conduct off-campus that violates the College's regulations concerning alcohol and drug use and such violation results in behavior which, in the College's sole judgment, is destructive, abusive, or detrimental to the College in any way, the College's conduct process shall apply and such matters will be processed accordingly.

### **Sanctions**

The College imposes the sanctions listed below when adjudicating alcohol policy violations. Each incident is reviewed on a case-by-case basis. For students found responsible, sanctions are imposed according to the severity of the incident and the student's past disciplinary record. In most incidents involving a violation of the College's alcohol policy parents can expect to receive a letter from the College - Parental Notification.

- Alcohol Education
- Parental Notification
- Written Warning
- Disciplinary Probation
- Contributory/Community Service
- Substance abuse referral to Counseling Center for an evaluation and possible treatment
- Substance abuse referral to outside agency for an evaluation and treatment
- Loss or Suspension from Residence Life Privileges
- Commuter students banned from visiting the residence halls
- Suspension from the College

### **Medical Amnesty Policy**

See Medical Amnesty Policy in this section five of this Handbook.

## **Alcohol and Social Events**

Social activities within the College community are an important aspect of the educational experience. The Mount's many non-alcoholic events have proven that the presence of alcohol is not a necessary ingredient for enjoying them. The College's alcohol policy is intended to encourage responsible attitudes and lawful choices. Illegal or unauthorized use of alcoholic beverages on campus by groups or individuals is grounds for disciplinary action. To assure compliance with New York State law, permission to use, sell or serve alcohol at student social events is given only after review and on an individual event-by-event basis.

Permission for the use of alcoholic beverages at student functions may be granted by the Director of Student Activities and Leadership in conjunction with the Vice President for Student Affairs / Dean of Students. Additional information, including specific criteria and conditions for such permission is available from the Director of Student Activities and Leadership. The following regulations pertain to all approvals:

- College funds including student activities fees cannot be used to purchase alcohol.
- Proof of age must be shown before a person is served or sold alcohol.
- Intoxicated persons may not be served alcohol.
- Non-alcoholic beverages must be available at the same location as alcoholic beverages.
- Food must be available at the same location as alcoholic beverages.
- College approved security personnel must be present at all times during events at which alcohol is served.
- At social functions where alcoholic beverages are provided by the sponsoring organization, direct access must be limited to the person(s) designated as servers.
- Advertisement for any event at which alcoholic beverages will be served shall not mention the availability of alcoholic beverages.
- Alcohol should not be used as an inducement to participate in campus events.
- Publicity for any event must not make reference to the amount of alcoholic beverage (such as number of kegs) available.
- Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
- Alcohol may not be used at membership recruiting functions (i.e. departmental clubs, special interest clubs, etc.).

## **Computer Use/Appropriate Use Policy**

While the College of Mount Saint Vincent will do its best to provide to individual users who adhere to standards below, secure and confidential access to its technological resources, it cannot guarantee privacy. Users should consider that any data or communication may, due to circumstances beyond the College's control, become public. All users have the responsibility to use the computer resources in an ethical and lawful manner consistent with the rules and regulations of the College. The standards of common decency which apply to the use of any public facility at the College, also apply to the use of computer resources.

The following provisions govern the use of all College computing facilities and apply to students, faculty, staff and administrators:

- Users who redistribute software may break the College's agreements with software suppliers as well as applicable federal copyright laws. Therefore, copying or transmitting computer software or documentation without appropriate authorization is prohibited.
- Users are responsible for the usage of their computer accounts. They should maintain secure passwords for the network and take precautions against others obtaining access to their computer resources.
- Reading another user's files is a violation of privacy similar to reading papers on someone's desk. Reading unprotected files is rude; reading protected files, however it is accomplished, is considered the same as breaking and entering.
- Users must not attempt to modify system facilities.
- Users should minimize the impact of their work on the work of other users. Users should not attempt to encroach on the resources of other users or deprive others of resources. For example, users should not stream high definition video when resources are needed for College-related activities.
- E-mail and other College-owned communication resources are not to be used for transmission of commercial or personal advertisements, solicitations, promotions, or destructive programs i.e. all College-owned computer technology is intended and provided for College-related business only. Users should expect no privacy.
- Harassment is prohibited in the electronic environment and includes but is not limited to using foul language, promoting and sending chain letters, sending programs (viruses) which will do damage to another user's account or to the network.
- Sharing one's username and/or password is a violation of this policy.
- Use of a router constitutes a violation of this policy.

Overall, users should be respectful and responsible as is appropriate to the mission of the College. Violation of the College's computer use policy and/or misuse of college computing systems, hardware or software or other college-owned technologies are cause for disciplinary action, up to and including expulsion.

### **Illegal Downloading**

If the College is notified that a user on its network is illegally downloading or sharing copyrighted material without the copyright owner's permission, the Digital Millennium Copyright Act (DMCA) of 1998 requires colleges to act expeditiously to remove or block access to material. We fulfill that obligation by blocking Internet access to the allegedly infringing material upon receipt of a complaint, while still permitting access to some local resources. Since this alleged copyright violation is also a potential violation of the College's Appropriate Use Policy, the student is then referred for potential disciplinary action where the student may dispute the charge at a hearing. If the student is found in violation, in addition to whatever sanction is imposed by the Student Conduct Officer or the Student Conduct Hearing Board, the student must remove the file sharing program from their machine and have it inspected by Computer Services before network access is restored. This action by the College, however, **does not necessarily guarantee that the RIAA (or any other copyright holder) will not pursue civil or criminal charges.**

**You can protect yourself.**

In order for you to protect yourself from risk, you should remove any copyrighted material from outside access. You should uninstall any program, such as Limewire, ARES, KaZaA, BitTorrent, Bearshare, or Filetopia, that allow your computer to illegally share or download copyrighted material. Programs that allow you to legally download material that you have paid for, such as iTunes and AmazonMPS, are perfectly acceptable. The Library website has a list of both free and pay download sites that you can use as alternatives to illegal activity.

Finally, educate yourself on the law and the politics of digital copyright. With implications for free speech and freedom of inquiry, digital copyright is an important political issue of this generation.

### **Destruction or Attempted Destruction of Property**

No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to the College, its students, employees, officers or organizations or that of any individual or organization visiting or passing through the College campus. Acts of vandalism are a violation of this policy. Tampering with or misuse of doors or emergency phones is a violation of this policy.

### **Dishonesty**

No student shall:

- furnish false information to or knowingly make a false accusation against any College official, faculty member, student, or office,
- alter, or enter any false information on any official document including, but not limited to identification cards, grade change forms, academic transcripts, admissions applications, evaluations or course withdrawal forms
- possess, or sell any parking decal, ID card, key, or official College document or property issued by the College to or for another individual Lending ID cards is prohibited, and cards may be confiscated.
- tamper with the election of any College recognized student organization
- counterfeit, forge or provide false information or fail to provide current information for the purpose of defrauding the College of Mount Saint Vincent or other parties is prohibited.

### **Disorderly or Disruptive Conduct**

Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, clinical setting, internship setting, residence hall or other setting is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible to comply with a request from a professor, instructor, supervisor, or other official regarding appropriate behavior. Additionally, conduct that interferes with, impairs, or obstructs the orderly conduct, processes and functions of the College or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited. Such conduct includes, but is not limited to, excessive noise, public intoxication, loud or indecent conduct, interference with the ability of others to enter, use, or exit any College facility, service, or activity,

intentionally interfering with the freedom of expression or movement of others, interfering with College activity such as teaching, research, recreation, meetings, and public events, physical violence, causing reasonable apprehension of harm, or threat of violence against oneself or any member or guest of the College. This prohibition extends to off-campus conduct that, in the College's sole judgment, is detrimental to its mission and interests.

### **Drug Policy**

The possession and/or use of narcotics or drugs is prohibited, except for those medically prescribed, properly used, and in the original container. The distribution and/or sale of narcotics or drugs are prohibited. Off-campus possession, use, distribution, or sale of narcotics or drugs is inconsistent with the College's policies and goals, and is prohibited. The College reserves the right to invoke the College's Student Conduct process to the extent that off-campus drug use leads to behavior that in the College's sole judgment is destructive, abusive, or detrimental to the College's mission and interests. Any and all types of drug paraphernalia including, but not limited to, bongos, pipes, hookahs, water pipes, or any items modified or adapted so that they can be used to consume drugs, are not permitted on College property. Drugs and drug paraphernalia will be confiscated when found on College property. Students who are knowingly present where illegal substances are kept, are in the company of person, knowing said person is illegally in possession of a controlled substance are, by their presence in violation of this Code of Conduct. A violation of this policy is grounds for separation from the College.

Violations of the College's drug policy include, but are not limited to:

- Knowing presence
- Possession of drug paraphernalia
- Possession or use of illegal drugs
- Sharing, distributing or using prescription drugs not prescribed for user
- Sale, manufacture, and/or distribution of illegal drugs

### **Sanctions**

The College imposes the sanctions listed below when adjudicating drug policy violations. Each incident is reviewed on a case-by-case basis. For students found responsible, sanctions are imposed according to the severity of the incident. Repeated violators are subject to more severe sanctioning. In all incidents involving a violation of the College's drug policy parents will receive a letter from the College - Parental Notification.

- Educational Sanction
- Parental Notification
- Contributory / Community Service
- Disciplinary Probation
- Referral to Counseling Center for an evaluation and possible treatment
- Referral to outside agency for an evaluation and treatment
- Loss or suspension of Residence Life Privileges
- Commuter students banned from visiting the residence halls
- Suspension from the College
- Expulsion from the College

Students found responsible for the sale, manufacture and or distribution of illegal drugs will be suspended or expelled from the College and possibly be referred to external authorities. By federal law, students convicted of such charges face revocation of all federal financial aid.

### **Medical Amnesty Policy**

See Medical Amnesty Policy in section five of this Handbook.

### **Failure to Comply with an Appropriate Directive or Disciplinary Decision**

No student shall fail to comply with any appropriate directive, identify him or herself, or fail to show respect to security personnel, residence hall staff, other College officials or law enforcement officers in the performance of their duties or fail to comply with any disciplinary conditions imposed by an authorized College official or group. A \$50 fine will be assessed to any student who fails to comply with a disciplinary sanction.

### **Fire Safety / Fire Drills / Fire Equipment**

No student shall misuse or abuse fire safety rules/equipment by setting a fire, tampering with fire safety and/or fire-fighting equipment, or starting or reporting a false fire alarm by any means of communication. Students who fail to vacate College buildings during fire drills or other emergencies are subject to disciplinary action. Any student who deliberately disrupts the educational or social activities of the campus by means of false fire alarm, bomb threats, or other similar actions will face immediate suspension, possible expulsion, as well as prosecution under applicable laws. A \$100 fine will be assessed to any student found responsible for tampering with fire safety equipment.

