

St. John Fisher College

Student Handbook

2009 – 2010



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The College reserves the right to make such changes as it deems necessary in its regulations, policies, procedures, financial charges, and course offerings without notice.

St. John Fisher College admits students without regard to race, creed, gender, nationality, ethnic origin, sexual orientation, age, or disability.

General Information

It is the responsibility of all students (anyone enrolled in any course at the College) to be informed of all information contained in this handbook including all of the policies, directives, and regulations which appear in this Handbook, in the College Bulletin, in the Residence Hall Contract, on the campus intranet, or in any other official College memorandum or publication. Such publications and communications are produced with the intention of assisting students in their obligation to be informed and are considered sufficient means of promulgation. All policies and procedures described in this Handbook are applicable to all students enrolled at the College. This includes undergraduates and graduates, whether they are full- or part-time students.

The College reserves the right to deny admission, re-admission, or re-registration to, and to dismiss or suspend, any student who is unable to meet its academic or health regulations, whose behavior is not in accordance with the rules and regulations of the College, whose attendance imposes demands on the resources of the College that it deems inconsistent with the fulfillment of its broad responsibility to the College community, or whose attendance the College judges to be not in the best interests of the student or the College.

All students at St. John Fisher College have access to the Student Handbook via the College website. This handbook is in effect from September 1, 2009 through July 31, 2010.

■ Roles/Jurisdiction of College Offices

Issues that are not already designated for handling by specific offices or committees will generally fall within the jurisdiction of the following offices:

- *Academically related concerns are subject to review and resolution by the Provost's Office.*
- *Behaviorally related concerns are subject to review and resolution by the Vice President for Student Affairs and Diversity Initiatives' Office.*
- *Financially related concerns are subject to review and resolution by the Office of the Vice President for Financial Affairs.*

The heads of these divisions will assign responsibility for review and resolution of issues within their respective areas of responsibility to those persons or offices they believe most appropriate.

Campus Information

■ College Directory

To access the College Directory, please visit: <http://home.sjfc.edu/directory/department.asp>.

■ Annual Notification of Rights Under FERPA

St. John Fisher College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). Under FERPA, students have, with certain limited exceptions, certain rights with respect to their education records. These rights include:

1. *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.*

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Only records covered by FERPA will be made available. Students may have copies made of their records, except for an academic record for which a financial "hold" exists, or a transcript of an original or source document. Copies will be made at the student's expense at prevailing rates.

Types, Locations, and Custodian of Education Records Maintained by the College.

Types	Location	Custodian
Admission Records	Office of Admissions	Director of Admissions
Academic Records	Registrar's Office	Director of Academic Information and Registrar
Health Records	Wellness Center	Director of Wellness Center
Financial Aid Records	Financial Aid Office	Director of Financial Aid
Financial Records	Bursar's Office	Bursar
Graduate Placement Records	Career Center	Director of Career Center
Student Conduct Records	Office of Residential Life and Student Conduct	Vice President for Student Affairs and Diversity Initiatives
Disability Records	Office of Academic Affairs	Coordinator of Disability Services

2. The right to request the amendment of student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception is disclosure to parents of dependent students. Another exception is disclosure to school officials with legitimate educational interests, on a "need-to-know" basis, as determined by the administrator responsible for the file. A "school official" includes: anyone employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); any person or company acting on behalf of the College (such as an attorney, auditor, or collection agent); any member of the Board of Trustees or other governance/advisory body; and any student serving on an official committee, such as a Student Conduct Hearing Committee or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College may disclose education records without consent of the student to officials of another school in which a student seeks or intends to enroll.

Other exceptions are described in the FERPA statute and regulations at 34 C.F.R. Part 99.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

Directory Information

The College has designated the following information as directory information:

- Student's name
- College e-mail address
- Address
- Telephone number
- Date and place of birth
- Hometown
- High school
- Field(s) of study advisor name(s)
- Full-time/part-time status
- Class year
- Dates of attendance
- Date of graduation
- Degrees and awards received
- Most recent previous educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

The College may publicize or respond to requests for such information at its discretion. However, the use of the records for commercial or political purposes is prohibited unless approved by the appropriate Dean.

Currently enrolled students may request that directory information be withheld from disclosure by filing the appropriate form with the Registrar within two weeks after the first day of classes for the fall semester. Requests made after this date should still be forwarded since they will prevent directory information from being released in the future. The College assumes that failure on the part of the student to specifically request the withholding of any directory information indicates approval of disclosure.

Request for non-disclosure will be honored by the institution and remain in effect until withdrawn by the student in writing. Students are advised to exercise caution in requesting non-disclosure of directory information since the inability to verify attendance and/or graduation may adversely affect future employment.

Release of Personal Information to Military Recruiters

At the request of military branches, the regulations under the Solomon Amendment, 32 CFR Part 215, require the College to release select information on currently enrolled students to military recruiters for the sole purpose of military recruiting. Before releasing the requested information, the College will ask if it is the intent to use the requested information only for military recruiting purposes.

The military is entitled to receive information for students who are “currently enrolled,” which is defined as registered for at least one credit hour of academic credit during the most recent, current, or next term. Under the Solomon amendment, the military is entitled to receive the following student information:

- Name
- Address
- Telephone number
- Age (or year of birth)
- Level of education (i.e., freshman, sophomore, or degree awarded to a recent graduate)
- Major

If a student has requested that his or her directory information not be disclosed to third parties, as is permitted under FERPA, that student’s information will not be released to the military under the Solomon Amendment. In such instances, the school will remove the student’s information sent to the military and note “We have not provided information for X number of students because they have requested that their directory information not be disclosed as permitted by FERPA.”

■ Recycling

St. John Fisher College participates in the Monroe County Recycling Program. In addition to providing bins to recycle paper and containers located throughout campus, an active Recycling Committee sponsors programs including the collection of used household items, clothing, furniture, etc. for local charities at the end of the school year.

St. John Fisher College recycles the following materials:

- Paper – all clean paper, any color, including magazines, newspapers, junk mail, folders, envelopes, paper wrappers, books, and more. Windows in envelopes, hard covers on books are both okay, as are staples and paperclips. No napkins, paper cups/plates, or other soiled items. Use any bin marked Paper.
- Plastic – all plastic containers labeled with 1 or 2, including bottles, take-out boxes, milk jugs, detergent containers, and more. Rinse the container and trash any lids. Use any bin marked Containers. No plastics labeled 3 – 7 as they are not currently recyclable.
- Glass – all clear, brown and green glass bottles/jars. Rinse glass and trash any lids. No light bulbs or broken glass. Use any bin marked Containers
- Metal – all types of metal cans: food, beverage, aerosol, etc. Rinse the container. No paint, pesticides, solvents. Use any bin marked Containers.
- Gable-top Cartons – Rinse out. Use any bin marked Containers.
- Cardboard & Paperboard – all corrugated cardboard and paperboard boxes: cereal, tissue, etc. Pizza boxes are okay. Remove plastic liners and flatten. Place flattened cardboard and paperboard **next to** bins marked Paper.

Questions about recycling can be directed to the Office of Facilities Services.

■ College Property Repairs

If something on campus needs to be repaired, a work order may be placed through the Facilities Services Website <http://home.sjfc.edu/dept/facilities/index.asp>.

- Click the “On-Line Work Order Form” link.
- Enter a SJFC email address
- First-time users will be prompted for some additional information including an organizational account number.
- The **organizational account number is 979482531**.
- Enter the required information to be taken to the “New Request” page
- Submit requests
- Complete Step 2 by entering the location details of the work order.
- Complete Step 3 by selecting the problem type.
- Complete Step 4 by giving a short description of the problem.
- Move on to Step 6 by entering “support” as the password.
- Click submit and the work order will be sent. Users will receive a “Request Receipt” by email

If repairs/replacements of College property are made necessary due to vandalism, accident, or the like, and when a person is identified as responsible (either through the student conduct process or admission), the person will be charged for repairs and replacements when work is done by College staff and/or outside vendors.

Student Code of Conduct 2009-2010 Academic Year

All St. John Fisher College students, faculty, staff, visitors and guests are expected to comply with federal, state, or local laws as well as applicable Codes of Professional Standards. In addition, students and student organizations are subject to the College Student Conduct Process for any of the following acts of misconduct:

1. Acts of dishonesty including, but not limited to:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Knowingly furnishing false information to the College
 - c. Forgery, alteration, or use of College documents or instruments of identification with intent to defraud
 - d. Tampering with the election process of any College-recognized student organization
2. Violation of the St. John Fisher College Policy on Alcohol and Drug Use, including the Residence Hall Policy on Alcohol and Drug Use. (See College Policy on Alcohol and Drug Use and the Residence Hall Policy on Alcohol and Drug Use in this Handbook.)
3. Violation of the St. John Fisher College Policy on Bias-Related Misconduct (see College Policy on Bias-Related Incidents in this Handbook)
4. Sexual assault, abuse, misconduct or harassment. (See College Policies on Sexual Assault and Unlawful Harassment/Sexual Harassment and Discrimination in this Handbook.)
5. Abuse or harassment of any person lawfully conducting himself or herself on College property or participating in College-sponsored activities, including:
 - a. Physical abuse
 - b. Verbal abuse
 - c. Intimidation
 - d. Discrimination
 - e. Harassment
 - f. Threat to use force or physical harassment
6. Hazing. (See Policy on Hazing in this Handbook.)
7. Theft
8. Unauthorized examination, use, disturbance, removal, mutilation, or destruction of any College records, papers, and documents. College records also include data on computers electronic media as well as parking permits.
9. Misuse of computer systems, including, but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other unauthorized purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual's identification and password
 - d. Unauthorized use of computing facilities or computer system time
 - e. Use of computing facilities to interfere with the work of another student, faculty or staff member, or other College official
 - f. Use of computing facilities to send obscene or abusive messages
 - g. Use of computing facilities to interfere with normal operation of the College computing system
 - h. Misuse of Internet or Intranet (see Policy in this Handbook and on the College Intranet.)
 - i. Violation of the Digital Millennium Copyright Act (see the Digital Millennium Copyright Act in this Handbook.)
10. Tampering with any property or premises of St. John Fisher College or of the property of a member of the College community on the College premises, or to the property of a visitor to the campus, including, but not limited to, attempted or actual:
 - a. Illegal possession
 - b. Removal
 - c. Misuse
 - d. Destruction
 - e. Damage
 - f. Harm
11. Gambling (as defined by the College Policy on Gambling in this Handbook).

12. Campus disruption including, but not limited to:
 - a. Disrupting teaching, classes, research, administration, and educational and service activities
 - b. Disrupting College activities
 - c. Obstructing access to and from the campus
 - d. Obstructing access to any College building or any portion of the College facilities
 - e. Inciting to action or participating in unauthorized activities resulting in destruction or damage of property
 - f. Disturbing the living environment and/or any member within
 - g. Conduct which could be interpreted as disorderly, lewd, or indecent
 - h. Infringement upon the rights of others or actions that prejudice the maintenance of public order.
(A statement of the College policy on public order on campus is included in this Handbook.)
13. Compromising the security of any part of campus, including, but not limited to:
 - a. Possession, use, distribution, or duplication of keys or other facilities access devices (e.g., swipe cards) to College rooms or buildings without consent or authorization by appropriate College officials.
 - b. Interfering with the intended security function of a door or window (e.g., propping doors)
 - c. Making a false report of an emergency to any campus or off-campus official
14. Unauthorized presence:
 - a. In College classrooms, laboratories, offices, or buildings
 - b. In College residence halls or residence hall rooms
 - c. On College property
 - d. Roller-skating, rollerblading, in-line skating, scootering, skate boarding, and bicycling are prohibited on outside stairwells and inside all College buildings including residence halls
 - e. Smoking in restricted areas; the College maintains a smoke-free area within 50 feet of all campus buildings.
15. Unapproved posting and/or distribution of bulletins, signs and fliers on College premises, including but not limited to:
 - a. Posting or distributing in non-designated areas
 - b. Posting or distributing without approval from the appropriate College official(s)
 - c. Posting or distributing items that may be construed as offensive or inappropriate by College standards
(See the Guidelines for Posting on Campus included in this Handbook.)
16. Possession or use of any weapon, ammunition, or explosives. (See Firearms and Weapons Policy in this Handbook.)
17. Fire safety violations:
 - a. Tampering with, disturbing, or rendering useless any type of fire/safety equipment (e.g., fire extinguishers, smoke detectors, automatic fire alarm system, exit signs, emergency lighting)
 - b. Tampering with, disturbing, or rendering useless any elevator device or systems
 - c. Failure to exit the building during a fire alarm or drill
 - d. Blocking the path of egress
 - e. Creating a fire hazard (e.g., unauthorized use/possession of flammable materials in College facilities or on College property)
 - f. Unauthorized ignition of a fire in College facilities or on College property
 - g. Possession or use of fire hazards such as candles, incense, halogen lamps, extension cords (UL approved power strips in good condition [not frayed or cut] with a fuse or breaker are permitted), any heated/plug-in air freshener, medusa/multi-head lamps with plastic shades and natural dried decorations (cut pine, cornstalks, leaves, etc.) are prohibited
(See Fire Safety Procedures in this Handbook.)
18. Failure to comply:
 - a. With directions, verbal or written, of a College official or a Resident Assistant acting in performance of his or her duties
 - b. With any legitimate sanction assigned as a result of a Student Conduct Hearing, disciplinary restrictions, or behavioral contract
 - c. With the payment of a debt owed to the College

19. Interference with the Student Conduct System, including, but not limited to:
 - a. Falsification, distortion, or misrepresentation of information in a Student Conduct Hearing
 - b. Disruption or interference with the orderly conduct of a Student Conduct Hearing
 - c. Attempting to influence the impartiality of a Student Conduct Hearing committee member or hearing officer prior to, and/or during the course of a Student Conduct Hearing
 - d. Discouraging an individual's proper participation in, or use of, the Student Conduct System
 - e. Harassment (verbal or physical) and/or intimidation of a Student Conduct Hearing committee member or hearing officer prior to, during, or after a Student Conduct Hearing
 - f. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System
20. Behavior by a student's visitor(s) or guest(s) that violates any College policy. (Also see the Residential Life Policy on Visitors and Guests)
21. Conduct on College premises or at College-sponsored or supervised activities that is:
 - a. A violation of federal, state or local law
 - b. Unbecoming of a member of the St. John Fisher College community
22. Violation of any regulations printed in this Handbook or the College Bulletins, Residence Hall Policies, Residence Hall Regulations, and all other regulations promulgated by the College.
23. Misconduct committed off College property that relates to the safety, security, or property of persons and/or of the College and/or the College community, the integrity of the educational process, the good name of the College, or the general welfare of the College

Student Conduct

The creation and maintenance of an environment conducive to academic achievement is at the core of the St. John Fisher College community. As an institution of higher education in the Catholic tradition, standards of behavior are more demanding than those required of the general public. The College reserves the right to take whatever actions it deems necessary and appropriate to ensure community safety at the time of an incident.

■ Interim Action/Interim Suspension

Any time following the submission of an incident report, verbal or written, the Assistant Dean of Student and Residential Life may modify or suspend the rights of a student to be present on campus or to attend classes for an interim period prior to resolution of the student conduct proceeding, including any appeal. The Assistant Dean will base this decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, for reasons relating to the safety and welfare of any person, College property, or any College function. The decision to modify or suspend the rights of a student for an interim period will be communicated in writing to the student, and will become effective immediately. Notification will either be hand-delivered or sent by certified mail. Failure or refusal to take receipt of notification will not negate or postpone said action.

A student who is suspended or has had their privileges modified for an interim period will be provided an opportunity to respond to the allegations of misconduct through a Student Conduct Hearing scheduled as soon as is practical following the effective date of the interim suspension or action.

The interim suspension or modified privileges will remain in effect until a final decision has been made on the pending complaint or until the Assistant Dean determines that the reason for imposing the interim suspension or modification of privileges no longer exists and the student receives written notice that the interim action is no longer applicable.

■ The Student Conduct Process

The following are the procedures for addressing misconduct that violates institutional standards or jeopardizes the promotion of freedom of expression and inquiry essential to the academic community. The Student Conduct System assures the rights and privileges of the individual grounded in the principles of reasonableness and fairness for the entire community.

The College views its students as adults and expects that they will act with the requisite maturity and responsibility. As adults, students are accountable for their behavior under the Student Code of Conduct, whether it takes place on or off College property. In addition to being subject to any internal action that the College may initiate, an alleged violator may also be referred to law enforcement officials and students may also face criminal charges separate and independent from the student conduct process.

The student conduct procedures apply in all cases of alleged violations of College regulations by all students enrolled at St. John Fisher College, except where provision is specifically made for other procedures—e.g., academic dishonesty (see the appropriate section of this Handbook) and failure to maintain academic or professional standards (see appropriate sections of the College Bulletins). The Vice President for Student Affairs and Diversity Initiatives or his designee administers regulations governing most aspects of the College community that students are likely to encounter. He has authority in all cases of infractions of College regulations and general student conduct. The Assistant Dean of Student and Residential Life supervises the Student Conduct System.

Reports of alleged falsification of admission application information and violation of professional standards are filed with the Provost and Dean of the appropriate school within the College. At his/her discretion, the Provost or the appropriate Dean may subsequently file complaint through the Student Conduct Process. All other reports are filed through the Coordinator of Student Conduct.

If there is reason to believe College policy has been violated, an incident report will be forwarded to the Coordinator of Student Conduct. The Coordinator of Student Conduct will review the report, evaluate the information, and determine the next appropriate actions. Depending on the circumstances of the alleged violation and the severity of possible sanctions, the Coordinator of Student Conduct will determine whether the hearing to address the alleged violation will take place before an assigned hearing officer or Student Conduct Hearing Committee.

■ The Complainant

Any student, faculty, or staff member with a complaint against a student or student group may discuss the nature of the problem and possible courses of action with the Coordinator of Student Conduct or with Campus Safety and Security. The individual is expected to provide information about the incident. Details of the incident should be stated concisely and accurately. Witnesses to the incident should be listed.

An incident or complaint should be reported within forty-eight (48) hours, although reports or complaints may be accepted at any time. Reports or complaints should be filed as soon after the incident as possible, as the passage of time will impede efforts to investigate and appropriately resolve alleged violations of the Student Code of Conduct.

In the instance of the College being the Complainant, a member of Safety and Security may act as the Complainant on the College's behalf.

■ The Respondent

Any graduate or undergraduate student (hereafter referred to as student) accused of violating a campus policy, procedure, or regulation is subject to the procedures outlined in the St. John Fisher College Student Handbook.

The assigned hearing officer will notify the respondent in writing within five business days of the completion of the final incident report with the following information:

- a. The nature of the complaint
- b. The regulation(s) allegedly violated
- c. Interim actions taken in response to the allegation, if any
- d. The need to meet personally with a hearing officer or the Student Conduct Hearing Committee to address the incident in question
- e. The need to be prepared to either admit or deny the allegation(s) stated in the report

■ Attendance at the Student Conduct Hearing

The Student Conduct Hearing process is used to obtain the information upon which to base a decision regarding any alleged violations and the respondent is expected to attend the hearing. The hearing will be held at the time and place indicated in the appearance letter sent to the student. The hearing will take place in the respondent's absence if he/she fails to appear.

The respondent may request that a witness(es) with firsthand knowledge to fill out a statement of fact form through the Office of Safety and Security. Statements must be completed at least 24 hours before the scheduled hearing. In a Student Conduct Committee Hearing, and at her discretion, the Coordinator of Student Conduct may request that witnesses who have submitted statement of facts forms attend the hearing. Additionally, respondents to a Student Conduct Committee Hearing may choose one person to act as a character witness. The name of the character witness and his/her contact information is due to the Coordinator of Student Conduct no later than 24 hours prior to the scheduled hearing.

Please note that all Student Conduct Hearings are private and closed to everyone except the involved persons (i.e., the Complainant, the Respondent, and those witnesses invited by the hearing officer or Student Conduct Hearing Committee). A student may not be accompanied by legal counsel (whether a practicing attorney or not) unless criminal charges are pending or foreseeable, in which case an attorney may accompany the student for the sole purpose of advising the student during the hearing. The ability to have legal counsel present is restricted to the Student Conduct Hearing. Legal counsel may not be present during subsequent appeal hearings, if any.

■ Procedure for a Student Conduct Hearing

Administrative Student Conduct Hearings are conducted between the respondent and a hearing officer on an individual basis. Student Conduct Committee Hearings are conducted with all parties allegedly involved in the incident: complainant, respondent, and witnesses as well as a Student Conduct Hearing Committee made up of a combination of Staff, Faculty and Students. The following is a general description of the student conduct hearing procedures. These procedures may vary as

appropriate for specific hearings.

1. The hearing officer or Student Conduct Hearing Committee will read statements on confidentiality and procedures for fairness, the alleged violations and the incident report(s).
2. The complainant(s) and respondent(s) will be asked to present their accounts of the incident or behavior in question, including presenting relevant evidence and responding to any information provided by any witnesses.
3. The hearing officer or Student Conduct Hearing Committee will have the opportunity to ask the complainant(s), respondent(s), and any witnesses who attend the hearing relevant questions in regard to the incident.
4. The hearing officer or a member of the Student Conduct Hearing Committee will summarize to the complainant(s) and respondent(s) their understanding of the incident or behavior in question.
5. The complainant(s) and respondent(s) will be offered an opportunity to make a summary statement to the hearing officer or Student Conduct Hearing Committee at the conclusion of the hearing.
6. All other persons besides the hearing officer or Student Conduct Hearing Committee will then be excused from the hearing room while the hearing officer or Student Conduct Hearing Committee considers the information presented and determines responsibility for the violation, and any sanctions to be applied in the event the respondent is found responsible for the violation.
7. The student will be informed of the outcome of the hearing verbally at the closing of the hearing or may be told that more information is needed before making a decision.
 - a. If a student is found responsible, any sanctions will be effective immediately.
 - b. If more information is needed, the student will be provided with a date by which the decision will be made.

If the hearing officer or Student Conduct Hearing Committee determines that a witness or complainant may be emotionally harmed by giving evidence or information in the presence of the respondent during a Student Conduct Hearing, arrangements may be made to allow participation while not depriving the respondent of access to the evidence or information. As appropriate and requested, College personnel will provide support to students in those cases involving sexual or physical assaults.

Please Note: *No audio or other recording of a Student Conduct Committee Hearing or Administrative Hearing is permitted by any person.*

■ Procedure for Determining Responsibility

In order to make a decision regarding any alleged violations the hearing officer or Student Conduct Hearing Committee reviews all information presented through the report(s), Complainant, Respondent, and any witnesses. The determination will be made on the basis of whether there is sufficient evidence, in the judgment of the hearing officer or the Student Conduct Hearing Committee, that the Respondent violated any College policies/regulations. The hearing officer or Student Conduct Hearing Committee will review the relevant information presented to determine the most supported outcome.

■ Types of College Sanctions

The hearing officer or the Student Conduct Hearing Committee determines any appropriate sanction as the result of a Student Conduct Hearing. These persons may apply any of these sanctions, or modifications of them, or they may combine them as specific circumstances warrant. Prior violations for which a student was held responsible and subject to previous sanctions are taken into consideration when sanctioning decisions are made in all cases. The following are examples of possible College sanctions:

- a. **No action.**
- b. **Written Warning.** An official written statement that documents the finding of responsibility for violation(s) of College policy.
- c. **Disciplinary Probation.** A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Further violations while on probation may result in more severe sanctions. Probation will be imposed for a specific period of time and the student shall automatically be removed from probation when the imposed period expires.
- d. **Suspension.** A suspension from the College may be by term, in which case the student is eligible to re-enroll at the end of the stated period of time. Readmission to the College after a suspension requires an interview with the Vice President for Student Affairs and Diversity Initiatives or his designee.
- e. **Expulsion.** Permanent termination of student status.