### **Gambling**

Students are expected to abide by the federal and state laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at College sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to, betting, wagering on, or selling pools on any athletic event; possessing any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

### **Harassment – General**

The College of Mount Saint Vincent affirms the right of every student to be respected in his or her person, and to be subject to no form of harassment or pressure that interferes with the calm pursuit of education. The College of Mount Saint Vincent is guided by the precept that in no aspect of its practices or programs should there be disparate treatment of persons because of race, creed, color, national origin, gender, sexual orientation or disability or other irrelevant factor. This principle is expected to be observed in the instruction, employment, admission, housing and education of students, including co curricular programs. This policy encompasses the goal that all members of the community are able to work study and socialize free from harassment.

CMSV will not tolerate actions or words, which a reasonable person would regard as harassing or provocative. Appropriate disciplinary action will be taken against those found to have committed serious harassment, up to and including dismissal from the College.

Violations of this policy include, but are not limited to, use of derogatory names; use of words or actions to place another person in reasonable fear of his/her personal safety or of harm to personal property; conduct intended to unreasonably annoy or disturb; exhibiting, distributing, posting, or advertising publicly offensive or indecent or abusive matter concerning any person or groups of persons, inappropriately directed laughter; inconsiderate or demeaning jokes; or anonymous notes or phone calls.

### **Harassment - Sexual**

The College will institute disciplinary action, up to and including expulsion from the College, against any person, faculty, staff, or student who imposes a requirement of sexual cooperation as a condition of employment, appointment, academic advancement, grading or other promises of reward or threats of punishment. Persons who are the object of sexual harassment by any superior or supervisor should report such charges to the Provost/Dean of the Faculty or to the Vice President for Student Affairs / Dean of Students.

### **Hazing**

Hazing in any form is prohibited. Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any group or organization regardless of the individual's willingness to participate. Groups and individuals accused of such offenses are subject to disciplinary action. The penalty for visitors who violate this policy is immediate ejection from the campus. The penalty for student or staff violators range up to and including expulsion from the College. Any organization which authorizes such conduct is subject to the suspension or revocation of recognition to operate on campus. All such penalties shall be in addition to any penalty pursuant to criminal law or any other laws to which a violator, group, or organization may be subject.

### **Key Duplication / Use or Possession of Master Key**

The College prohibits unauthorized possession, duplication, or use of keys or master keys to any premises or unauthorized entry or use of College premises or property.

### **Physical Violence or Threatened Violence**

No student shall use physical force or violence upon any student, employee, or officer of the College or anyone visiting or passing through the College campus. An expressed or implied threat of violence is a violation of this policy. No student shall engage in any form of violence directed toward another person or group of people. Responding to violence with violence is also a violation of this policy.

### **Posting**

Fliers and posters may be hung throughout the campus on approved bulletin boards only. All materials for posting must be stamped prior to distribution by the Office of Student Activities and Student Leadership. Advertising, both inside/outside of buildings, electronic/print, and



on/off campus, for parties or events may not refer to or promote alcoholic beverages, drugs, or tobacco products. Any materials of an explicit sexual nature are prohibited as well as materials that may be viewed as demeaning or degrading to a person or group of persons.

### **Projectiles**

No student shall throw or cause to be projected any object or substance that has potential for damaging or defacing College or private property or causing personal injury or disruption. Dropping any item, or causing any item to be dropped from a window, is a violation of this policy. A violation of this policy in College housing is grounds for loss of Residency.

### **Residence Hall Regulations and Policies**

Violation of residence hall regulations and policies as stated in Terms and Conditions of Room and Board and in this Handbook are considered violations of the College's Student Code of Conduct.

### **Sexual Misconduct and Sexual Assault**

The College seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the College's mission is the recognition of the dignity and worth of each person. Sexual misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

The College will handle all complaints of a sexual nature with due regard to the parties' concerns of confidentiality. If any occurrences of a sexual nature pose a general threat to the College community, the College will take steps to notify students, faculty and staff of the potential danger. The College of Mount Saint Vincent will provide support for victims/survivors and urges victims/survivors to seek assistance using any appropriate resources.

With all cases of a sexual nature, "consent" is defined as positive cooperation in act or behavior. The person consenting must act freely and voluntarily, have knowledge of the nature of the act and be capable of making a reasonable judgment concerning the nature of the act. Members of the community should be aware that by intoxication, youth or mental disability, a person may not be capable of valid consent. The College does not consider a lack of protest to imply consent. Further, a current or previous dating relationship is not sufficient to constitute consent. Any member of the College community who encourages, aids, assists or participates in any act of sexual misconduct against another is in violation of the College's Code of Conduct.

Sexual contact without consent and includes:

- Intentional touching, either of the victim or when the victim is forced to touch directly or through clothing another person's genitals, breast, thighs, or buttocks.
- Sexual intercourse without consent, whether by an acquaintance or stranger.
- Attempted sexual intercourse.
- Oral sex or anal intercourse without consent.
- Sexual penetration with an object without consent.

Taking into account the wishes of the victim/survivor, the College will pursue disciplinary action in the cases of Sexual Assault. Sanctions imposed for violation of the College's Sexual Assault Policy may include, but are not limited to, suspension or permanent expulsion. Students who are victims of sexual assault may also pursue criminal charges. The College's conduct process acts independently of any legal proceedings.

### **Skateboards, Rollerblades, Bicycles**

Due to the campus' potentially dangerous terrain, skateboarding and rollerblading are strictly prohibited everywhere on campus unless specifically indicated otherwise by the Director of Safety and Security. Scooters are not permitted on campus. Bicycle riding after dark is prohibited. In the residence halls, bicycles may be brought indoors for storage in a resident's room provided both roommates agree. Bike racks are provided on campus. It is the responsibility of the owner to safeguard his/her bicycle when it is parked on campus.

### **Smoking**

All College buildings are designated smoke-free. There are no exceptions to this rule. Smoking inside any building, including residence hall rooms, is a violation of College policy. Smoking is prohibited in College owned vehicles. Smoking is permitted on campus only in smoking shelters located across campus.

### **Stalking**

A course of conduct, whether electronic or physical, directed at a specific person that would cause a reasonable person fear. This conduct includes, but is not limited to electric communications, third party communication and/or an individual's behaviors.

### **Theft or Attempted Theft**

No student shall steal, attempt to steal, or assist in the theft of the property or services, whether by means of taking, deception, misappropriation, or misuse

### **Trespassing**

Any person, who enters, attempts to enter, remains in a private room or office, enters a restricted area or refuses to leave an area as directed by a College official and any unauthorized person shall be considered trespassing. A person who has been banned from campus must have written authorization from an appropriate College official before coming onto campus for any reason or be subject to arrest for trespassing.

### **Utterance of Threats**

No student shall utter threats by any means of communication, including but not limited to threats of physical abuse of any student, employee, officer of the College, or organization or anyone visiting or passing through the College campus, or threats to destroy College property or the property of others.

### **Violation of Federal, State, or Local Law**

Violations of federal, state, or local law on or off campus are considered a violation of this policy.

**Weapons**

No student shall keep, use, possess, display, or transport any rifle, shotgun, handgun, pellet or BB gun, stun gun, dangerous knives, billy club, make shift weapons, or any item which has been modified or adapted so that it can be used as a weapon, martial arts weapons, decorative swords, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the College or in any vehicle on campus. Realistic facsimiles of weapons are also prohibited on campus. No student shall use or possess hazardous items/substances such as fireworks, ammunition, smoke bombs, explosives or any hazardous substances

**Windows, Balconies, Rooftops**

The College prohibits access to windows, roofs, balconies, railings, ledges, and fire escapes of all College owned or operated buildings except in cases of repair by the proper College authority or in dire/ life threatening emergency.

## SECTION SEVEN

### THE OFFICE OF RESIDENCE LIFE AND HOUSING

#### THE STAFF

**The Director of Housing and Residence Life:** is responsible for all matters pertaining to residence students and oversees the functioning of the residence halls. The Director is responsible for the overall staff recruitment and training (professional and student staff) residence halls, counsels individual students and enforces college and residence hall regulations and policies. The Director oversees all room assignments, vacation housing and the administration of room and hall damages. The Director is the chief liaison between the residents and the Vice President for Student Affairs, and works closely with the Campus Safety, Dining Service (Chartwells), Housekeeping, Security and Maintenance (UNICCO) staffs.

**The Assistant Director of Housing and Residence Life:** supervises the Area Coordinator and the Assistant Area Coordinator / Graduate Assistant; assists with departmental planning efforts and operational tasks as assigned. Specific responsibilities include: supervision, development, and evaluation of the Area Coordinator and Assistant Area Coordinator/Graduate Assistant; consultation with regard to employee matters, student behavior, and programming, student group advising; and on-call consultation/response for emergency situations. The Assistant Director is responsible for student staff recruitment, selection and training for the department.

**The Area Coordinator (AC):** reports to the Assistant Director, supervises a staff of Resident Assistants and the desk staff, helps to foster a living and learning environment conducive to personal development, tolerance of others, screening sharing of diverse ideas, while building a sense of community in the areas the AC supervises. The AC acts as a communication link between his or her area and the Office of Housing and Residence Life. The AC also ensures that college regulations are adhered to, provides leadership in emergency situations and assists the staff and students with programming.

**Assistant Area Coordinator / Graduate Assistant:** reports to the Assistant Director, assists in the supervision of RAs and the desk staff, helps to foster a living and learning environment conducive to personal development, tolerance of others, screening sharing of diverse ideas, while building a sense of community, ensures that college regulations are adhered to, provides leadership in emergency situations and assists the staff and students with programming.

**The Resident Assistant (RA):** is the chief liaison between the Office of Housing and Residence Life and the students, and is the most visible representative of the Division of Student Affairs. An RA is a carefully selected upper class student who is responsible to know and be available to residents, to assist them with academic, social, and personal problem-solving, and to act as a referral source. The RA enforces College and residence hall regulations, provides leadership in emergency situations assists students in living together with concern and consideration for one another and facilitates and implements residence hall programming.

### **Desk Managers (DM)**

Desk Managers are student workers who assist with supervising the Desk Assistants. They work 12 hours each week and are responsible for desk updates, and other desk operations.

### **Desk Assistant (DA)**

Each residence halls is staffed 24 hours a day 7 days a week. The Desk Attendant is responsible for screening all persons entering the residence halls to help ensure the safety and well being of the residents, and notifying the proper contact when problems or crisis situations arise.