Other sanctions can include any, or a combination, of the following:

- **Change in Residence:** A change in a resident student's current on-campus residence to another location within the College housing system as assigned the Office of Residential Life.
- **Compulsory Service:** A specific number of hours to be spent working with an assigned College department.
- **Educational Assignment:** Assignment for the purpose of gaining additional knowledge, information, or perspective regarding a specified topic or issue. Educational assignments may include: reflection papers, informational bulletin board, and/or attending a campus program or event.

- **Exclusion:** from specific campus privileges or activities including but not limited to:
 - parking and/or driving on campus privileges
 - campus jobs
 - participation in extracurricular activities
 - registration for future semesters
 - loss of computing privileges at the College
- **External Referral:** Referral to an off campus agency for the purposes of evaluation and/or education.
- **Fines:** Monetary reimbursement to the College must be paid by the date specified. All financial obligations must be satisfied prior to or at the time of course registration for the next semester.
- **Internal Referral:** Referral to a specific department or Campus official for the purposes of evaluation and education. Referrals may include: Medical Intervention or Mental Health Counseling, a meeting with the Fire Marshall and the like.
- **Persona Non Grata (PNG):** A student may be declared persona non grata and prohibited from accessing designated areas of campus or the campus in its entirety.
- **Removal from College Housing:** A student's housing assignment will be canceled and the student will need to make alternate arrangements for housing. Room and board charges are prorated per the refund schedule published in the College Bulletin.
- **Restitution:** Monetary reimbursement to the College, an individual, or organization for any property damages or losses resulting from the acts committed.

Any sanction imposed by the original hearing officer or Student Conduct Hearing Committee will be in effect as stated in the sanction letter until the conclusion of the appeal process, unless the Assistant Dean of Student and Residential Life grants the appellant a written exception.

■ Appeals

After the conclusion of a student conduct hearing, the student may choose to submit a letter or an email from his/her SJFC email account requesting an appeal hearing to the Assistant Dean of Student and Residential Life. This letter must be received by the Office of Residential Life and Student Conduct (Campus Center 206) within five (5) business days after the student has received written notification of the original hearing decision.

Grounds for Appeal

For an appeal hearing to be considered, the student must demonstrate in writing that one or more of the following applies to his/her situation:

1. The original hearing was inconsistent with the established student conduct procedures.
2. The sanction imposed was not in keeping with the gravity of the violation.
3. Evidence is now available that could not have been obtained at the time of the hearing.

An appeal hearing will be considered only on the ground(s) alleged by the student. The Assistant Dean will consider the information contained in the appeal request and relevant information contained in the student's conduct file. The Assistant Dean may also consult with the original hearing officer for background information regarding the original Student Conduct Hearing.

The student will be notified of the status of his/her appeal request within five business days of the receipt of the written appeal request.

Appeal Hearing Procedures

If an appeal hearing is granted, the Assistant Dean, at her discretion, may meet with the appellant individually, assign the appeal hearing to her designee, or convene an Appellate Board. If an Appellate Board is used, the membership of the board may include a combination of students, faculty, and staff. The Assistant Dean or her designee will serve as the chairperson of the Appellate Board. A majority vote of the Appellate Board members present is sufficient to make an appeal decision. The student has the right to appear before the Assistant Dean, her designee or the Appellate Board during the appeal hearing and to be present while any witness is testifying.

The student will be informed of the outcome of the hearing verbally at the closing of the appeal hearing. The Assistant Dean, her designee, or the Appellate Board may modify the decision and/or sanctions by reducing or increasing them at his/her discretion. Alternately, the student may be told that more information is needed before making a decision. If more information is needed before making a decision, the student will be provided with a date by which the decision will be made.

■ Probationary Status Review

In the case where a student receives a sanction of disciplinary probation that is at least 2 consecutive years, he/she may petition to change his/her probationary status after 18 months, resulting in a shortened period of disciplinary probation.

Process:

1. The student must submit the following information to the Assistant Dean for Student and Residential Life along with a letter requesting a change his/her probationary status.
 - A personal statement outlining both positive contributions the student has made to the Fisher community and personal growth

- 2 reference letters from on-campus constituents attesting to positive behavior and growth
 - A copy of an un-official transcript
 - A letter of support from the student's current Residence Director (as applicable)
2. At the Assistant Dean of Student and Residential Life's discretion, a committee made up of students and faculty/staff members will meet with the student regarding his/her probationary status. After discussing the information provided by the student, as well as asking questions of the student, the committee will make a determination to end or continue a student's probationary status. The committee is specifically charged with evaluating a student's personal growth and commitment to positive behavior over an extended period of time at St. John Fisher College.

Any change in probationary status does not erase the student's conduct history; it modifies the student's current conduct status at the College.

■ Notification of Outcome: Respondent

In addition to any verbal communication, students will receive written notification of the outcome of their Student Conduct Hearing, Appeal Hearing, or Probationary Status Review by mail (either by hand delivery, or USPS to mailing address of record) or through their College e-mail address. It is the student's responsibility to check their mail and College e-mail address for such notifications.

■ Notification of Outcome: Complainant

Ordinarily, Complainants will not be informed of the outcome of a student conduct hearing. However, where complaints involve sexual offenses, the student bringing the complaint can be informed of the final determination of the student conduct hearing. Additionally, complainants in cases involving violent acts of a non-sexual nature can request hearing outcome information from the Coordinator of Student Conduct and requests will be reviewed on a case by case basis.

■ Parental Notification of Violations of Student Code of Conduct

Ordinarily, parents will not receive notification from the College about violations by the student of the College's Code of Conduct. However, if a student is held responsible for a violation of alcohol or drug policies, or if the student is found responsible for a serious violation of College rules, the parent or legal guardian, at the discretion of the Assistant Dean of Student and Residential Life or her designee, may receive notice documenting the violation and the outcome of a Student Conduct Hearing. Federal regulations permit this notification without the student's consent for those students who are dependents, under the age of 21. This notification would be mailed to the address of record of the parent or guardian. The student will receive a copy of this notification.

■ Student Conduct Records

All documentation of Student Conduct Hearings become part of the student's College Student Conduct File, part of the student's educational record, which is maintained in the Office of Residential Life and Student Conduct. Records may be released to College officials on a "need-to-know" basis. Student conduct records may be released to persons and agencies external to the College with the student's permission, or in compliance with the law. Records subpoenaed or ordered by a judge may be released without the student's permission. A record may also be released if it is in the College's legal interest to do so.

All student conduct files will be maintained for seven (7) years after the most recent recorded incident. Records pertaining to students suspended will be maintained until seven (7) years after the suspension is completed. These student conduct records are destroyed at the end of the appropriate time period. Records pertaining to students who are expelled will be maintained permanently.

College Policies

Policies Regarding Standards of Conduct

■ Policy on Alcohol and Drug Use

The College's policy on alcohol and drug use includes among its goals:

- To educate the campus community about the dangers associated with the use and abuse of these substances.
- To discourage the illegal use of alcohol or drugs.
- To identify students who may be abusing alcohol or drugs and provide them appropriate education and referrals to address this abuse.
- To increase the likelihood that any abuse of these substances are appropriately treated.
- To provide reasonable safeguards that all students are medically competent to participate in College-sponsored programs and activities.

In order to avoid the dangerous and possibly fatal effects of alcohol or other drug poisoning, an individual who has "passed out" or shows other signs of serious effects from alcohol or drug consumption should immediately be brought to the attention of the staff of the Department of Safety and Security, Residential Life, or other persons capable of providing or obtaining needed assistance. The College encourages seeking help in such instances. The care and responsibility demonstrated by individuals involved will be taken into account in any student conduct action taken in response to such incidents.

It is expected that students will act responsibly and maturely whether or not they have been drinking alcoholic beverages. Inappropriate behavior resulting from alcohol consumption and/or abuse is a serious violation of College regulations. The use or abuse of alcohol is not an acceptable excuse for any violation of College policies.

Access to and use of alcohol on campus is limited and regulated by state, federal, and local laws and by the rules and regulations of St. John Fisher College. College regulations have been established in accordance with New York State laws as well as insurance and safety regulations. Specifically:

- a. The possession and consumption of alcoholic beverages is prohibited on the campus and in all the buildings of St. John Fisher College, with the exception of the College residence rooms (see: Residence Hall Regulations), or as authorized by the Vice President for Student Affairs and Diversity Initiatives or his designee.
- b. Persons under the legal drinking age may not distribute, sell, possess, consume, be under the influence of, or be in the presence of alcohol on campus.
- c. Persons of legal drinking age may not consume/be in the presence of alcohol in the company of persons under the legal drinking age. In an instance of an underage person being present where alcohol is being consumed/available, the persons of legal age will also be held responsible.
- d. Persons of legal drinking age may not distribute, provide, or sell alcohol to persons under the legal drinking age.
- e. The College reserves the right to limit the amount of alcohol brought onto campus for personal consumption; kegs, beer-balls, and alcoholic beverages in multiple-serving containers are not allowed on campus. These items will be confiscated.
- f. Alcoholic beverages may not be consumed or carried in open containers in College facilities, corridors, lounges, stairwells, lobbies, parking lots, and public areas of campus, with the exception of the College residence rooms (see: Residence Hall Regulations).
- g. The selling, supplying, possession, and consumption of alcohol is generally prohibited at student-sponsored events and College events at which underage persons are present, except with the written approval of the Vice President for Student Affairs and Diversity Initiatives or his designee.
- h. Use or possession of false or altered identification, or other misrepresentation of one's age in order to possess, consume, or purchase alcohol is prohibited.
- i. Possession, use, distribution, buying, selling or manufacturing of controlled substances is prohibited except as expressly permitted by law. Being in the presence of controlled substances is prohibited.
- j. Possession, use, distribution, buying, selling or manufacturing of substances to cause impairment including intoxication or hallucination is prohibited. Being in the presence of the use of substances to cause impairment including intoxication or hallucination is prohibited.
- k. Alcohol/alcohol paraphernalia or drugs/drug paraphernalia, including funnels, "beer pong" tables, bongos, "bar setups," etc., found in possession of students or their visitors or guests are prohibited and will be confiscated.
- l. Public intoxication and/or engaging in "drinking games" is prohibited.
- m. Driving on College property while impaired is prohibited.

Drug/Alcohol Intervention Policy

The College recognizes that education alone is not sufficient to address an individual's actual or suspected use of alcohol or drugs. For that reason, in addition to participation in educational activities, the College may require as a condition of continued enrollment that a student participate in mandatory evaluation, counseling, complete testing, and/or appropriate medical treatment for alcohol or drug use if:

- The student demonstrates inappropriate behavior linked to the use of alcohol or illegal drugs.
- A pattern of behavior indicates a student may be abusing alcohol or drugs.
- The College receives from persons who have direct contact with the student credible information that creates concern about alcohol or drug use by an individual student.

Fulfillment of any mandatory requirements in these instances is at the student's expense when a cost is involved, except with respect to drug tests. When a student is required to complete a drug test, financial responsibility will be determined by the outcome of the test. If the test is positive for drug use, the student is financially responsible; if the test is negative for drug use, the College is financially responsible for the drug test. If a drug test is performed to demonstrate compliance with a student conduct sanction, then the cost of the drug test is the student's responsibility. The Vice President for Student Affairs and Diversity Initiatives will provide the individual student additional information about procedures at the time the student is notified of required counseling, testing, or medical treatment.