## **RESIDENCE HALLS**

**Alumnae Hall**, built in 1965, and accommodating both men and women, it houses all first-year and some upper-class residents. Completely renovated in 2006 and comprised of double rooms, the entire building is comfortably air conditioned. The first floor is comprised of a TV lounge, study lounge and laundry room. Each of the three floors has its own kitchenette and recreation lounge.

**Marillac Hall**, built in 1860, is our oldest residence hall and was home to the original owner of our property. Now, Marillac is home to approximately 75 students, with many rooms arranged as suites. There are several lounges, a large kitchen and even a small chapel on the first floor. Several Sisters of Charity also reside in a separate section of Marillac. Marillac's Engagement Lounge holds the distinction of being the first place where men and women were allowed to visit on campus --- but only for engaged couples, of course.

**Mastronardi Hall**, built in 2007, our newest residence hall houses more than 190 upper-class students and shares an entrance and laundry facility with Alumnae Hall. Comprised of double rooms, the entire building is air conditioned. Mastronardi hall is the first completely new building since the library was built in the 1967. The building is named after Mount alumna, Valerie and her husband, Nicholas Mastronardi.

**Spellman Hall**, built in 1962, Spellman underwent major renovations in the summer of 2007 and accommodates well over 200 students. The College's Dining Room and the College Health Center are located here as well as residential facilities for our ELS students. Each floor has its own kitchen/recreation lounge

**Seton Hall**, built in 1911, Seton underwent major renovations in the fall of 2001, was the first residence hall built by the Sisters of Charity. Created in an Italian Renaissance style, its sixth floor commands what is perhaps the best view of the Palisades as well as the George Washington and Tappan Zee Bridges on the campus. Home to 80 men and women, the first floor has a kitchen, a formal dining room, and several large lounges that are frequently used by residents for meeting, watching television and playing pool.

## **RESIDENT SERVICES**

### **Cable Television**

At no additional cost to the students, the College provides cable television to the residence halls. Each room is equipped with a cable outlet that will function with any cable-ready television.

Residents will be held responsible for any damage to the cable outlet and/or wiring, but the College will make all other repairs free of charge. Students should plan to bring a video cable with them to connect their television to the cable outlet. Questions or requests regarding your cable television service should be directed to the Communications Department located in Maryville Hall.

### **Laundry Rooms**

Washers and dryers are available in all halls (Mastronardi and Alumnae share one). Use of washers and dryers is available to all residents at no additional charge. Residents can visit [www.laundryview.com](http://www.laundryview.com) to see if machines area available for use.

### **Refrigerator and Microwaves**

Students may rent smaller (2 cubic feet) units or larger "Micro Fridge" units with a built-in microwave through the College. The Office of Residence Life and Housing e-mails information and reservation forms to all residents during the summer. Students are permitted to bring their own refrigerators, the size should not exceed 5 cubic feet and the microwave cannot exceed 500-700 watts. Only one refrigerator and one microwave are permitted in each room. There are stoves sink and microwave service provided in all lounge areas. In some halls, there are special electrical outlets for refrigerators. Please be sure to use these outlets in order to prevent power outages.

### **Security Desks**

The front desk of each residence hall is staffed from 3 pm – 7 am whenever the building is open. Students and Resident Assistants are at the desks from 3 pm through 11 pm or 12 midnight. Licensed Campus Security personnel staff the desks from 11 pm or 12 midnight – 7 am.

It is the obligation of each student to observe every reasonable precaution for their own safety and well being and to cooperate with Campus Security and Residence Life staff in the exercise of their duties. All guests of the residence halls must provide valid identification and must be signed in by a resident host of the building to gain entrance. All guests must be escorted at all times anywhere on campus. Additionally, residents should follow these safety tips:

- Keep all doors and windows on the lower floors locked. Never assume someone else will take care of it.
- Always close and lock your door when you leave. You should make it a habit to close and lock your room door, even if you are just leaving for a minute or two. Many times, thieves wait around for just the right moment and will be in your room as soon as you leave. Make sure your roommate/s follows these same precautions. **The College cannot assume responsibility for or reimburse you for your losses.**
- Restrict the amount of money or valuables you keep in your room. Keep a list of the make, model and serial numbers of valuable items so you can report them to the police if stolen. Check to see if these items are covered by your family's Insurance policy while you are away from home.

- Report broken locks and windows and missing keys to the Office of Residence Life and Housing immediately.
- Report missing keys and ID cards to the Office of Residence Life and Housing immediately.
- Do not enter or leave buildings through windows or alarmed doors. The alarms are there for protection against intruders. Continual soundings of the alarms reduce their impact and will result in disciplinary actions.
- Report suspicious or unknown persons in or near the building to Campus Security (ext. 3434) and/or the Residence Hall Staff.
- Do not admit persons to the building through windows or locked doors. This will result in disciplinary actions.
- Do not travel alone after dark, walk through secluded areas or down to the river alone. Call Campus Security if you need an escort to a building.
- For your own protection, if you expect to be away from your hall overnight or longer, notify your friends, roommate/s and/or RA. A missing student can cause a great deal of fear and worry on the part of friends, staff and family, so keeping others apprised of your whereabouts is urgently recommended.

### **Storage**

Limited summer storage is available in the residence halls for returning students who live a significant distance from the College. Items should be carefully packed in small boxes and clearly marked with your name, class and the building and number of the room you will occupy in the fall. You will need to make arrangements for your items to be moved into our storage room. The College cannot be responsible for loss or damage of stored items. Therefore, it is recommended that fragile and/or valuable items not be stored. Items' remaining in storage after a student leaves the College and items left unclaimed after the published deadline for removal will be considered abandoned and will be discarded. The College reserves the right to deny storage to any student.

### **Internet Access**

The College provides wireless connection and a hard wire Internet jack for each resident student of a room. Students are responsible for obtaining their own computer equipment. You will need an Ethernet card, also called a network interface card to connect to the hard wire Internet connection in your room. The computer services department does not buy or sell these cards.

### **Telephone Service**

Telephone service is not available in student rooms. There are public phones on every floor in each residence halls. Students can use these phones to call any internal College extension and the local NYC area at no charge. Students can use calling cards to make outgoing calls outside of the NYC local area and can accept incoming calls from these public phones.

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

Living on campus is a privilege that brings with it many benefits as well as obligations. As guidelines for responsible and cooperative community living, the College has developed residence hall policies, regulations and procedures to which all residents and guests must adhere. Any resident may request that a fellow student comply with stated policies, and may report violations to the Residence Life and Security staffs.

### **Alcohol and other Drugs**

For complete details on the College's Drug and Alcohol policies, see the Student Code of Conduct section of this Student Handbook. What follows is information intended to provide more specific interpretation of the policies within the residence halls.

In the State of New York, it is illegal for anyone under 21 years of age to possess, consume or distribute alcohol. Students under 21, therefore, are not permitted to have alcohol in their rooms (possession). Also, consumption of alcohol in a room where anyone is underage is prohibited. Students who remain in a room where alcohol is being consumed illegally are, by their presence, implicated in the illegal activity. No open alcohol is to be present in the hallways or common areas of the residence halls. Beer balls, kegs, Four Loco and drinking game paraphernalia (i.e. shot glasses, beer pong tables) are not permitted in the residence halls. The College reserves the right to confiscate such items. Visitors may not bring alcohol into the residence hall.

Alumnae and Spellman Residence Halls are "dry buildings". Alcohol is not permitted in these buildings regardless of the age of the student.

The sale, possession, transfer or use of illegal drugs on campus is a clear violation of state law and College policy. Students who remain in a room where illegal drugs are being used are, by their presence, implicated in the illegal activity.

The College cannot protect any person who may break these laws and be apprehended by civil authorities. New federal regulations permit federal judges to revoke student aid to anyone prosecuted and convicted of a drug offense.

All incidents involving drugs will be referred to a College Student Conduct Officer. A letter will be sent to the parent or guardian of any student found in violation of the College's Drug Policy. Other sanctions will be determined by the Student Conduct Officer.

### **Common Area Usage**

Students wishing to schedule an event on campus must obtain permission from the Office of Residence Life and Housing. All lounge events should be scheduled at least two weeks in advance and must be approved by the Area Coordinator. When scheduling the event, students must designate an individual responsible for cleaning up. All guidelines are outlined in the Event Request materials.

The Housekeeping Staff cleans corridors, bathrooms, lounges and other common areas. In deference to the staff and other floor members, however, residents should return these areas to a



neat condition after use. This includes, but is not limited to washing dishes, cleaning spills, properly disposing of trash, not leaving belongings behind, and turning off all appliances.

The cost of damage to common areas will be pro-rated among all unit residents unless the responsible party can be identified. These charges will be added to your student account immediately. Therefore, it is to each student's advantage to help prevent others from causing damage and/or to encourage others to admit to the damage they have caused and accept financial responsibility. The resident student is responsible for all damage caused by his or her guest.

College furniture may not be moved from the common areas to student rooms. Anyone doing so shows a blatant disregard for his or her community and will be subject to a fine and the disciplinary process. Hallways are to be kept clean and clear of obstructions at all times (including umbrellas, shoes, and athletic bags). Any student found in violation will be fined and subjected to the disciplinary process.

### **Email Communication**

The Office of Residence Life and Housing sends out information regarding programming events, room changes, RA Selection, Room Lottery and much more through your College of Mount Saint Vincent e-mail address only. It is your responsibility to check this e-mail periodically so you are updated on all events taking place

### **Fire Safety**

In conjunction with the College's commitment to community living, certain regulations have been implemented to protect the buildings and most importantly, individual lives. Again, we rely heavily on the students' common sense, but offer the following specifics:

- For purposes of safety and safe egress, only 2 times the number of students assigned to a residence hall room are permitted in that room at any given time.
- Personal items such as hair dryers, clock radios, etc., may be present in a room. Duplicate items, however, should not be present in a room. This includes televisions, stereos, microwaves, refrigerators, and similar items.
- Air conditioners, Christmas lights, candles, multiple plugs without circuit breakers, extension cords, space heaters, hot plates, barbecue grills, toaster ovens, halogen lamps and other heat-producing and/or cooking appliances are not permitted in the residence hall, except where specifically permitted by the Residence Life Staff. These items will be confiscated by residence hall staff. Students will need to make arrangements with their Area Coordinator to retrieve the items when they are leaving the campus.
- Coffee makers, hot pots are to be used in the kitchens only. Do not use any appliance that is not UL approved, has a frayed cord or is otherwise in poor condition.
- Open flames, including, but not limited to candles, incense, barbecue grills, blowtorches and lanterns are not permitted for use anywhere in the residence halls. These items will be confiscated by residence life staff. These items will be discarded and will not be returned to

the resident.