Students who are members of varsity athletic teams are required to fulfill NCAA requirements for drug testing, education, counseling and other appropriate treatment when alcohol or drug use is suspected or confirmed. In keeping with NCAA regulations, student varsity athletes found responsible for College violations, including violations of the Policy on Alcohol and Drugs, are subject to sanctions assigned by the Athletic Department Discipline Committee. These sanctions are in addition to the actions and sanctions assigned to students found responsible for college policy violations through the College Student Conduct Process.

The 0-1-3 Model

In support of its educational and developmental responsibilities, the College subscribes to the 0-1-3-Model regarding the consumption of alcohol, developed and promoted in recent years by a number of other colleges. This model of mature and responsible consumption advocates the following practices:

0 = Zero alcohol. This applies to students who are under the age of 21, those persons who will drive an automobile, are chemically dependent, or pregnant. Zero is always an option and is a healthy, socially accepted behavior.

1 = One drink per hour, which sets the standard for moderate, responsible consumption of alcohol.

3 = No more than three drinks per day or social activity, and never on a daily basis. Again, this sets the standard for moderate, responsible consumption of alcohol.

As part of this model, the College defines a single drink as a serving of no more than 12 ounces of beer or wine cooler, no more than 5 ounces of wine, and no more than 1 ounce of any other type of alcohol.

Summary of New York State Law on Alcohol

The College policy follows New York State Law. All St. John Fisher College Students, Faculty and Staff are expected to comply with federal, state, or local laws. It is illegal in New York State to supply alcoholic beverages through sale or gift to anyone under the age of 21 (exceptions are made in regards to a parent or legal guardian). Conviction may carry a penalty of a prison sentence and a substantial fine. The supplier is not relieved of responsibility or liability if the minor uses false identification or otherwise misrepresents his or her age. It is likewise illegal for anyone under 21 to procure alcohol or possess alcohol with the intent to consume it. Such action may result in a summons, arrest, and probation and/or fine. It is also illegal to provide alcohol to an intoxicated person regardless of age. A host may be found responsible and liable for damage or injury caused by a guest.

■ Policy on Hazing

The College believes that any group or organization (composed of students, faculty, staff, and/or visitors) has the responsibility to create an environment within which all activities are pursued in a respectful and productive manner.

All St. John Fisher College students, faculty, staff, visitors and guests are expected to comply with federal, state, or local laws. New York State Penal Law defines hazing as follows: “A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury” (New York Penal Law, 120.16). A conviction of this offense carries a potential fine of up to \$1,000, one year in jail, or both. Hazing in the first degree is a Class A misdemeanor. Hazing in the second degree (a violation) incorporates the same definition as above with the exception that no actual injury to any person needs to be proven (New York Penal Law, 120.17).

The College defines hazing as any action or situation which, in the judgment of the College:

- *is an activity expected of someone as a method of initiation or pre-initiation into a student organization or group;*
- *coerces, explicitly or implicitly, behavior that demeans, embarrasses, threatens, invites ridicule, or draws inappropriate or negative attention to a member, affiliate and/or group; or*
- *implies one member/affiliate is superior to another.*

This definition includes actions which result in the impairment of academic performance, or which cause failure to properly fulfill obligations to college-sponsored groups or organizations.

In compliance with New York State’s anti-hazing legislation, Chapter 676 of the Laws of 1980, the following regulations are in effect:

1. *Students, faculty, and staff, as well as visitors and other licensees and invitees on St. John Fisher College property, are prohibited from any action or situation that recklessly or intentionally endangers mental or physical health, or involves the forced consumption of any substance including, food, liquids, alcohol or drugs for the purpose of initiation into, or affiliation with, any organization.*
2. *These regulations shall be deemed to be a part of the bylaws of all organizations operating on the campus, which shall review annually such bylaws with individuals affiliated with such organizations.*
3. *Violation of these regulations will result in, sanctions as appropriate to the individual’s status on campus and, in the case of an organization that authorizes such conduct, rescission of permission for that organization to operate on campus property.*
4. *Individuals or organizations in violation of these regulations may be subject to any applicable provision of the Penal Law, or any other chapter to which a violator or organization may be subject, in addition to any College student conduct proceedings. Any faculty or staff member of the College who becomes aware of hazing activity must report that information promptly to the Vice President for Student Affairs and Diversity Initiatives or the Department of Safety and Security. Failure to do so will result in appropriate student conduct action against the faculty or staff member by the College.*

■ Policy on Gambling

Unauthorized gambling is prohibited on the St. John Fisher College campus.

Prohibited activity includes but is not limited to: betting, wagering, or selling pools for money on any athletic event, whether professional or amateur; playing card games for money; possessing any card, book, or other device for registering bets; involvement in unauthorized raffles or lotteries.

Safety and Health Policies

■ Safety Regulations

Identification and ID Cards

Photo ID cards are issued through the Safety and Security Department, located in Haffey Hall. All ID cards must be validated each semester by Safety and Security and must be carried at all times. Failure to produce a valid ID card and to promptly, adequately, and correctly identify oneself when requested by any College official, including a member of the Safety and Security Department, or an authorized public official in performance of his or her duty, constitutes a violation of College regulations. A fee will be charged for replacement cards, i.e., lost, stolen, etc.

Public Order on Campus

As members of the College community, Fisher students are free, individually and collectively, to express their views on issues of College policy and on matters of general interest to the student body. Expression of personal beliefs and supporting causes may not disrupt or interfere with the regular and essential operation of the College. In the development of policies that will govern St. John Fisher College, the College will promote means that encourage the civil presentation and consideration of views by students, faculty, administration, alumni, parents of students, and interested friends in the Greater Rochester Area.

If members of the College community engage in behavior, individually or collectively, that disrupts the educational process and denies others the intellectual environment that the College seeks to provide, the responsible officers of the College are charged with taking action to restore order and calm.

Members of the College community and all persons present on College premises shall at all times conduct themselves in a manner which does not disrupt the community, infringe upon the rights of others, or prejudice the maintenance of public order. In addition to this regulation, all other College regulations are to be observed.

Animals on Campus

All animals with the exception of service animals, are banned from all campus buildings at all times. Resident students may have pet fish, see the pet policy in the Residential Life section.

Firearms and Weapons

In accordance with state law, firearms, ammunition, and weapons are prohibited on the St. John Fisher College campus. Firearms of any type (including B-B, paint, and pellet guns), switchblades, gravity knives, bows, crossbows, swords and the like are not permitted on campus at any time. These weapons, if found on campus, may be confiscated and turned over to local law enforcement authorities. Any items that may be mistaken for actual weapons are prohibited.

Fireworks

In accordance with state law, all fireworks (including roman candles, bombs, sparklers, or other combustible devices) are prohibited on the St. John Fisher College campus. Fireworks found on campus may be confiscated and turned over to local law enforcement authorities.

Missing Persons

If a student is concerned that another student may be missing, the concerned student should contact the College's Department of Safety and Security at (585) 385-8025. The Department of Safety and Security will investigate the concerns as dictated by the College's policy and procedures. If the person is not located after reasonable effort by the Safety and Security Department, local law enforcement will be contacted.

Motorcycle Storage

Fire safety codes and insurance underwriting requirements prohibit the storage of any motor vehicle or internal combustion machine within a residential unit, including basement storage. The College does not provide storage for motorcycles, minibikes, motor scooters, or similar vehicles.

■ Health Regulations

Policy regarding Student Accident and Sickness Insurance

St. John Fisher College requires all full-time undergraduates to be covered by health insurance. Students wishing to purchase the College-sponsored insurance plan can enroll into the plan by going to the Wellness Center web page and clicking on the Health and Accident Insurance link. This insurance complements the services available at the Wellness Center and is effective August 1st through July 31st of the following calendar year. It is nonrefundable and can be used at College, at home, or while traveling. Students are responsible for services not provided by the Wellness Center (lab costs, x-rays, prescriptions, etc.) if the services are not covered by their own insurance or the College-sponsored health insurance plan.

For participating NCAA athletes: A college entrance physical examination conducted by a physician, nurse practitioner, or physician's assistant; an annual sports update; and proof of health insurance are required to be on file prior to the start of NCAA sport practice. The athlete will not be issued a uniform or sports equipment and will not be allowed on the playing field without this proof.

Enrollment and Public Health Requirements

New York State Public Health law requires post-secondary students taking 6 or more credit hours enrolled in colleges within New York State to provide proof of immunity against measles, mumps, and rubella, and to complete a "Meningitis Response Form" indicating whether they have had the meningitis vaccine, or have made a decision not to have it. If a student initially enrolls for less than six credit hours and subsequently adds courses equal to or exceeding six credit hours, the student becomes responsible for submitting the required documentation within thirty days of the start of classes.

Students registered for 6 credit hours or more, concurrent or sequential, during the summer session must also provide this documentation. Please note: The summer semester consists of multiple sessions. Students taking 6 or more credit hours throughout the summer sessions are required to submit immunization documentation. For example: If a student is taking 3 credit hours during Summer Session 1 and 3 credit hours during Summer Session 2, immunization documentation must be submitted.

Students born prior to 1/1/57 need to complete and sign the "Meningitis Response Form", but are exempt from the measles, mumps and rubella except for nursing, pharmacy and mental health counseling students, who must show proof of immunity to participate in a clinical experience.

Students who have not submitted appropriate documentation will be withdrawn from classes and barred from future registration by the College until the student is in compliance with the law. A fee of \$300 will be assessed for reinstatement to classes. In addition, the Vice President for Student Affairs and Diversity Initiatives may dismiss a student from the College if the student does not meet other New York State Public Health requirements or any regulations for health-related situations that are set forth by the State.

Students may appeal any actions taken by the College with respect to these regulations to the Vice President for Student Affairs and Diversity Initiatives, who will review such appeals with the Director of the Wellness Center. Any appeal to the Vice President for Student Affairs and Diversity Initiatives must include acceptable documentation from a licensed physician.

In the event of an outbreak of measles, mumps or rubella on campus, students exempt from the New York State immunization requirements due to medical or religious reasons, and any student without documentation of immunity as specified under PHL Sections 2165 and 2167 will be excluded from the College until the outbreak is determined to be over. Students who had not been in compliance with the immunization requirements may return when they are able to provide appropriate documentation of immunity from a licensed medical professional to the Director of the Wellness Center and receive specific written permission from the Director that they may return.

In addition to measles, mumps and rubella immunizations, the American College Health Association *strongly recommends* that students entering college be vaccinated against tetanus, diphtheria, polio, varicella (chickenpox), hepatitis B, and meningitis.

■ Policy on Reasonable Accommodations/Americans with Disabilities Act

St. John Fisher College is committed to assisting students with documented disabilities who are otherwise qualified for admission to the College, in compliance with Section 504 of the 1973 Federal Rehabilitation Act and Title III of the 1990 American with Disabilities Act (ADA). Students requesting accommodations must submit appropriate written documentation to the Office of Academic Affairs. Disability information provided to the College is shared only with College personnel who work together in a cooperative effort to provide reasonable accommodations to students with documented disabilities. Final determination for providing reasonable accommodations rests with St. John Fisher College based on the relevant documentation/diagnosis information submitted by the student. Appeals of decisions made with respect to requests for reasonable accommodations must be submitted in writing to the Office of Academic Affairs.

Additional information about the College's policy and procedures for compliance with Section 504 of the 1973 Federal Rehabilitation Act and Title III of the 1990 Americans With Disabilities Act (ADA) as well as the SJFC Policy on Accommodations and the outline of documentation requirements are available through the Office of Academic Affairs and are posted on the web at [http://home.sjfc.edu/academicaffairs/as/disability policy.htm](http://home.sjfc.edu/academicaffairs/as/disability%20policy.htm).

■ Disruptive Behavior Intervention and Response Policy

When, in the judgment of the College, an individual's behavior is disruptive to the educational and living environment that the College seeks to maintain, that student may be required to undergo psychological and/or medical evaluation and/or a hearing for mandatory withdrawal from the College.

Mandatory psychological and/or medical evaluation and withdrawal will be considered in cases where a student's behavior creates a threat of danger to self, others, or property, or disruption of the educational process and mission of the College. In such situations, the Assistant Dean of Student and Residential Life will meet with the student whose behavior is the cause for concern to discuss the concern and determine if additional assessment by qualified professionals is appropriate. The Assistant Dean will rely on available information and evidence in assessing an individual student's situation, and will consult with appropriate professional staff at the College in making such determinations. The College will make every effort to work with the student involved, but reserves the right to contact the student's parents/legal guardians, spouse, partner, and/or emergency contact person on record.

When, in the judgment of the Assistant Dean or the Assistant Dean's designee, a direct or imminent threat of harm exists based on statements made or behaviors exhibited by the student, the Assistant Dean or the Assistant Dean's designee may take an interim action prior to meeting with the student. The College may remove a student from the Residence Halls or from attending classes or from the campus on a temporary basis, pending the outcome of an evaluation and/or hearing for a mandatory withdrawal if the student presents a risk to self, others, or property. If there is an interim suspension, the student involved will receive notification in writing of the hearing procedures, within five calendar days of the suspension. This notification will include the timeframe within which the psychological and/or medical evaluation and/or hearing will occur.

If a student engages in suicidal behavior, the College will arrange emergency transportation for the student to an appropriate medical facility, and the Assistant Dean or the Assistant Dean's designee will place the student on a leave of absence from the College, effective immediately, pending the outcome of an evaluation by a licensed mental health professional.

Violation(s) of the College's Code of Conduct will be referred through the College's Student Conduct System.

Procedures For Mandatory Evaluation

A student required to undergo evaluation by a licensed mental health counselor, psychologist, psychiatrist, or physician will be notified in writing by the Assistant Dean of Student and Residential Life either by personal delivery or certified letter. This letter may confirm a verbal directive previously given to the student by the Assistant Dean. A licensed, independent evaluator must conduct the evaluation. Within 48 hours of the receipt of this letter, the student must inform the Assistant Dean, in writing, of the name and address of the evaluator. The Assistant Dean will provide the evaluator with information regarding precipitating events and issues that need to be addressed through the evaluation. The student must undergo the evaluation as soon as possible, and no later than ten calendar days from the date of the letter informing the student of the mandatory evaluation. The evaluator must forward to the Coordinator of Mental Health Services a completed report, which the student may review with the Coordinator of Mental Health Services or the Director of the Wellness Center, as appropriate.

The student must sign appropriate releases authorizing the evaluator and staff of the Wellness Center to discuss and share appropriate information from the evaluation. In addition, the student must provide appropriate authorization for the staff of the Wellness Center to share relevant information with those College staff involved in making decisions about the student's status at the College.

If a student refuses to undergo a mandatory evaluation or fails to provide the appropriate authorizations for sharing of information needed to make decisions about the student's status at the College, the Assistant Dean may automatically withdraw the student from the College without a hearing.

The Assistant Dean will notify a student, in writing, if he/she is required to undergo a mandatory withdrawal hearing after completing an evaluation. The hearing will take place within seven calendar days of the date of this letter of notification. This letter will describe the procedure that the College will follow in conducting the hearing. The hearing is informal and non-student conduct in nature.

If a student fails to attend the hearing for any reason, the hearing will take place in the student's absence.

A student may appeal in writing to the Vice President for Student Affairs and Diversity Initiatives any decisions made by the Assistant Dean with respect to disruptive behavior as described in this policy. The appeal must be submitted within five calendar days of the decision; the appeal may be submitted via e-mail. The student must state the basis for the appeal in the appeal letter. The student must file his/her appeal; other persons or organizations may not file appeals on behalf of the student.

If the Vice President judges the appeal to have merit, the Vice President may, at his discretion, meet with the student and/or the persons involved in the decision-making process, as part of the appeal process. The Vice President's decision is final.

The information provided to the College under this policy will be treated as confidential by the medical and mental health staff of the College. Specific information will be shared by that staff with other members of the College staff when appropriate to assist in making decisions related to the student's status at the College.

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student results.

At any point in the process, the student may voluntarily withdraw from the College and/or the Residence Halls.

When a student voluntarily withdraws or is involuntarily withdrawn from the College through this policy, the College will follow published deadlines related to academic and financial withdrawal from the College. Students may file written appeals with the Academic Standing Committee and/or the special Refund Committee to request exceptions to the published deadlines for academic and financial withdrawal from the College.

■ College Search Policy

The purpose of this policy is to establish procedures governing searches to which St. John Fisher College students may be subject. The primary consideration is balancing a student's right to privacy with the College's need to enforce College policy and ensure campus safety.

Any area or property located on College premises and under the control or custody of a student is subject to search including, but not limited to:

- college-owned buildings and residences;
- student-owned, operated and/or controlled motor vehicles located on College premises;
- and any personal property located or contained in the aforementioned structures or vehicles, including student packages, handbags or backpacks.

A search may occur when Safety and Security Officer has established a reasonable belief that a violation of College policy or federal, state, or local law is occurring, or has occurred, and there is evidence to be confiscated relating to that violation, a search may occur as part of the investigation of the incident.

Additionally, a search may occur under the following circumstances:

- In response to a fire, or fire alarm; to ensure the room is vacant during fire drills
- When emergency conditions apply such as someone's health or safety is in immediate danger

- When contraband is observed in plain view
- When consent to search is obtained from at least one student in the assigned area
- When authorization to search is granted by the Assistant Dean of Student and Residential Life (or in her absence the Vice President for Student Affairs & Diversity Initiatives)

The College reserves the right to inspect the contents of student packages, handbags, backpacks or the like, when violations of College policy, State or Federal laws are suspected.

The above policy does not apply to facilities services personnel as maintenance requests are considered as permission to enter.

Information Technology Policies

■ Appropriate Use and Privacy Policy for Computing and Information Technology Resources

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

At Fisher, the computing and information technology resources support the instructional, research, and administrative activities of the College. Computing and information technology resources include but are not limited to: Banner, Web presence, e-mail appliances, telephone and instant messaging applications. Users of these computing facilities and services have access to a valuable institutional resource, sensitive data, and external networks. The Office of Information Technology (OIT) establishes, maintains, and supports, the computing facilities and services at the College.

The purpose of this policy is to outline the appropriate use of these resources. This policy applies to all users of computing and information technology resources, including faculty, staff, students, alumni, trustees, patrons of the Library, vendors and other suppliers, contract employees, and volunteers. By using campus computing services, users agree to abide by the guidelines contained in this document.

General Guidelines

- The computing and information technology resources at St. John Fisher College are to be used in a responsible, ethical, and legal manner.
- Users of the College's computing and information technology resources are expected to respect the rights of others at all times, following the general rules of common sense and common courtesy.
- E-mail is an official means of communication to students, faculty and staff within St. John Fisher College. Therefore, the College has the right to send communications to students, faculty and staff via e-mail and the right to expect that those communications will be received and read in a timely fashion.
- College policies (as found in the Student Handbook, the Employee Handbook, and the Faculty Statutes) provide guidance for the application of freedom of expression to electronic communication. Users of the College's computing and information technology resources are expected to act in accordance with these policies and with local, state, and federal law identified in but not limited to, the Telecommunication Act of 1995, the Patriot Act, and New York State Article 156.

Appropriate Use

The computing and information technology resources at St. John Fisher College are only available to the users defined above. Preserving the access of information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical computer use:

- Use only those computing and information technology resources for which you have authorization;
- Use computing and information technology resources only for their intended purpose;
- Protect the access and integrity of computing and information technology resources;
- Abide by applicable laws, College policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted materials;
- Respect the privacy and personal rights of others (see General Guidelines above);
- Use computing and information technology resources in a manner consistent with the educational mission of the College.
- Primary use of the College's computing and information technology resources should be to advance the educational mission, research, and the administrative activities of the College.

Examples of Policy Violations

Examples of violations to this policy include, but are not limited to, the following:

- Using someone else's account and password or sharing your account and password with someone else;
- Using computing and information technology resources you have not been specifically authorized to use including another user's electronic mail, data, or programs;
- Altering or destroying information without authorization;
- Forging or in any way misrepresenting your identity;
- Using the College's computing and information resources and facilities to violate federal, state, College policy, or local laws or statutes.
- Accessing content referring directly or indirectly to illegal, pornographic or other inappropriate material;
- Intentionally releasing a virus or worm that damages or harms a system or network;
- Preventing others from accessing an authorized service;
- Downloading, using or distributing copyrighted materials;
- Tapping a phone line or running a network sniffer without authorization;
- Purposely looking for or exploiting security flaws to gain system or data access;
- Sending chain letters;
- Intercepting or monitoring any network communications not intended for you;
- Using computing or network resources for advertising or other commercial purposes;

Enforcement of the Appropriate Usage Policy

The Office of Information Technology (OIT) is required to monitor system and network activities to promote performance and integrity. Although OIT personnel and College administrators do not routinely monitor an individual's computer use, examine files, or read e-mail in an individual's account without permission or notice, exceptions may be necessary. These include circumstances in which a use or activity is suspected of disrupting the computing network or facilities; violating federal, state, or local law; violating College policies or standards of conduct; being an inappropriate use of computing and information technology resources as described by this document or College policy; or to administer or improve system or network performance; or in other circumstances where the College deems it necessary to the interests of the College. The computing and information technology resources provided by the College, including any files and e-mails in the system, remain the property of the College.

Web content and links referring directly or indirectly to illegal, pornographic or other inappropriate material are specifically prohibited. All web pages will be reviewed regularly and any site deemed unacceptable by these guidelines will be removed. The College reserves the right to remove any information published through its campus network if determined to be in violation of the College policy, or not in the interest of the College.

Violation of the Appropriate Usage Policy or any Office of Information Technology policy will result in sanctions as appropriate to the individual's status on campus.

Employees who may have questions relating to the content of this policy should contact his/her immediate Supervisor/Manager or the Human Resources Department. Students with questions relating to the content of this policy should contact the Assistant Dean for Student & Residential Life.

■ Digital Millennium Copyright Act and Policy on the Infringement of Intellectual Property Rights

The Digital Millennium Copyright Act (DMCA) amends federal copyright law to provide certain liability protections for online service providers, when their computer systems or networks carry materials that might violate (infringe) copyright law. To qualify for liability protection, the College is required to have a policy under which the computer accounts of users will be terminated if they repeatedly infringe the copyrighted works of others.

The objectives of this policy are to minimize liability to the College while also providing support for the activities of faculty, staff, and students. Generally, "copyright" is legal protection for any creative intellectual work, which is broadly interpreted to cover just about any expression of an idea. Text (including e-mail and Web information), graphics, art, certain databases, photographs, music, videos, and software programs are examples of the types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

In the context of copyright and other intellectual property, this means that the proper authorities at the College should be advised as soon as possible of any suspected infringement. If the College considers it reasonable, it will work with the content provider to establish any defenses. However, if there is inadequate information to provide a defense, if it appears that no reasonable defense exists, or if the College believes any content is inappropriate, the College may, in its sole discretion, remove allegedly infringing or inappropriate material.

Policy Statement

Compliance with federal copyright law is expected of all students, faculty, and staff at St. John Fisher College. You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission (in writing—either e-mail or letter), or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, and publicly displaying or performing the work. Copying, distributing,

downloading, and uploading information on the Internet may infringe the copyright for that information. Violations of copyright law that occur on or over the College's networks or other computer resources may create liability for the College as well as the computer user.