- Firearms, fireworks, ammunition, explosives or any dangerous weapons are not permitted in the residence halls. Possession of these items is a violation of College policy. These items will be confiscated by residence hall staff.
- Tampering with fire equipment including, but not limited to smoke detectors, fire extinguishers, fire hoses, and fire escapes is a violation of College policy and state and federal law. Students found in violation of the College's fire safety regulations including setting fires in the residence halls will be subject to severe disciplinary action including loss of residence life privileges and possible suspension from the College. A \$100 fine will be assessed to any student found tampering with fire safety equipment.
- Rooms should not be decorated in such a way as to allow a fire to spread throughout a room (e.g. with overlapping posters).
- Furniture must be arranged to allow for at least 30 unobstructed inches of door swing within the room.
- The excessive decoration of hallways or exteriors of residents' doors is forbidden.
- Hallways should be kept clean and clear at all times.

Residents will be subject to disciplinary action when found with illegal items. The Office of Residence Life reserves the right to discard any illegal items.

### **Lock Out Policy**

Residents who are locked out of their rooms Monday through Friday between 8:30 a.m. and 4:30 p.m. should report to their Area Coordinator's office for assistance.

Residents who are locked out of their rooms after the hours indicated above and on weekends should report to the front desk of their residence hall to have the RA on duty contacted to provide assistance. Residents are charged \$5.00 per lock out through their student account.

### **Pets**

Students and/or visitors are not permitted to bring live animals, pets, fish or any other non-human living thing into the residence halls.

### **Quiet and Courtesy Hours**

A residence hall is a thriving, multi-purpose living area, in which students sleep, study, relax and recreate. Excessive noise is perhaps the most common disruption on a college campus, particularly in residence halls. Loud music or noise can be unnecessarily disruptive to such activities at any time of the day or night, weekday or weekend. Therefore, consideration of neighbors is necessary at all times. Voices, stereos, radios and TVs should be of a reasonable volume so as not to interfere with the rights of others. Roommates should agree on when music or a television will or will not be played.

A student who is disturbed by noise has a right to ask his or her neighbor to lower the volume, and the neighbor has the responsibility to honor that request **AT ANY HOUR OF ANY DAY**. Failing this, an RA may be asked to assist in the situation. The student should always first attempt to resolve the problem with the person who is the source of the disruption before involving an RA. Residents should be especially attentive to the disturbance and irritation their noise may be causing others.

### **Quiet Hours**

Sunday through Thursday      10:00 p.m. - 10:00 a.m.  
Friday and Saturday            1:30 a.m. - 10:00 a.m.

**Courtesy Hours are enforced 24 hours a day, seven days a week.**

Beginning the last day of classes and during exam periods, quiet hours are maintained 24 hours a day, seven days a week.

### **Resolving Disputes**

See the Director of Safety and Security or your Area Coordinator if you have had a dispute with a Security guard. Under normal circumstances you can make this contact during the day. In emergencies, however, there is always an RA or the Administrator on call who can be brought in to assist in resolving the difficulty.

### **Room Entry Procedures and Student's Privacy**

The College will always be respectful of a student's privacy. However, there may be times throughout the academic year when it will be necessary for a College official to enter a room. When an official seeks entry to a room, he/she will knock first and announce the intention to enter before using a key. Rooms may be entered and possibly searched in the following instances:

- When a police or government official has a warrant to search the room. A College official will be present.
- When repairs are needed, another College employee will always accompany non-CMSV repairman.
- When a College official has a good reason to believe that an occupant is not in compliance with law or college regulations or when a disturbance is taking place.
- When danger to life, health or property is reasonably feared.

In all but the last case, reasonable effort will be made to notify the resident in advance and to have him or her be present. If the room has been entered when the student could not be notified, he or she will be informed as soon as possible thereafter. Additionally, all rooms are routinely inspected by Residence Life staff at the start of each vacation period. No other notification is given on these occasions.

In the interest of privacy and security, please do not disclose any resident's name, room or telephone number or information of a personal nature to outside callers or visitors. Should

someone request such information about a fellow student, please offer to leave a message for him or her.

### **Roommate Relationship**

Building a good roommate can be a frustrating part of the residence experience. People, who have been friends for years, as well as those who have just met, will need to make adjustments and compromises in developing the most satisfying living arrangements.

Living in a residence hall requires each student to learn to adjust to new situations, to encounter differing perspectives and value systems, and to interact with many different personalities. These are opportunities to grow and the College encourages students to take advantage of these new experiences. A new roommate is often a student's first "new experience" on campus. It is not unusual for a student to reject a new roommate based on the way s/he looks, speaks, or for some other superficial factor without taking the time to get to know him/her as a person. It is vital that people of different backgrounds communicate and learn about each other before they make compatibility decisions. It is, in fact, one of the most important lessons in becoming a well-rounded adult.

The keys to starting and maintaining a good relationship are communication, tolerance, and mutual respect. Together, set the ground rules for cleaning, schedules, guests, borrowing/sharing, etc., and keep to your agreements. Roommates do not have to be your best friend, but they should open enjoy each other's company. If problems arise, discuss them with each other. Often, role-playing (swapping perspectives) with your roommate can be a fun and creative way to resolve conflicts. Talking with your roommate is a prerequisite to the granting of a room change. If you need assistance in solving them, ask your RA for help. If all else fails, room changes are possible, but they are the last resort, not the first.

### **Smoking**

Cigarette, pipe and cigar smoking are prohibited in all College buildings including the residence halls. New York City law prohibits smoking in all areas, except those places where there's a sign indicating that smoking is permitted. Anyone wishing to smoke on campus must do so at the Smoking Shelters located throughout campus.

### **Solicitation and Commercial Activities**

No one may engage in any commercial activity, sell items, solicit funds or sell raffle tickets in the residence halls without the written permission of the Director of Residence Life and Housing. Signing in a person who plans to engage in these activities is a violation of college policy. This prohibition includes, but is not limited to engaging (or allowing others access to the residence hall to engage in) the distribution of fliers or menus for local establishments, etc.

### **Residence Hall Entry and Exit Procedures**

Residents must present their CMSV ID to gain entry to their assigned residence hall. Residents must wait for the desk staff's approval to proceed upstairs. If a resident does not have an ID card, his/her identity will be confirmed via the roster by the desk staff to gain entry.

All residents and guests must enter and exit the residence halls through the front doors only. Entering or exiting the residence halls through windows, emergency doors or any other doors except the front doors is prohibited.

Residents and their guests who violate residence hall entry and exit procedures are subject to the following:

1 <sup>st</sup> offense - \$150 fine	3 <sup>rd</sup> offense – housing privileges suspended for two weeks
2 <sup>nd</sup> offense - \$300 fine	4 <sup>th</sup> offense – loss of housing privileges for extended period of time

### **Residence Hall Guest Procedures**

All guests, including parents, guardians, relatives, friends, must be accompanied by their resident host, must sign in and leave an acceptable ID at the front desk. Resident hosts are limited two guests at any one time. Acceptable IDs include a picture IDs such as work ID, College ID, driver's license or other state issued ID. Passports, keys, money, credit cards, copied IDs and other personal items are not acceptable. Residents should contact their guests and make arrangements to meet them prior to their arrival. If possible the desk staff will notify the resident host of any visitors. Desk phones are for use by the desk staff only. The resident hosts must report to the front desk to sign in their guests. Resident hosts must escort their guests at all times and guests should not be left alone in the resident's room. Every time a guest leaves the building, he or she must sign out and retrieve his/her ID from the desk staff. Resident hosts are responsible for their guests' behaviors.

Roommates have the right to ask that there be a limit to the guests in their rooms, whether guests are residents, CMSV commuters or off campus guests. The privacy, study and relaxation time of roommates(s) and hall mates should be respected by residents and their guests.

Visitors who are signed into the building can remain in the main floor lounges after residence hall visitation hours have ended provided they are escorted by their resident host. Sleeping is not permitted in the lounges at any time. Desk staff may deny entry to the residence hall of any guest whose words or demeanor are perceived as threatening or irresponsible. The professional staff person on duty may be contacted to appeal the decision of the desk staff or to assist in resolving a dispute. Abuse of the College's visitation privilege will result in disciplinary action including revocation of visitation privileges.

### **Vandalism**

In keeping with our commitment to maintaining a community of shared space and shared responsibility, the College does not tolerate vandalism of any kind. Destructive acts are the signs of a person who does not respect this space or those who share it. Therefore, we reserve the right to remove from residency that person (or persons) found to be responsible for such acts.

### **Visitation Policy**

The College's residence hall policies are designed to maintain a secure, academically sound, and respectful community life. The College has developed a visitation policy that is consistent with its Catholic heritage, mission and values.

### **Resident-to-Resident Visitation**

Resident students may visit with other residents in their rooms at any time, **except for first year students for the fall semester**. If these resident-to-resident visitation privileges cause disruption in the residence halls, Residence Life staff and Campus Safety personnel can ask residents and guests to quiet down or have guests leave the premises. If any resident refuses to comply with such a request, he/she will be subject to disciplinary action.

### **Visitation Policy/Overnight Guests**

Visitation in the residence halls is not a right, but a privilege. Visitation is permitted during the following times;

- Sunday through Thursday from 8:00 a.m. to 12:30 a.m.
- Friday and Saturday only from 8:00 a.m. to 1:30 a.m.

These policies apply to all residents and all guests **except first year residents during the fall semester**. Visitation privileges end the day before the last day of classes each semester for all students.

#### **First Year Residents:**

##### **Fall semester:**

- No overnight visitation during fall semester
- Permitted visitation by Mount students and family members only during visitation hours as specified above

##### **Spring semester:**

- Overnight visitation permitted
- Permitted visitation of Mount and non Mount individuals including family members per the visitation regulations.

Roommates should be consulted and agree before plans are made for a gathering or for overnight guests. All roommates must sign an Overnight Guest Request Form for overnight guest privileges to be granted. Overnight Guest Request Forms can be completed in the respective Area Coordinator's (AC) office or in the Office of Residence Life and Housing **The Overnight Guest Request Form must be completed 24 hours in advance for approval. The form must be completed by 12 Noon on the Friday before any weekend overnight stay. If the form has not been completed within the period outlined, it will not be approved.**

After you complete the Overnight Guest Request Form, you will be contacted by the Area Coordinator of your building via your CMSV email account only. The email will provide an approval or denial of overnight guest(s). If approval is granted, an Overnight Guest Pass will be left at the front desk of your building. Your guest must be signed in and leave valid ID to receive the guest pass. The guest pass will provide all necessary information including night(s) approved. The Overnight Guest Pass should be carried by the guest at all times. Whenever the guest(s) leaves the building, he/she must sign out, retrieve ID and return the guest pass. All guests must follow this process when entering and exiting the building.