Accordingly, repeat infringers are subject to the appropriate student conduct process set forth in the student conduct policies for students, faculty, or staff. The College reserves the right, in its sole discretion, to cooperate with law enforcement officials, and violations of law may also be referred for criminal or civil prosecution.

Faculty, staff, and students are encouraged to secure copyright permission, a license, or a legal basis for use of someone else's intellectual property, before using the material.

Questions regarding this policy and notice of any possible infringement should be directed to our:

Chief Information Officer

Telephone: (585) 385-8388

■ Policy for E-mail Sent by Students and Clubs/Organizations to authorized Distribution Lists

- E-mails must pertain to campus-related events/information only. The e-mail must include the sender's office or organizational information.
- Only send one e-mail for an event (no reminders).
- E-mail must be sent from a @sjfc.edu address.
- Posting should include all possible relevant information (date, time, location, etc., of event).
- Allow up to 24 hours for an e-mail to be read by the recipients.
- If there are any questions about this policy, contact the College's Chief Information Officer at (585) 385-8388, or in the Library, Room 106A.

■ Advisory About On-Line Postings

Students are reminded that pictures and information posted on the internet via programs such as MySpace and Facebook are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place, on campus or at a College-sponsored function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate student conduct action by the College.

General Campus Policies

■ Persona Non Grata Policy

Persons whose behavior violates the policies or standards of the College may be declared persona non grata (PNG) and may be prohibited from accessing designated areas of the campus at the discretion of the appropriate College administrator or administrative body. A student can be declared PNG on an interim basis pending a student conduct, academic, or other administrative hearing or PNG status may be applied for a designated time period as a student conduct sanction as the result of a Student Conduct Hearing.

When a person is declared persona non grata, he/she will receive written notification from the College informing them of their PNG status. In addition, if the person is or has been a student, the Registrar's Office may place a discipline-related "hold flag" on the records of students who have been declared PNG and prohibited from campus as appropriate.

Generally, the Vice President for Student Affairs and Diversity Initiatives, or his designee, will assign PNG status to students. The Director of Safety and Security can declare non-members of the campus community PNG, at his or her discretion. The Provost may assign PNG status to faculty or staff of the College at his or her discretion.

■ Outstanding Financial Obligations to the College

The College reserves the right to deny admission or registration to any person who has not paid in full all outstanding financial obligations to the College. The College may, at its sole discretion:

- Refuse to admit or register the student
- Cancel the student's registration
- Bar the student from attending class
- Remove the student from on-campus housing
- Withhold the student's transcripts and diploma

■ Policy on Students, Faculty, and Staff Religious Observance

To extend protection to students, faculty, and staff when their religious observances may conflict with academic and work responsibilities, and to reasonably accommodate individuals' religious obligations and practices without penalty, (this includes participation in Martin Luther King, Jr. Celebrations) based on good faith of all persons concerned, St. John Fisher College has established the following policy and procedures:

1. No student, faculty, or staff member will be dismissed from or refused admission to employment at St. John Fisher College because he or she is unable to participate in any examination, study, or work requirements because of his or her religious obligations and practices.
2. St. John Fisher College will accept the responsibility of making available to each student who is absent from school because of his or her religious obligations and practices an equivalent opportunity to make up any examination, study, or academic work requirements that may have been missed because of such absence on any particular day or days. No fees will be charged to the students for costs incurred by the College to provide special classes, examinations, or academic work requirements.
3. Faculty members who miss classes because of their religious obligations and practices will work with their department chairs to assure that the classes will be conducted and the course work carried on during such absence on any particular day or days. Staff members will use a vacation day or days for such absence.
4. In effecting the provisions of this policy, the College's administration and faculty agree to exercise the fullest measure of good faith, and agree that no adverse or prejudicial effects will result to any student, faculty, or staff member who avails himself or herself of the institution's policy on religious observances.
5. St. John Fisher College requires students to notify their instructors and faculty to notify their chairs, in writing, no later than the fifteenth day after the first day of the semester, of each class scheduled for a day on which the student or faculty member will be absent. Staff members will follow the normal procedure for notifying their supervisors when they will be absent because of their religious obligations and practices.

■ Whistle Blower Policy

This Whistle-Blower Policy is intended to encourage and enable employees, students, and others to bring serious concerns to the attention of the College without fear of impairing their personal status or position at the College.

General Policy Guidelines:

All trustees, administration, faculty and staff employees, and students are expected to act with honesty, integrity, and openness in all their dealings for the College. The College depends on its constituents to help the College protect and maintain its resources and the private support that enables the College to pursue its mission. While the College has internal controls and operating procedures to detect and deter improper activities before they occur, even the best of controls cannot provide an absolute safeguard against unintentional or intentional violations of law, regulation, or College policy. We each are responsible for helping to prevent such violations.

Therefore, the College will investigate and take action to stop any suspected fraudulent or dishonest conduct or violation of law, regulation, or College policy, including any misuse of the College's resources or property. Failure to follow the College standards of conduct will result in disciplinary action including possible termination of employment and possible civil or criminal prosecution if warranted.

All trustees, administration, faculty and staff employees, and students are encouraged to use this Policy to report serious concerns that may amount to fraudulent or dishonest conduct or violation of law, regulation or College policy (i.e. to act as "Whistle-blower"), pursuant to the procedures set forth below.

Generally these whistle-blower procedures are to be used to report matters that are not covered by other complaint procedures offered by the College. For example, complaints concerning prohibited harassment or discrimination must be reported using the procedures set out in the Unlawful Harassment/Sexual Harassment policies in the Employee Handbook (for employees) and in the annual Student Handbook (for students). Complaints concerning the terms and conditions of an employee's personal employment situation, other than prohibited harassment or discrimination, must be reported through the Staff Grievance Procedure or Faculty Grievance Procedure as applicable. Complaints concerning students' academic concerns, including reports of academic dishonesty or failure to maintain academic standards, must be reported using the procedures set out in the Student Handbook or College Bulletin as applicable. Complaints concerning student violation of other College regulations must be reported using the Student Conduct System.

Whistle-Blower Policy Reporting Guidelines:

1. You must follow all College policies and procedures and comply with all laws and regulations in carrying out your duties and responsibilities for the College;
2. It is also is your responsibility to report violations or suspected violations, as well as fraudulent or dishonest conduct, in accordance with this Whistle-blower Policy;
3. If you become aware of a potential or actual violation of law, regulation, or College policy, or other fraudulent or dishonest conduct, you must report such potential or actual conduct to the Director of Human Resources, regardless of whether you are personally involved in the matter. If the Director of Human Resources is involved in the activity that you are questioning, you must report such conduct directly to the President;
4. If you are unsure if the practice that concerns you is inappropriate or not, and therefore unsure if your complaint would be "whistle-blower in nature", you may seek guidance from any College Official (or, for employees, your Supervisor/Manager) who has responsibility for overseeing compliance with the particular policy. If your Supervisor/Manager or next respective College Official is involved in the activity that you are questioning, you may address your question to the Director of Human Resources;
5. The College will attempt to handle all such reports with discretion and with due regard for the privacy of the Whistle-blower;

6. You may make an anonymous report, with the understanding that any investigation may be hampered due to the inability to obtain a full and complete account of relevant and necessary facts or to ask additional questions or seek clarification as any investigation proceeds;
7. Reporting information on an anonymous basis can be done by faxing a written complaint from a copy service or other non-traceable fax number to 585-385-2102 or by submitting an email message from an anonymous email source such as Yahoo or Hotmail to Karen Gagie, Director of Human Resources at kgagie@sjfc.edu. All reports should be dated and should include all available backup information.
8. Allegations of suspected improper activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible.
9. Allegations made maliciously or with reckless disregard for their truth or falsity are considered “baseless allegations”. Persons making such allegations may be subject to disciplinary action, up to and including termination of employment, by the College.

Rights and Responsibilities:

Supervisors and Managers

Supervisors and Managers are required to report suspected fraudulent or dishonest conduct and violations of law, regulations, or College policy. In addition, Supervisors and Managers are responsible for maintaining a system of management controls which detect and deter fraudulent or dishonest conduct in those areas where they have oversight authority.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations;
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- Violations of a person’s rights under law.

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors and Managers, while appropriately concerned about “getting to the bottom” of such issues, should not attempt to handle any “whistle-blower” matters on their own. Accordingly, any Supervisor or Manager who becomes aware of suspected fraudulent or dishonest conduct or violations covered by this Whistle-blower/Code of Conduct Policy:

- should immediately notify the Director of Human Resources of the matter (or the President if the Director of Human Resources is involved in the suspected activity);
- should not contact the person suspected to further investigate the matter or demand restitution;
- should direct all inquiries from internal or external parties such as attorneys or the media to the Director of Human Resources or, if directed, to the College’s Director of Marketing and Communications.

Investigation

Upon receipt of a complaint under this policy, the Director of Human Resources (or the President where applicable) will conduct an investigation or arrange for the investigation of the complaint by another College official(s) as appropriate. Relevant matters will be reviewed and analyzed, with documentation of the receipt and treatment of the complaint. Investigations will be concluded with all due speed. Investigations may warrant participation by independent persons such as auditors, consultants, and/or other outside personnel.

The College will take appropriate corrective and/or disciplinary action, if necessary, against any person found to have engaged in fraudulent or dishonest conduct or found to have violated any law, regulation, or College policy. Actions may include termination or civil or criminal prosecution where warranted.

Any staff employee who is disciplined or adversely affected as a result of the investigation and findings may challenge the decision by filing a written objection with the President (or with the Chair of the Board of Trustees if the complaint involved activity by the President) within ten (10) days of notification of the adverse action. The decision in response to the objection will be final and not subject to any further grievance or complaint process within the College.

Any faculty member who is disciplined or adversely affected as a result of the investigation and findings may challenge the decision by using the Faculty Grievance Procedure in the Faculty Statutes. Where termination is recommended of a faculty member with tenure or whose term appointment has not expired, the procedures for Academic Due Process in the Faculty Statutes shall be followed.

Where potential discipline of a student is involved and falls within the categories covered by the Student Conduct System set out in the Student Handbook, those procedures shall be followed.

Any trustee who is adversely affected as a result of the investigation and findings may challenge the decision by filing a written objection with the Chair of the Board of Trustees within ten (10) days of notification of the adverse action. The decision in response to the objection will be final.

Files pertaining to the complaint and investigation process will be retained in the Human Resources Department and will be subject to the normal practices for record retention.

The College will protect whistle-blowers as stated below.

- Trustees, administrators, faculty and staff employees, students, and all other persons engaged by the College are prohibited from retaliating against a Whistle-blower for any whistle-blowing activity. Such persons may not act with the intent or effect of adversely affecting the terms or conditions of the Whistle-blower's employment or student status including but not limited to, making threats of physical harm, loss of job, punitive work or academic assignments, or impacting a Whistle-blower's salary, fees, or scholarship funds. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the Director of Human Resources or the President. All complaints of retaliation will be promptly investigated and appropriate corrective measures and/or disciplinary action taken if allegations of retaliation are substantiated. This protection from retaliation does not prohibit Supervisors or Managers from taking action, including corrective or disciplinary action, against employees in the usual scope of their duties based on valid performance-related factors that are not part of the whistle-blowing activity. Nor does this protection from retaliation prohibit professors from making academic decisions about students based on valid factors that are not part of the whistle-blowing activity.
- Whistle-blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistle-blower complaints will be shared only with those who have a need to know so that the College can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the College will contact and share information with law enforcement personnel. Should disciplinary or legal action be contemplated against a person or persons as a result of a whistle-blower complaint, such persons may also be informed of the identity of the whistle-blower where necessary to protect their own ability to defend themselves. In such cases, the person(s) accused of improper conduct will be reminded of the College's strict policy against retaliation.
- Whistle-blowers must be cautious to avoid baseless allegations (as described below in the definitions section of this policy).