## **Overnight Guests**

### **Resident / Host:**

- Permitted 8 overnight guests per month in each semester
- Must complete overnight guest form 24 hours in advance and by 12 noon on Fridays for weekend visitation
- Permitted no more than 2 overnight guests at any time per resident (all room types)

### **Guests – Mount commuters and other non-College guests:**

- Permitted to stay no more than 6 times per month with any campus resident
- Permitted to stay no more than 2 consecutive nights and only 3 nights in one week
- Must carry guest pass at all times while in host building, must be with host at all times

Residents who are permitted overnight guests must abide by the College's visitation policy. Residents are responsible for the conduct of their guests. Any violations of this policy will result in a suspension of visitation privileges and possible loss of housing privileges. The Office of Residence Life may ban individuals from entering the residence halls if they violate residence hall policies, including the visitation policy.

Residents must direct their guest to use bathrooms of their own gender. It is the resident host responsibility to provide direction to the appropriate bathrooms.

## **HOUSING OPERATIONS**

### **Assignment of New Roommates**

If a vacancy occurs in a student's room the Office of Residence Life and Housing reserves the right to place a student in that space without prior notification. However, the office will make every effort to notify students via their CMSV email account. Most campus rooms are intended for double or triple occupancy. The remaining occupant(s) in a double or triple room, must accept a new roommate, and may face disciplinary sanctions for failure to cooperate.

### **Cancellation of Residency**

Students who withdraw from the residence halls (i.e. personal or disciplinary action) must complete a Housing Cancellation form. These forms are located in the Office of Residence Life and Housing. A student who cancels his/her housing contract, forfeits the \$200 housing reservation deposit and must vacate his/ her residence hall room within 48 hours. All cancellations should follow the spring check out procedures outlined in this handbook. Students who do not return their room key will be charged for a new lock to be installed. All residents checking out in December or May must do so within 24 hours of their last exam or by their designated checkout time.

Charges for room and board will be prorated for the period of actual residency up to the fifth week of a semester. Refunds for housing fees are not made after the start of the sixth week. Refunds for housing fees are not made for a student who has been suspended from residency for

disciplinary reasons at any point in the semester. Refunds for meal plans are prorated through the last week of the semester

### **Checkout Procedures**

There will be mandatory meeting held by your RA at the end of each semester to communicate check procedures. Listed below are some of the Checkout periods and procedures

#### **Fall / December Check-Out:**

- You must check-out 24 hours after your last exam or by noon on the last day designated to checkout
- Remove all belongings you will need for the duration of Winter Break. You will not be allowed back in to the building once Check-Out has been completed (no exceptions)
- Clean out your room and the lounge areas of the room/suite
- Clean and sanitize all applications: microfridges etc. (All food must be removed from the microfridge. You must also remove all non-perishable items)
- Vacuum all carpeting. Sweep and mop all floors
- Complete all check-out paperwork
- Return room keys and your housing ID sticker at check-out
- Unplug all appliances (nothing should be plugged into outlets during the break)
- Close and lock your room windows, turn off air conditioners/heater, keep your shades open and your room lights off

#### **Spring / May Check-Out:**

- You must check-out 24 hours after your last exam or by noon on the last day designated to check-out
- Remove all belongings from building. Your check-out will not be official until all your belongings are removed from your room/suite
- Clean out your room and any common areas
- Remove marks and tape from the walls, ceiling, floors, carpet, floors, furniture, counter tops etc.
- Empty and clean out all wardrobe and dressers
- Assemble beds back to its original condition and location
- Vacuum all carpeting and mop/sweep all floors
- Complete all check-out paperwork
- Return all keys and housing ID stickers at check-out
- Close and lock your room windows, turn off the air conditioner/heater, keep your shades open and your room lights off
- You are not permitted to enter the residence halls after you have successfully complete your check-out process

The College's housing contract ends on the last day of exams. In the days that follow, only graduating seniors, Residence Life staff and those working for the College at Commencement activities are permitted to stay in the residence halls. All others must vacate within 24 hours



after their last exam. Failure to do so may result in monetary fines (at least \$50 per day), assessment of rental fees and/or other disciplinary sanctions. Seniors must vacate the residence hall by 12 noon the day following Commencement.

### **Health and Safety Inspections**

Health and Safety inspections are scheduled two to three times a semester to ensure student safety. These inspections are conducted by the RA on your floor and Area Coordinator of your building. Your RA will post signs to notify your floor of the Health and Safety inspection. Typically, residents are given at least 48 hours notification. The Office of Residence Life and Housing reserves the right to inspect a student's room without the presence of the student(s).

Upon completion of the Health and Safety Inspection, residents will receive a completed Health and Safety Inspection form notifying them of passing or failing the inspection. If a room fails the Health and Safety Inspection and the violation does not pose an immediate threat, residents are notified and a re-inspection will be held within one day. Residents who failure to correct the violations cited in a Health and Safety Inspection maybe fined and subject to disciplinary action depending on the violation(s).

Residence Life and Housing staff will confiscate any items found in a room during this inspection that are not permitted in the residence halls. These items will be stored by staff until the student can remove them from the campus and/or student conduct proceedings have been completed. The College reserves the right to discard and/or return any non permissible items found. If items are to be returned to the student, the student must arrange a mutually convenient time with the Area Coordinator to retrieve the items when leaving for a vacation period (i.e. Thanksgiving, Christmas, Easter Break, Spring Break). At this time, the non permissible items must be taken off of campus and not returned to the residence halls.

### **Keys and ID Cards**

Residents in Marillac hall assigned to the right and left wings and Seton hall residents are issued keys to their rooms. If you are a resident in Marillac center area, Alumnae, Mastronardi or Spellman Halls, your ID card will give you access to your room and the front door of your assigned residence hall. If a key or ID is lost the resident should see their Area Coordinator immediately. The on-duty RA will provide assistance when a lockout occurs, but this courtesy should not be taken for granted, especially during late night hours. There will be a \$5.00 charge for each lockout provided to a resident. When provided with a lockout the resident's identification number will be recorded and the fee will be charged to the student's account.

There is a \$25 charge for replacing a lost or missing key/ID card or for failure to return a key at the end of the year or when checking out. If the loss of a key necessitates a lock change, the student is responsible for the cost of the new lock. Special care should be taken to not share or copy your room key. This could leave you vulnerable to unwanted company, or worse, to your personal property being lost or taken. Illegal reproduction of a College issued key or identification is strictly prohibited and result in disciplinary action.

### **Maintenance and Repairs**

Residents must complete work orders via the web to UNNICO at <http://uwr.unicco.com/cmsv> the College's Facilities Department, for all maintenance and repair requests. Residents should save the confirmation number obtained from their work order submissions. Facilities staff will attend to maintenance and repair requests the as soon as possible. If the issues have not been resolved in 5 business days, please inform your RA or Area Coordinator. In the event of an emergency (e.g., no electricity, heat or hot water) during off peak hours, notify the front desk of your building so an RA can be contacted.

### **Medical Singles**

A student requesting a single occupancy room due to a medical or psychological condition must complete the Request for a Medical Single or Special Housing Accommodation available in the Office of Housing and Residence Life. This documentation will be reviewed by the appropriate College staff and a recommendation will be made to the Office of Residence Life and Housing. There is an additional per semester fee for a single occupancy room.

### **Period of Residence**

Residence halls are open during the academic year, exclusive of vacation periods, as defined by the College calendar. Buildings open the day before classes resume following a vacation period and close the day of the last class or exam. Students must vacate the buildings at specified times. Failure to do so may result in an assessment of rental fees and/or other disciplinary sanctions. Students with night classes on the night that the residence halls close must make prior arrangements with their respective Area Coordinators. The College reserves the right to use students' rooms when classes are not in session. Advanced notice will always be given should this become necessary.

### **Residence Hall Cleaning and Repairs**

The College encourages all residents to assist in making their living environment as comfortable and personalized as possible. Of course, it will always be necessary to place certain restrictions within the limitations of community safety and future use of the residence hall room.

Each room is furnished with a bed, mattress, dresser, desk, and chair for each occupant. Waterbeds are not permitted. Your RA will ask you to sign a Room Condition Report (RCR) form within the first few days of the semester to be sure that you are not charged for a previous resident's damages. Be sure to inspect your room thoroughly upon taking occupancy and to alert your RA to any damaged or missing items immediately.

Since community health and fire safety are involved, all rooms must be kept neat and orderly. Student rooms should remain clean and free of any trash, open food or chords that may obstruct doorways or walk areas.

Tape, nails, tacks and rubber cement can damage wall surfaces and should not be used. Students should use stick putty to affix posters to their walls. Students may not paint their rooms. Alterations to or construction (e.g. lofts) in rooms are not permitted. Nothing is to be hung from the ceiling.

College furniture may not be moved out of a resident's rooms. Moving puts unnecessary wear and tear on the furniture and very often results in the furniture being lost and a charge being assessed to the occupant(s). It is not College policy to bunk or raise beds in the residence halls. These requests will be honored with medical documentation only. All student rooms will be inspected once per month each semester by an Area Coordinator (AC) and an RA. Residents need not be available for these inspections to take place.

### **Room Assignments and Room Selection**

Residency is provided for full time students, taking 12 credits or more per semester. Students taking less than 12 credits must request permission to reside on campus from the Director of Residence Life and Housing. All assignments are made on the basis of one academic year.

First year and transfer student rooms are assigned by the Office of Residence Life and Housing on the basis of a questionnaire completed by the incoming resident. Upperclassmen choose rooms for the upcoming year during Room Selection which is held in the spring semester. In order to receive a randomized lottery number, and thereby participate in Room Selection, students must pay a \$200 room reservation deposit by the specified date and have satisfied their financial obligations with the College. Students must maintain a full-time (12 credits or more) to remain in housing. Adherence to deadlines is especially important if a student plans to participate in the Room Selection process.

### **Room Changes**

Sometimes students choose to avoid conflict by moving to another room. This is not the best first step. Working through conflicts in a relationship is a skill all people will need throughout their lives. This is why room changes are not approved upon request. Instead, we hope to assist students in communicating and resolving conflicts.

The Room Change process will commence in the third week of the first semester for freshmen and roommates who were assigned together at or since Room Selection. All others will not be permitted to change rooms until the second semester. Procedures for and conditions of room changes will be announced and posted.

Room and roommate changes will not be approved based solely on reasons of race, religion, age, sexual orientation, or disability of the individual involved.

Since it is vital that the College and its authorities have an accurate directory of all residents' room assignments, changing rooms or roommates without the prior permission of the Office of Residence Life and Housing is not permitted. All unapproved changes will result in an immediate return to the approved room assignment.

Once a room change has been approved, the student's old room and new room must be inspected by a Residence Life staff member. All keys will need to be returned.

### **Room Damages**

Each student is required to remit a \$200 residence hall damage deposit when initially applying for College residency. Any damage in the residence halls beyond normal wear and tear is

assessed at the end of the year. The cost of room damages and common area damages are assessed each year and must be paid in full when billed so a student's full residence hall damage deposit is maintained. Please make sure that you clean your room and leave it in the condition in which you entered. Students will be charged for any cleaning, repairs, and painting that needs to take place.

A student's residence hall damage deposit, minus any damage bills assessed, is refunded upon the student's termination of residency. Students who leave mid-year will have their damages assessed at that time, but may not have access to their refund until the academic year ends.

### **Room/Suite Condition Reports (RCR)**

The Office of Residence Life and Housing inspects all rooms prior to the arrival of residents. These room inventory forms allow the office to maintain accurate records of any damages that may occur throughout the year. It is important that you inspect your room when you move in for any items that should or should not be indicated on your RCR with your Resident Assistant and make any additions. You will be required to sign the form when you check in and out of the residence halls. Students will be billed for any damages deemed to be beyond normal wear and tear.

### **Vacation Period Housing**

All students are urged to consult the College calendar for vacation dates and plan far enough in advance to vacate their rooms during those times. A resident's contract with the College does not include housing or board during those times.

Housing is available to current residents who meet the criteria listed, during winter, spring and/or Summer Breaks, for a per diem fee based on the semester housing charge. This per diem fee does not include meals. Meals may be purchased at the College's dining facilities during vacation periods.

The following criteria must be met to be considered or approved for vacation housing periods;

- Students enrolled in and attending a CMSV Intersession course or summer course or participating in a for credit internship established through the Office of Career Services and Internships
- Students working 12 hours a week for a CMSV department
- Students participating in seasonal intercollegiate athletics

The College reserves the right to limit summer housing to monthly increments only. Once paid, these fees are not refundable.

The availability of housing during vacations can be significantly limited. Students can't always assume that it will be available, so it's vital that they plan ahead and meet all posted deadlines. Also, since staffing and services are sharply reduced during these periods, students who display behavioral or emotional difficulties may be refused housing in cases where the College is unable to respond effectively to these issues.

Students should be reminded that all Residence Life policies are enforced during vacation periods. A student/person entering any residence hall during these periods who has not been

approved for vacation housing will be considered trespassing and will be subjected to the disciplinary process. Any vacation resident permitting an unauthorized person (squatter, banned) into his/her room/suite will be removed from vacation housing and subjected to the disciplinary process.

All vacation housing fee must be paid in advance accompanied by intersession/summer course, internship and employment documentation. You will not be considered or approved without these items.

College of Mount Saint Vincent

Office of Residence Life and Housing

Terms and Conditions of Room and Board

20\_\_ - 20\_\_ Academic Year

A. General Conditions

1. The delivery of this agreement by the College of Mount Saint Vincent to the student constitutes an offer of room and board. The execution of this form by the student constitutes acceptance thereof.
2. The room and board agreement covers an entire academic year, exclusive of vacation periods and is valid for the duration of residence at the College for that academic year.
3. This agreement will terminate upon student's withdrawal or dismissal from the College. The student is required to vacate his/her room within 48 hours of dismissal/withdraw. Any refund will be made after they have been requested.
4. Students agreeing to terms and conditions of this agreement must comply with all regulations in the Student Handbook, the College Catalog and all local, state and federal laws.
5. This agreement may be canceled or room assignment changed at the discretion of the Director of Residence Life and Housing.

B. Board

1. This agreement is made in conjunction with board provided by the College Food Service - Chartwells.
2. All students residing on campus must participate in a board plan.

C. Occupancy

1. Occupancy is regulated by the College calendar as interpreted by the Office of Residence Life and Housing and specified in the Student Handbook. Only those receiving permission may remain beyond regular closing times. Failure to vacate as directed may result in assessment of rental fee, fines, removal from housing and/or denial of future residency privileges.

2. Students who are approved by the Office of Residence Life and Housing for Vacation Housing will be assessed a per diem fee for housing only.
3. This agreement does not preclude use of the room by the college during vacation periods.
4. Assignments are made by a lottery process for all upper-class students. First year and transfer students will be assigned space by the Office of Residence Life and Housing unless otherwise noted.

#### D. Facilities and Services

1. The College provides beds, dressers, chairs, desks and closets for all residents. No personal furniture is permitted in the residence halls.
2. Each hall is equipped with lounges, study areas and laundry facilities.
3. Housekeeping personnel provide heavy cleaning services. Students are responsible for the general upkeep of rooms and common areas.
4. Main lobby reception desks are staffed when buildings are open.
5. A nurse is on call during normal business hours. The Health Services office is located in Spellman
6. Members of the Residence Life staff live in each residence hall to provide needed services.
7. Authorized College personnel may enter student rooms without permission or notice for maintenance, housekeeping, fire and safety, damage and/or health and safety inspections. Entry may also be permitted when personnel have reasonable belief that a violation of law or College regulation is in progress or for emergency purposes.

#### E. Fees and Deposits

1. Students may occupy room only after all outstanding financial obligation has been met.
2. The resident agrees to make payments of room and board fees as, specified by the College.
3. All students must forward a \$200 room reservation to participate in the room selection process. This deposit holds a space in the residence hall for the following academic year. This payment will be credited towards your student account.
4. Each student must maintain a \$200 damage deposit on account with the College. The balance of this fee will be refunded at the end of contractor removal or dismissal

F. Damages

1. Rooms are to be kept clean orderly. Charges may be made for damages to or unauthorized use of or alterations to rooms; furnishings or other equipment and for special cleaning necessitated by improper care of same.
2. All occupants of a room may be held responsible for all damages to the room.
3. All residents will be held collectively responsible for damage in common areas of the building.
4. The College is not responsible or liable for any loss or damage to personal property or for failure or interruption of utilities and other services.
5. All residents are strongly encouraged to purchase personal property insurance.

I HEREBY AGREE TO PAY THE CONTRACT RATES FOR ROOM AND BOARD AS THEY HAVE BEEN ANNOUNCED.

I HAVE RECEIVED, READ AND AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS. I ALSO AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET BY THE COLLEGE IN THE STUDENT HANDBOOK.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CLASS YEAR:** \_\_\_\_\_



## **SECTION EIGHT**

### **OFFICE OF STUDENT ACTIVITIES, LEADERSHIP AND COMMUTER LIFE**

#### **OFFICE OF STUDENT ACTIVITIES, LEADERSHIP AND COMMUTER LIFE (OSALCL)**

The Office of Student Activities, Leadership and Commuter Life (OSALCL) manages the Alumnae Pavilion Student Center, plans and implements campus wide programs, coordinates the functioning of all student clubs and organizations and provides programs and services for commuter students.

#### **Facilities**

The Office of Student Activities and Leadership oversees the Alumnae Pavilion Student Center (APSC) which is comprised of their staff offices, a multipurpose room, a game room, a study lounge, an outdoor patio and a late night food service operation. Student organization mail boxes are also located here.

#### **Campus Wide Programs**

During the school year, OSALCL hosts many programs and activities that promote student learning, encourage a sense of community, and provide opportunities for personal development and enjoyment. These activities include our annual Welcome Weekend, Welcome Back Picnic the Club Fair, and programs designed to reflect the diversity of the College of Mount Saint Vincent's student population. These month-long celebrations include African Heritage, Latino Heritage, Women's Heritage and Asian Heritage.

#### **Student Clubs and Organizations**

The Office of Student Activities and Leadership provides support for more than 25 clubs and organizations. These organizations cover a wide array of interests including academic, cultural, religious and social clubs. OSALCL works closely with the officers and members of these student clubs and organizations; assisting them in developing leadership skills and advising them on event planning policies and procedures and managing their budgets. OSALCL also works closely with the elected officers of the Student Government.

#### **Commuter Life**

The commuter student is a vital member of the College community. Involvement in student life can be a challenge for the commuter who is often dealing with the pressure of an off campus job and family obligations. The College encourages commuters to avail themselves of employment opportunities on campus as well all campus resources with the hope that they participate fully in and contribute to campus life. There are a number of programs tailored specifically to the needs and schedules of commuting students such as the Commuter Breakfast and Lunch Series and the Commuter Assistant (CA) program.

### **Commuter Assistant (CA) Program**

Commuter Assistants are upper class commuter students who are involved in campus life and interested in assisting first year commuter students successfully integrate into the Mount community. CAs advise first year commuter students on issues relating to transitioning to college while living at home, adjusting to the demands of college academics, commuting smartly and parking. CAs provide programs for commuter students and encourage first year commuter students to get involved in campus clubs and organizations and attend campus.

### **Lockers**

Lockers are available to all full time commuting students. Lockers are located on the first floor of Founders Hall and in the Alumnae Pavilion Student Center. Arrangements should be made the first week of the academic year. Lockers will be rented out on a first-come, first-serve basis through the Office of Student Activities, Leadership and Commuter Life.

### **STUDENT PARTICIPATION AND ELIGIBILITY**

The College seeks to encourage full and active membership of all students in co-curricular activities. Research indicates that students who participate in campus activities tend to achieve higher grades and enjoy a much higher level of satisfaction with their college experience. This involvement is intended to supplement your academic experience, however, not supplant it. Many efforts will be put forth to recruit you to participate. These should never be interpreted as an enticement or excuse to shirk your primary responsibilities to your academics.

Additionally, our student leaders, whether they serve on a club, publication, organization, athletic team, etc., are role models for the students who'll follow them. The greatest example they can set is one of integrity, balance, scholarship and achievement.

The Vice President for Student Affairs/Dean of Students reviews grades of student leaders each semester. Students whose grades have dropped below a 2.5 grade point average may be asked to step down from their position until they are able to improve their academic performance.

### **STUDENT GOVERNMENT**

The Student Government is an actively functioning body of students representing the full time undergraduate student population. Student Government promotes an attitude of responsible self governance through its Constitution and Bylaws. By representing students and coordinating social functions, Student Government provides an opportunity for all students to become actively involved in the governance of the College. This involvement promotes the general welfare by developing community and opening channels of communication.

Student Government acts as liaison, mediator and communicator between students and the administration. As outlined in its constitution, Student Government is organized into three branches: the Executive, the Legislative and the Judicial. Through its Senate and Executive Committee student proposals are brought to the Vice President for Student Affairs, the President of the College and the Board of Trustees. Both the Student Senate and the Executive Council are in constant contact with the Vice President, who acts as advisor to Student Government.

The Judicial Council, made up of five voting members, hears cases related to impeachment of Student Government officers and senators as well as hears cases of students accused of violating the Code of Conduct.

Student Government meetings are open to all students and student-representatives are encouraged to keep its members informed and to participate in its functions.