"Whistle-Blower": A trustee, administrator, faculty (adjunct or full-time) employee, staff employee, or student who informs a College Official about an activity relating to the College which that person believes to be fraudulent or dishonest or a violation of law, regulation, or College policy.

"Employee": (for purpose of this policy only) All full-time and part-time faculty and staff employees, student employees, and temporary and casual employees on the College payroll.

"Baseless Allegations": Allegations made maliciously or with reckless disregard for their truth or falsity. Persons making such allegations may be subject to disciplinary action, up to and including termination of employment, by the College.

"Fraudulent or Dishonest Conduct": A deliberate act or failure to act with the intention of obtaining an unauthorized benefit or privilege. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage in violation of the College's Conflict of Interest Policy;
- impropriety in the handling or reporting of money or financial transactions;
- disclosure of confidential or proprietary information to outside parties;
- acceptance or seeking anything of material value from contractors, vendors, or persons providing services with the expectation of favorable action by the College official on any specific matters pending between the College and the gift giver.
- destruction, removal or inappropriate use of records, furniture, fixtures, and equipment;
- misappropriation or misuse of the College's resources, such as funds, supplies, or other assets;
- authorization or receipt of compensation for goods not received or services not performed; and
- authorization or receipt of compensation for hours not worked.

"Director of Human Resources": Karen J. Gagie. Contact information is as follows: Office phone number is 585-385-8427; confidential fax number is 585-385-2102, mailing address is 3690 East Avenue, Rochester, NY 14618; and email address is kgagie@sjfc.edu.

■ Policy on Unlawful Harassment/Sexual Harassment and Discrimination

St. John Fisher College is committed to an educational environment which is free from physical, psychological, or verbal harassment and discrimination, based on all legally protected characteristics, including race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, military status, or any other characteristics protected by the law. All St. John Fisher College students, faculty, staff, visitors and guests are expected to comply with federal, state, or local laws.

Prohibited, unlawful harassment and discrimination includes conduct based on one or more of the above categories which has the purpose or effect of creating an intimidating, hostile, or abusive educational environment, or which unreasonably interferes with or adversely affects an individual's educational performance. Such harassment and discrimination can take many forms, including slurs, epithets, threats, derogatory comments, teasing, jokes, or demeaning written or graphic material (posters, pictures, etc.).

Sexual harassment in any educational setting is prohibited under the law and College policy. Sexual harassment, by law, is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made an explicit or implicit term or condition of academic decisions, 2) submission to or rejection of such conduct is used as a basis for academic decisions, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or creates an intimidating, hostile, or abusive educational environment. Sexually harassing conduct may include, but is not limited to, sexually charged or sexually suggestive comments or jokes, sexual advances, requests for sexual favors, sexually suggestive pictures, drawings, or emails, or similar conduct of a sexual nature.

Sexual harassment exploits the educational relationship and trust between students and faculty, or threatens the relationship between supervisors and those reporting to them. Individuals in positions of authority should be sensitive to questions about mutuality of consent. Students are seldom peers of faculty and other staff employed by the College; therefore, sexual relationships between students and faculty or other College employees involve potential conflicts of interest. Faculty and other College employees must be aware of their professional relationship with students and are expected to avoid situations that jeopardize this relationship.

Sexual harassment also can involve persons in equal positions: i.e., student-student, faculty-faculty, staff-staff. Such behavior is also a violation of College policy.

The goal of this policy and its related processes will be to stop and remedy any harassment or discrimination which, after investigation, is shown to have occurred, and to prevent any harassment or discrimination from occurring in the future. The College will utilize a process which is appropriate to the status of the alleged harasser to assist in achieving these goals. The College recognizes its responsibility to develop and implement an educational process to help its students and employees recognize and deal with sexual and other harassment and to assist the College community to understand appropriate standards of behavior expected by the College.

The resolution of issues regarding unlawful harassment and discrimination, including sexual harassment, often starts with the student experiencing the alleged harassment or discrimination seeking advice regarding what is and what is not acceptable behavior. Students seeking advice about what constitutes harassment or discrimination, as well as options to address these concerns, may address their concerns to the Vice President for Student Affairs and Diversity Initiatives or to the Director of Human Resources. The Vice President's Office is located in Suite 210 of the Campus Center ((585) 385-8229); the Office of Human Resources is located in Room 211 of Kearney Hall ((585) 385-8427).

Complaints involving College employees:

When a complaint is filed, if the person accused is a faculty or staff member, the complaint should be addressed to the Director of Human Resources. The complaint will be investigated in accordance with the Discrimination/Harassment Complaint Procedure found in the St. John Fisher Employee Handbook and the College will follow the process outlined in the Employee Handbook.

Complaints involving students:

When a complaint is filed, if the person accused of harassment or discrimination is a student at the College, the complaint should be addressed to the Vice President for Student Affairs and Diversity Initiatives. There are several avenues for students who are reporting complaints of alleged unlawful harassment or discrimination, including sexual harassment. Students may discuss their options with the Vice President or his designee to determine which process they wish to pursue.

Students may choose one of the following processes:

- the informal process (described below);
- the formal hearing panel process (described below); or
- the Student Conduct Process if the alleged violator is a fellow student (is the Student Conduct Process is described in this Handbook) .

Informal Process for Resolution of Complaints

The administrative officer to whom the initial complaint is brought confers with the person making the complaint and the accused person. The administrative officer may then meet jointly or separately with the involved persons to mediate a mutually satisfactory resolution. Alternatively, the complainant may decide to seek informal resolution directly by discussing the behavior perceived to be offensive or unwanted with the other individual and possibly with a third party in order to try to resolve the problem and see that it does not occur again.

If resolution of the complaint through this informal process is unsuccessful the matter can be referred to a Hearing Panel on Unlawful Sexual Harassment and Discrimination. Before the Hearing Panel can be convened as part of the formal process for addressing such complaints, the individual bringing the complaint must submit a written, signed complaint.

Formal Process for Resolution of Complaints

The Hearing Panel on Unlawful/Sexual Harassment and Discrimination consists of a minimum of three members selected by the Vice President for Student Affairs and Diversity Initiatives from among the following eligible groups: 1) a staff member from the Academic Affairs Division, designated by the Provost; 2) a faculty member from the Faculty Welfare Committee, selected by that committee; 3) a full-time staff member, appointed by the President; 4) a staff member from the Division of Student Affairs and Diversity Initiatives, designated by the Vice President for Student Affairs and Diversity Initiatives ; and 5) one student, appointed by the President of the Student Government Association. This panel receives training from the Vice President for Student Affairs and Diversity Initiatives and Director of Human Resources at the time it is called into service.

The panel follows these procedures:

- a. The panel presents the individual being charged (respondent) with a copy of the written complaint or a summary of the complaint.
- b. The panel convenes a formal hearing as soon as possible, but within two weeks of receiving the complaint unless the respondent waives this timeframe or the timeframe is not feasible given the constraints of the academic calendar. The panel considers all evidence and information presented to it and solicits other information that it deems appropriate. Neither the complainant, nor the respondent, nor the Hearing Panel may have legal counsel present at the hearing.
- c. The panel makes a determination about the validity of the complaint and issues a written report of its findings and recommended actions, if any, to the complainant, respondent, and to the Vice President for Student Affairs and Diversity Initiatives. The Vice President, after consulting with the Provost and any other administrators or individuals as he/she may deem appropriate, will decide on the appropriate course of action if any improper behavior was found to have occurred.

If resolution of the complaint through this formal process is unsuccessful the matter can be referred to the Student Conduct System.

Appeal Procedures

A faculty or staff member disciplined for harassment or discrimination who is dissatisfied with the outcome of the investigation has recourse through the procedures applicable to their respective employment classification.

If, in the opinion of the student bringing the harassment or discrimination complaint, the complaint does not receive follow-up or is not resolved satisfactorily, the student may contact the Provost of the College in writing, or request an appointment for a meeting. The Provost will review the information relating to the student's concern, determine whether or not to meet with the student and make a final decision.

A written record of informal and formal (i.e., involving a signed written complaint) harassment or discrimination complaints and their final resolution will be maintained by the appropriate administrative officer. The right to confidentiality of all members of the academic community will be respected in unlawful harassment or discrimination complaints, insofar as possible. Retaliation against individuals bringing complaints of harassment or discrimination is expressly prohibited. Complaints of such retaliation may be addressed through the procedures referenced in this policy.

■ College Policy Regarding Bias-Related Misconduct

Bias-related misconduct occurs when it is motivated on the basis of race, color, national origin, ancestry, gender, religion, religious practice, old age, disability, or sexual orientation. Bias-related misconduct may also be considered a hate crime as specified by federal, state or local law.

Consistent with the values of St. John Fisher College and as a recipient of Federal financial assistance, the College has no tolerance for actions that use force or the threat of force to willfully injure, intimidate, or interfere with someone (or a class of people) from exercising or enjoying certain federal rights including enjoying the benefits of any program or activity offered at the College.

■ College Policy on Sexual Assault

The College expects students to respect the rights, dignity, and personal privacy of others. Incidents involving sexual misconduct including, but not limited to, sexual intercourse and/or sexual contact without consent or with a minor are subject to referral to the Student Conduct System. Students should be aware that such conduct may be reported to and investigated by law enforcement agencies, may be determined to represent violations of state or federal laws, and may be subject to criminal prosecution.

In the event of a sexual assault, it is strongly recommended that a formal report is made to a College official. When a formal report is made, the College will complete an appropriate investigation to determine if referral to law enforcement and/or the Student Conduct Process should occur. Additionally, the College will assist the alleged victim in reporting the incident to outside law enforcement officials if he/she chooses to pursue a criminal complaint. St. John Fisher College fully supports all local, state, and federal laws prohibiting rape and sexual assault and will cooperate with law enforcement officials who are investigations such allegations to the fullest extent allowed under the law.

The College will make every effort to provide appropriate medical and mental health support to persons who inform the college they have been sexually assaulted. Support may also include changes in academic, work, and/or living situations if reasonable alternatives exist, following a formal report of an alleged incident.

In keeping with New York State Law, incidents involving violent felony offenses reported to the College are automatically reported to local law enforcement authorities, except in those instances in which the report is made only to a campus minister in Campus Ministry or to a mental health counselor or health care provider in the Wellness Center.

Personal Safety Information

■ The Federal Crime Awareness and Campus Security Act of 1990- Right-To-Know Act

The safety and security of students, faculty, staff, and visitors is of primary concern to St. John Fisher College. The Safety and Security Department is fully committed to compliance with the Federal Crime Awareness and Campus Security Act of 1990. <http://home.sjfc.edu/safety/statistics.asp>

■ Campus Crime Prevention

Crime prevention is the responsibility of all members of the St. John Fisher College community. In order to develop crime prevention awareness within the College community, the Safety and Security Department, the Office of Residential Life, and the Monroe County Sheriff provide crime prevention information and training by means of residence hall floor meetings, department briefings, campus newspaper articles, safety brochures, flyers, and letters. Timely notices are issued of serious incidents and crimes.

■ Security of and Access to Campus Buildings

Security Officers conduct periodic foot, bicycle, and vehicle patrols of all campus buildings, grounds, and parking areas.

The Residence Halls are locked 24 hours a day and are patrolled and monitored by Security Officers and/or Resident Assistants. All other campus facilities are locked and unlocked daily according to established schedules available at the Security Office. All students are encouraged to keep their room doors and bathroom doors locked when out or asleep.

■ Emergency Notification System

The college has implemented an emergency notification system to alert students, faculty and staff of emergency conditions on campus. This web-based system will broadcast emergency information through multiple methods such as text messages, phone messaging, e-mail, voice mail or instant messaging. All students, faculty and staff will receive instructions and an individual PIN to access this voluntary system. For your pin number, please contact the Office of Safety and Security. For assistance connecting to the web and/or registering for the service, please contact the Help Desk.