### **Descriptions of Student Government Leadership Positions**

Along with achieving a 2.5 grade point average or better, those hoping to serve as well as those electing them should be aware of the qualifications that have proven most helpful in the workings of the Student Government Executive Council. The Council meets regularly with the entire Senate and the Vice President for Student Affairs. The recommended qualifications for these positions are detailed below:

#### President of Student Government:

1. Willingness to see student government as a service organization, to act as a “servant leader,” and to accept requests from students, faculty and administrators
2. Skill in opening lines of communication
3. An ability to “think on one’s feet”
4. Skill in organization and administration
5. An ability to delegate
6. An ability to encourage wide participation

#### Executive Vice President:

1. Knowledge of parliamentary procedure
2. Self-confidence as a presiding officer
3. Skill in organizing and presenting agendas and minutes
4. Skill at keeping meetings moving and organized

#### Administrative Vice President/Director of Board of Controllers:

1. Willingness to spend time on committee work
2. An ability to organize
3. Ability to define and accomplish the task at hand
4. Skill in communication and persuasion
5. Ability to serve as liaison between clubs and Student Government

#### Secretary:

1. Skill in note taking and the preparation of minutes
2. Word processing ability
3. Skill in organization and record-keeping
4. Willingness to accept delegated assignments

#### Treasurer:

1. Business-like in approach; exacting in financial transactions and ledger entries

2. Knowledge of preparation of budgets and financial reports; experience as a class treasurer or business manager of a club or organization - helpful, but not necessary

#### Chief Justice:

1. Discretion, tact and objectivity
2. Experience as a member of the Student Conduct Board, helpful, but not necessary
3. Willingness to serve in various broader areas of Student Government
4. Serious approach to the process and goals of judicial procedures

#### Board of Programmers Director:

1. Skill in organization and administration
2. Skill in communication
3. Previous involvement with major campus activities
4. Skilled in innovative planning and execution of programs

#### **Class Officers**

The class officers share primary responsibility for the governance and well being of their class. To facilitate open and participatory representation for all students, the functions of class officers are detailed below:

#### Class President

1. Attend all meetings of the Student Government
2. Call and preside over all meetings of the class, using Roberts Rules of Order
3. Represent to Student Government, faculty and administration the majority opinion of the class members. This opinion should be gained through discussion with classmates, and if necessary, formal polling on important issues.
4. Keep classmates informed of the actions and policies of Student Government and the administration, clarifying college regulations whenever necessary
5. Cooperate with and obtain the cooperation of all classmates in all programs and activities of the College
6. Keep the class advisor informed of all class activities
7. Meet periodically with the Vice President for Student Affairs on class matters
8. Organize and delegate responsibilities on class projects
9. Assure class compliance with College policies and procedures, especially regarding class activities.

#### Class Vice President

1. Preside at class meetings in the absence of or at the request of the class president
2. Assist the class president and fulfill all delegated responsibilities
3. Serve as a member of the Student Grievance Committee whenever a hearing involves a member of the class
4. Assure class compliance with College policies and procedures, especially regarding class activities

#### Class Secretary

1. Attend all class meetings

2. Assume the duties of secretary at all class meetings; taking minutes and publishing them as appropriate, keeping permanent records of all meetings and actions taken at meetings
3. Post the minutes of class meetings
4. Accept responsibility for all correspondence for the class
5. Assist the president and fulfill all delegated responsibilities
6. Preside at class meetings in the absence of both President and Vice President

#### Class Treasurer

1. Attend all class meetings
2. Create and retain all financial records of the class
3. Execute and direct all financial policies and programs for the class
4. Present financial reports to the class, to the Student Government and to the Vice President for Student Affairs
5. Assure class compliance with College policies and procedures, especially regarding class activities

#### Class Senator

1. Attend all meetings of the Student Senate
2. Attend all class meetings
3. Represent the opinion of your constituency at all relevant meetings
4. Fulfill all responsibilities as delegated by the Senate i.e., Student Government Office Hours, Senate Subcommittees, etc.
5. Assure class compliance with College policies and procedures
7. Assure class compliance with College policies and procedures, especially regarding class activities

#### **Board of Programmers – BOP**

The Board of Programmers (BOP) is chaired by the Director of BOP and its members are elected by the student body. These students assist the Director of the BOP and the Office of Student Activities, Leadership and Commuter Life in planning student programs and events. BOP is advised by the Assistant Director of OSALCL

#### **Board of Controllers - BOC**

The Board of Controllers is chaired by the Administrative Vice President of Student Government who is elected by the students. The BOC is comprised of four to six additional students. Their charge is to allocate the student activity fee, per semester, to student clubs and organizations following a review of their budget proposals. BOC advises the OSALCL on all issues relating to student clubs and organizations. BOC works in collaboration with the OSALCL to approve changes in club and organization constitutions and in granting final recognition to new clubs and organizations. BOC is advised by the Director of OSALCL.

The BOP, BOC and all student clubs and organizations are accountable to the Student Government.

## **STUDENT CLUBS AND ORGANIZATIONS**

Students interested in journalism, creative writing, acting, art, dance, cultural awareness, athletics, community service, the environment and many other topics can become involved in them through membership in a wide variety of campus organizations and department related clubs. Information and bylaws for existing groups and procedures for organizing others is available in the Office of Student Affairs, Leadership and Commuter Life.

In September, the Administrative Vice President of Student Government and the Office of Student Activities, Leadership and Commuter Life coordinate a “Club Fair” to acquaint the student body with the variety of clubs organizations on campus. This event gives students with the opportunity to meet the various officers, learn about the purposes and activities of each group, and, if they wish, become a member of one or more of them.

**Clubs and Organizations** currently recognized are as follows:

**Accounting Professional Society** - Provides a realistic view of the accounting profession and assists students with networking opportunities and in developing professionalism

**Best Buddies** - Enhances the lives of people with intellectual disabilities through one-to-one friendships

**Business Club** - Provides a valuable resource to business majors along with others interested in the field through resume workshops, trips to the financial districts, and networking opportunities

**Casa Latina** - Provides the Latino community with opportunities to create a more unified experience through social events and educational and cultural programming

**Cheerleading** - Establishes school spirit and participates at local college competitions

**Club Hope** - Provides hope and support for people with various illnesses

**CMSV Players** - Performs plays and one acts for the students of CMSV and the community

**Couples for Christ** - Provides a healthy and exciting environment where the Christian life of students can flourish, forming strong bonds of friendship, brotherhood and sisterhood with other young men and women

**Environmental Club** - Promotes environmental awareness to the campus community

**FLAVA Dance Club** - Provides opportunities to enhance members’ dancing abilities while interacting with college community

**Flow** - Provides a venue for students interested in poetry and spoken word to gather and express themselves through their words

**Haraya** - Provides for the cultural enrichment of club members and students/faculty on campus.

**History Society** - Promotes knowledge and further the discussion on historical topics

**Honor's Club** - Provide services and information to the community with respect to academic, cultural, and social issues, offers academically stimulating functions such as organizing speakers on important issues, and holding special events relating to important occurrences in the city of New York

**International Students Association** - Promotes cultural awareness on our diverse campus

**Mount Times** - As the College newspaper, provides the campus with up to date news about virtually everything that is happening within and beyond the walls of the CMSV community.

**Mount MDs** - A pre-health professional club that guides students interested in pursuing careers in health by providing information on the requirements for admission to health professional schools, as well as information on the various health professions

**Music Club** - Cultivates an environment of musical expression and appreciation, offers students the opportunity to express their musical talents and continue their study of music, holds events on campus to boast school spirit, works to raise funds for charity

**National Society of Leadership and Success: Sigma Alpha Pi** – Assists members in discovering more about themselves, achieve their goals, and become better leaders through the tools provided by the National Society of Leadership and Success.

**Political Club** - Provides information to raise awareness about politics, government, and legal issues or anything related that concern the United States of America and other countries

**Psychology Club (Psi Lambda)** - Organizes graduate forums, internship advising, guest speakers, and movie nights relevant to psychological topics, focuses on creating a solid bridge between the faculty and students

**Radio Club (WMSV)** - As the College radio station, assists students in gaining experience in the field of radio, advertising and teamwork

**SAMAHAN** - Assists Filipino students get in touch with their roots, exposing other students to other cultures; projects and events have both social and educational value, ultimately bringing people closer together by promoting and understanding of our common humanity.

**Science Club** - Promotes interest and scholarship in Chemistry, Bio Chemistry, Biology, and all sciences in order to educate its members and the college community

**Student Nursing Association** - Educate and enriches the knowledge of those interested in the field of nursing; teaches about professionalism and social settings and how to maintain the academic standards that have been set by the nursing faculty

**Students With A Goal (SWAG)** - Serves as a special interest group dedicated to the beautification and spirit of the CMSV community

**Universal Tongues** - Gathers students from all countries under one roof; assisting its members in forming bonds that will last throughout their lives, so that together we can reach distant dreams and make them a reality; bond all members together to form a beautiful mosaic

**Women's Studies Club** - Promotes the discussion and exploration of gender issues in a more public forum; allows an open conversation of gender related events and issue happening in our global community.

**Clubs and organizations** that have existed at CMSV but are not currently recognized include:

**A.C.E.** Association for Circulating Education

**AIBS**, the American Institute of Biological Sciences Student Chapter.

**Acquire the Fire** (Bible Club) offers students the opportunity for bible study and to engage in discussions of faith and spirituality.

**Affirmation** affirms the inherent worth and dignity of every person, regardless of sexual orientation through educational and social programs.

**Angelicum** - Promotes discussion on religious studies topics

**Ariel Society** promotes unity among students and faculty interested in English.

**Art Guild** Association for art appreciation.

**Circle K Club** fosters involvement in the community through volunteer service projects.

**Communications Club** seeks to ensure continued student interest in, and knowledge of, the field of Communications.

**Create and Collaborative** - Acts as a talent agency for the community by creating a networking database for all participating students, faculty, and staff, creates a welcoming environment for people with various talents, skills, interests, backgrounds who want to collaborate

**Debate Society** offers students the opportunity to develop and refine public speaking and debate skills, as well as compete at the collegiate level.



**Fates Muses** (History Club) develops and promotes historical awareness both nationally and internationally.

**F.I.R.E. (Females In Reach of Excellence)** supports and encourages women to excel in all areas of their life (academically, socially, professionally, etc.)

**Gaelic Society** promotes an appreciation for Irish culture and history.

**Golf Club** - Provides opportunities to teach and play the game of golf.

**Health Education Club** promotes awareness of health related issues to all.

**Medievalists Club** promotes the creative exploration and re-creation of the history of the Middle Ages.

**Modern Foreign Language Club** seeks to foster intellectual and social appreciation of foreign cultures.

**MSV Singers** fosters the art of singing and the enjoyment of music.

**PEP Club** - Association for support of athletic events and teams

**Philosophy Association** engages students in philosophical discourse and activities.

**Self-Defense Club** introduces students to basic martial arts, fighting techniques and defensive movements.

**Ski Club** plans ski trips for all levels of skiers.

**Students Against Drunk Driving (SADD)** promotes responsible use of alcohol.

**Sociology Club** aims to inform members of career opportunities in sociology.

**Tomorrow's Educators** promotes unity among students interested in the field of education.

### **Starting a student club or organization**

Although there are many diverse clubs on campus, from time to time, a group of students may have an interest in starting a new one. To create a proposal for a new club, full-time CMSV students must:

1. Collect the names of at least 10 current CMSV students who would be founding members.
2. Create a constitution listing the proposed club's goal and objectives. The Office of Student Activities, Leadership and Commuter Life will assist in preparing this prior to making the proposal.
3. Once the constitution is ready, a formal proposal is made to Student Government.

4. Each club must have an advisor, who is selected from the ranks of full time faculty or administrators. Students are welcome to suggest candidates to the Office of Student Activities, Leadership and Commuter Life.

### **Recognizing a student club or organization**

New student organizations may be formed when a genuine need for the organization has been demonstrated. To start a new organization, you must first attend a proposed new student organization workshop offered at the beginning of the fall and spring semesters. There, you will receive advice to guide you through the process including how to create a proposal per above. BOC has the authority to approve or deny the organization's petition for full recognition status. A letter granting a club or organization official recognition will be sent by the BOC chair to the organization's current president, advisor, Student Government, and the OSALCL. If your organization is denied, you will have a window of 48 hours to write a letter of appeal to the Student Government and the OSALCL. The club or organization will be given the opportunity to appeal the decision to the Student Government Senate. If denied again you have to wait until the following semester to once again try to register your organization.

### **FACULTY AND STAFF PARTICIPATION IN STUDENT ACTIVITIES**

College faculty and administrators take great interest and pride in the students' co-curricular lives. Some faculty and administrators formalize their involvement by becoming advisors to classes, clubs and/or publications. Realizing that most advisors are volunteering their time and energy out of interest for the organization and its members, there is no formal job description for advisors. However, here are some important general guidelines for being an effective advisor:

- Discuss with the officers and members their expectations of you, your expectations of them, and how to maintain a positive relationship.
- Provide contact information and availability information.
- Become familiar with the constitution and bylaws, and current goals and objectives of the group.
- If possible, attend meetings and sponsored activities. This increases awareness of the organization's activities and issues, and demonstrates support for the students.
- Periodically review the financial records of the organization.
- Be familiar with the policies and regulations established for student organizations.
- Keep updated on the College's policies and procedures affecting the organization.
- Assist in officer transition and help successive officers of the organization understand their responsibilities.
- Help members use their best judgment in making decisions in such areas of finances, contracts, events and policies.

- Attend Advisor Orientation sessions and receptions sponsored by the OSALCL.

### **Advice to the Advisor**

- Please remember that an advisor's role is to advise, and NOT do.
- Offer praise and constructive criticism when appropriate.
- Be available to help with group motivation, group conflict, and problem solving.
- Realize that the advisor serves at the invitation group however, the relationship is mutual.
- Contact OSALCL with questions or concerns about your role or the organization. We are here to help!

An advisor may not sign any contracts on behalf of the organization or the College. All contractual agreements must be processed through OSALCL for the official college signatories. Like the officers, the advisor is held responsible for your organization's adherence to College policies and procedures.

### **FINANCIAL OVERSIGHT OF STUDENT ORGANIZATIONS**

All student clubs and organization funds must be promptly deposited in the Finance Office. Accurate receipts of deposits and records of expenditures should be maintained by the organization's treasurer so that budget statements can be reconciled on a monthly basis. The advisor and the OSALCL must be notified any time there a concern related to finances. Anyone determined to be misappropriating College or student activity funds will be subject to disciplinary action.

### **PUBLICATIONS**

The students, through the sponsorship of the College, produce three regular publications, all of which are funded through the student fee.

Every effort is made to offer students a variety of opportunities for self-expression. All students, writers and editors --- amateur or otherwise --- are encouraged to contribute, are held to high journalistic standards. The publications include:

**The Underground**, the College's literary magazine was established in 1921. It presents illustrations and literary works, and is open to contributions from all students.

**Mount Times** is the College newspaper. The editors and the staff handle newsgathering, reporting, layout and advertising.

### **COLLEGE COMMITTEES WITH STUDENT REPRESENTATION**

There are many opportunities for students to participate in ad hoc committees, that is, those that are created for a specific purpose and then disbanded. Students are always welcome to serve on these. In recognition of the fact that each segment of the CMSV community has a unique contribution to make with respect to the development and implementation of College policies, however, the following standing committees with student representation have been established:

**College Senate** reviews all proposals on academic policies and programs. Two Student Government members will serve on the Senate and one of these members is the president

**Commencement Committee** oversees the smooth functioning of Commencement activities and makes recommendations for its improvement to the Chairperson. The Senior Class President, the Senior Class Vice President and the Junior Class President are the student representatives to this committee.

**Committee on Student Life** reviews all aspects of Student Life and makes appropriate recommendations to Vice President for Student Affairs who serves as the chair of the Committee. It is composed of three students, three faculty members and the Directors of Institutional Research, Safety and Security and Athletics. This committee serves as the state mandated Advisory Committee on Campus Security and NCAA Compliance committees as well.

**Graduate Committee** reviews and recommends changes to policies and programs pertaining to the graduate curriculum. Two graduate students are selected to serve on this committee.

**Non Academic Student Grievance Procedure** hears appeals of non academic related decisions. Comprised of students, faculty and administrators, the committee maintains confidentiality in all matters and makes recommendations to the appropriate college official. Elected Student Government and class officers serve on this committee.

**Academic Student Grievance Procedure** hears appeals of class related decisions. Comprised of students, faculty and administrators, the committee maintains confidentiality in all matters and makes recommendations to the appropriate college official. Elected Student Government and class officers serve on this committee.

**Undergraduate Committee** reviews all policies and programs pertaining to the undergraduate curriculum. It recommends policy, program, and course changes or modifications to the College Senate for action. The Student Government appoints two undergraduate students to the committee.

## **ANNUAL STUDENT EVENTS**

There are hundreds of formal and informal events, which take place on campus each year. Here is a sampling of those that have become regular traditions.

**The Mass of the Holy Spirit**, sponsored by Campus Ministry, celebrates the start of the academic year. All students are invited to attend.

**Block Party**, sponsored by Student Government, is a street fair held each fall on Marillac Lawn, weather permitting.

**Club Fair**, sponsored by Student Government and the Office of Student Activities, Leadership and Commuter Life, is held early in the fall semester. Each club and/or organization is represented and is available for questions. New members are welcomed to all clubs.

**Family Day Mass and Brunch**, sponsored by the Student Government and Campus Ministry each fall, offers an opportunity for all students to invite their parents and siblings for a day on the campus.

**Founder's Day**, a College-wide event held each April to recognize the contributions of the Sisters of Charity to the life and mission of the College.

**200 Nights**, a reception sponsored by the Senior Class for seniors, marks the last 200 days before Commencement and the beginning of the big countdown

**100 Nights**, a reception sponsored by the Senior Class for seniors, marks the last 100 days before Commencement and the beginning of the big countdown.

**May Day Cruise**, sponsored by the freshman and sophomore classes, is a dinner and dancing cruise around the island of Manhattan held every year in the beginning of May.

**Siblings' Weekend**, sponsored by Student Government, a weekend of special activities for brothers and sisters of full time students.

**Spring Fest**, sponsored by Student Government, is an outdoor event welcoming the warmer weather with music, food, and game booths.

**Student Affairs Awards Reception** sponsored each spring by the Office of Student Affairs to recognize student leaders and volunteers.

**Student Government Banquet and Inductions Ceremony** sponsored by Student Government, is an annual end of the year dinner that recognizes students involved with Student Government and to induct newly elected Student Government officers for the following year.

**Senior Send Off** is sponsored by the junior, sophomore and first year classes in honor of the Senior Class to thank them for their help and friendship.

**Dolphin Varsity Awards Ceremony**, sponsored by the Athletic Department, is a spring event at which athletes are honored for their varsity achievements.

**Senior Days**, those following exams and prior to Commencement, are highlighted by picnics, farewell gatherings, trips, the Commencement Ball, the Awards Ceremony and the Senior Reception. The weekends with a Commencement Mass and Commencement Exercises

## COLLEGE OF MOUNT SAINT VINCENT

### IMPORTANT NUMBERS

ALL NUMBERS BEGIN WITH 718-405 UNLESS OTHERWISE NOTED

Academic Advisement	3265	Facilities	3211
Academic Affairs	3259	Financial Aid	3289
Academy of Jewish Religion(718)	543- 9360	Finance Office	3299
Admissions	3267	Fine Arts Department	3305
Alumnae/i Relations	3336	Human Resources	3213
Alumnae Hall	3477	Inst. for Immigrant Concerns (212)	421-9538
Art Studio	3409	Institutional Advancement	3237
Athletics	3411	Institutional Research	3349
Biology Department	3381	Library (Reference Desk)	3394
Bookstore	3462	Marillac Hall	3447
Bursar /Student Accounts	3297/3298	Math & Computer Science Department	3405
Business and Economics Department	3375	Mastronardi Hall	3477
Business Office	3400	Modern Foreign Languages Department	3305
Campus Events	3231	Mount Times (Student Newspaper)	3471
Campus Ministry	3229	Nursing Department	3351
Campus Safety & Security	3722	Parapet (Yearbook)	3473
Main Gate	3434	Philosophy/Religious Studies Dept	3305
Outside Line to Main Gate (718)	548-2116	President's Office	3233
Career Development	3263	Professional & Continuing Studies	3322
Center for Academic Excellence	3265	Psychology Department	3251
Chartwells Dining Services	3486	Public Relations	3341
Chartwells -Spellman Office (718)	549-0248	Registrar	3254/3796
Chemistry Department	3381	Residence Life and Housing	3226
Clerical Services	3219	Seton Hall	3422
Communication Department	3450	Sociology Department	3251
Computer Services	3340	Spellman Hall	3257
Counseling Center	3332	Student Activities/Alumna Pavilion	
ELS Program	(718) 796-6325	Student Center	(718) 304- 2737
<b>EMERGENCY</b>	<b>3434</b>	Student Affairs	3253
English Department	3305	Student Government	3773
Fitness Center	3790	Teacher Education Department	3284
Health Center	3472	Teacher Learning Center	3743
History Department	3305	TRIO Program	3762