■ Campus Escort Service

Safety and Security offers a Campus Escort Service for on-campus use by all students, faculty, staff, and visitors. The service operates 24 hours a day, 7 days a week. To use the Escort Service, call Safety and Security at (585) 385-8025 and a Security Officer or Student Escort will be dispatched to your location.

■ Reporting Criminal Activity

Students, faculty, staff, and visitors are urged to report all campus criminal activity and emergencies immediately to Safety and Security, who in turn will contact local law enforcement and emergency services as needed. Law enforcement and emergency services may be contacted directly if necessary; however, Safety and Security should also be notified as soon as possible. Security officers are required to respond to and document all campus criminal activity and emergencies.

■ Personal Safety

The College encourages students to follow this advice for their personal safety:

Walking

- Do not walk alone.
- Avoid unlighted areas.
- Plan your route.
- Use public walkways.
- Tell someone of your destination and expected time of return.
- Do not carry substantial amounts of cash.
- Do not stop for strangers.
- Do not hitchhike.

Driving

- Do not drive after drinking alcoholic beverages or get in a vehicle operated by someone who has been drinking.
- Know your driver and passengers.
- Lock unattended vehicles.
- Do not pick up hitchhikers.
- Do not leave valuables in vehicle.
- Obey all traffic regulations.
- Park in designated, lighted areas.
- Check your vehicle frequently.
- Report all accidents or damage to vehicles to Security.

In Residence Halls

- Keep doors and windows locked.
- Secure valuables out of sight.
- Know your neighbors.
- Know the location of the nearest phone.
- Report suspicious people or events to Security.
- Do not give your keys to anyone.
- Report lost keys immediately to Residential Life or Security.
- Do not prop doors open or leave doors open. Propped-open doors provide access for intruders.
- Do not loan your credit cards or your pin numbers to anyone.

■ Sexual Assault Risk Reduction

To reduce the risk of sexual assault, the College encourages community members to take the proper safety precautions and to avoid creating conditions that jeopardize the safety of others. Each person is responsible for his/her own personal choices about the conditions under which he/she will interact with others and the nature of his/her interpersonal relations; each person is also responsible for taking the necessary precautions to ensure his/her own personal safety.

Should a student decide to engage in sexual relationships, both individuals must give their consent to the sexual interaction and neither individual can have any “mental or physical incapacity” that would make them incapable of making a sound decision.

The College encourages students to understand the appropriate boundaries governing sexual contact between persons. The Wellness Center at Fisher provides appropriate counseling that can help clarify feelings about sexuality and intimacy as well the development of assertiveness skills that might allow for better management of potentially difficult situations. The staff will also provide direct service and referrals for victims of sexual assault.

In addition to the work of individual campus offices aimed at preventing sexual assault and providing support for victims of sexual assault, the College has a Campus Safety Committee. The Committee is comprised of students, faculty, and administrative staff and is charged with responsibility for reviewing and drafting appropriate policies, developing campus education efforts in the area of sexual assault and personal safety, and for monitoring and reviewing the College’s support services and response process for sexual assault incidents. The Director of Safety and Security chairs the Committee and can be contacted with any questions regarding the safety of students and our campus.

Though the College is committed to making the campus as safe as possible, each individual must take personal action to help protect themselves and others. The College cannot guarantee a safe environment.

Please consult the Campus Security Safety Brochure, available from the Office of Safety and Security, for specific tips on personal protection and rape prevention. Also, consult this Handbook for policies and procedures governing campus safety.

■ Parking and Traffic Regulations

The following regulations have been established in accordance with New York State law, and with insurance, fire, and safety regulations:

Registration

All vehicles operated on St. John Fisher College property must be legally licensed and inspected in compliance with the motor vehicle laws of the respective states in which they are registered.

Students who drive and park their vehicles on campus must pay an annual parking registration fee of \$40.00 and display a current parking decal.

Students may pre-register their vehicles through the safety and SJFC Security Department web page under Campus Resources, Campus Security, and “Parking” at www.sjfc.edu or by going to www.campusservice.org. You will then be able to reserve a permit for your vehicle. By pre-registering your vehicle, the vehicle registration process will be expedited when you come in for your parking decal. You will still have to produce your vehicle registration and or insurance identification card to verify ownership and accuracy of the vehicle information.

By registering a vehicle at the College, the owner/operator consents to a search of the vehicle if there is a reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a College policy or local, state or federal law is inside the vehicle.

The registration process is complete only when the issued parking decal is affixed to the vehicle as prescribed by the Safety and Security Department.

Parking

All faculty, staff and students must register their vehicle with the Safety and Security Department and display a valid SJFC parking permit on their vehicle. Faculty and staff may park in any of the parking areas designated for faculty, staff, or commuter student parking. Faculty and staff are not authorized to park in spaces reserved for visitors to the College.

Students will be assigned to parking lots according to the parking sticker issued. Commuter students park in A, B, C, D, Q or W Lots. Resident Freshmen **may not** have cars on campus. For parking purposes, a freshman is defined as a student who is in their first year of college regardless of any incoming advanced credits. Students admitted through freshmen admissions, are considered freshmen for parking for the entire academic year.

Resident students are assigned lots in the residence hall parking areas based on their total number of earned credit hours and prior violation history. Students are not authorized to park in reserved or visitor parking areas or spaces. Students, faculty, and staff using a temporary vehicle must obtain an temporary parking permit from Safety and Security.

Parking, unless otherwise directed, is prohibited in fire lanes, in front of all building entrances, on grass areas, roadways, parking lot driving lanes, sidewalks, and service areas. In accordance with New York State Vehicle and Traffic Laws, handicapped spaces are reserved for those vehicles displaying authorized handicapped parking permits or license plates. Vehicles may be temporarily parked near building entrances and in service areas for brief periods for loading and unloading.

These rules apply to such use:

1. Do not use fire lanes or handicapped parking spaces for loading and unloading.
2. Leave the vehicle flashers on when loading or unloading.
3. Do not leave the vehicle in one of these areas for longer than ten (10) minutes.

During winter months and for special events, vehicles may need to be moved to alternative parking areas for a short time. Members of the campus community will be notified as appropriate.

Campus Speed Limit

The speed limit is fifteen (15) miles per hour on all roadways and in all parking areas on campus.

Traffic Violations

Drivers who fail to comply with St. John Fisher College traffic regulations are subject to fines, towing, and revocation of driving privileges on campus. Traffic fines will be assessed as follows:

- Speeding and/or moving violations: \$50.00 each ticket
- Parking in a fire lane: \$35.00 each ticket
- Unauthorized parking in a handicapped space: \$35.00 each ticket
- All other traffic violations: \$25.00 each ticket

Traffic fines must be paid promptly. If a date is not specified, fines must be paid no later than the time of registration for the next semester. All financial obligations to the College must be satisfied prior to, or at the time of, registration for the next semester.

The College reserves the right to tow, at the owner's expense, any vehicle found in violation of traffic regulations. The College will not be responsible for the loss of, damage to, or theft of any vehicle on College property. The College reserves the right to confiscate the keys of any person who, in the judgment of Safety and Security, is unable to safely operate his/her vehicle.

■ Fire Safety Procedures

For the safety of persons and property, the College has established the procedures given here. These procedures are in compliance with state and local laws concerning standards and practices in fire safety.

State law requires periodic fire drills and obliges all persons on campus to obey safety regulations during fire drills. Fire alarm systems provide rapid means of notifying all occupants of a building that an emergency exists. Abuse of these systems could result in a complacent attitude among building occupants, which may result in injury or loss of life when the alarm is ignored in an actual emergency situation. Commission of a false fire alarm is a criminal offense punishable by a fine and/or imprisonment.

Fire and Emergency Procedures

If you discover or suspect a fire in any campus building:

1. Activate the building fire alarm system by pulling the lever of one of the fire alarm stations in the corridor.
2. Dial (585) 385-8111 or 911. State that there is a fire at St. John Fisher College and identify the building and the location of the fire within the building.
3. Evacuate the building by alerting everyone and directing them to the nearest exit. DO NOT USE ELEVATORS.

When a fire alarm rings in a Residence Hall:

1. Feel the door to see if it is warm (if warm, remain in room and call for help [i.e. phone, shout]). Test the intensity of heat in the corridors by touching the inside of the door or doorknob.

2. Wake roommates and suitemates.
3. Close windows and doors as you leave. Lock your room door if there is no presence of fire or smoke in your room or in the hallway.
4. DO NOT USE ELEVATORS. Walk to the nearest stairwell. If the stairwell is blocked by smoke or fire, use the other exit(s) located in your hallway. Students with special needs should wait for emergency personnel in their designated evacuation area. If you have special needs that have not been disclosed to the College, please contact the fire marshal at (585) 385-8025 to discuss your evacuation plan.
5. Leave the building and move to your building's designated short-term meeting place and wait for further directions. Keep out of the way of the Fire Department equipment.

<i>Building</i>	<i>Short-Term Meeting Place</i>	<i>Long-Term Meeting Place</i>
Dorsey	In front of Growney Stadium	SLC
Founders	Alumni Terrace	SLC
Haffey	Campus Center quad	SLC
Keough	Campus Center quad	Varsity Gym
Michaelhouse	Alumni Terrace	Dorsey Lounge
Murray	In front of Growney Stadium	Dorsey Lounge
Murphy	Parking Lot G (Front of Murphy)	Founders Lounges
Ward	LeChase Common	Varsity Gym

6. Return to building only when instructed by a member of Safety and Security or Residence Director.

Emergency Telephone Numbers

Safety and Security	9-385-8111
Monroe County Sheriff	9-911
Pittsford Volunteer Ambulance	9-911
Brighton Fire Department	9-911
Rape Crisis Service	9-546-2777
Life Line	9-275-5151

Academic Information

■ Academic Responsibility of the Student

It is the student's responsibility to become familiar with the academic regulations and standards of the College, which are contained in the Undergraduate and Graduate Bulletins. No exceptions to requirements will be made because of failure to read or understand these regulations. It is the student's responsibility to know the degree requirements as set forth in the catalog they are following and to design a program that fulfills the requirements by the expected date of graduation.

In this section, students will find general academic regulations; requirements for individual majors may be found in specified sections of the Bulletins. It is the student's responsibility to know the requirements as set forth in these sections and to design a program that fulfills the requirements by the expected date of graduation. The Bulletins also include course descriptions, prerequisites, and special requirements needed to take all courses.

■ Statement of Code of Professional Standards

Each academic department or School sets its own code of professional standards in alignment with the expected professional behavior for the respective professional discipline. Student behavior is expected to be in compliance with these established standards. Students enrolled in programs requiring professional licensure or certification must familiarize themselves with the statement of professional standards associated with their discipline. Failure to do so will not excuse a student from the obligation to adhere to the professional standards.

■ Policy and Procedures for the Protection of Human Subjects of Research

All research involving human subjects that are not explicitly determined to be exempt, conducted at St. John Fisher College, or under its sponsorship at another location, must be reviewed and approved by the Institutional Review Board (IRB) for the Protection of Human Subjects. Review is also required for research carried out under the sponsorship of an institution other than St. John Fisher College, but which is to be performed on the premises of St. John Fisher College, even if the research has already been approved by the IRB at the sponsoring institution or elsewhere. Contact the Office of Academic Affairs, K-202.

■ Class Attendance Policy

It is expected that the student will attend all lectures and laboratories. The attendance policy for each course is announced by the instructor at the first class meeting of the semester. Where an instructor judges that repeated absence from a class has prevented a student's satisfactory achievement, a grade of FA for that course may be submitted.

There are times, however, during the academic year when curricular and co-curricular events may conflict with classes. Absences, for whatever reason, do not relieve a student from responsibility for the normal requirements of a course. It is the student's responsibility to make individual arrangements with the faculty member prior to missing class(es). Faculty should provide, within reason, the opportunity for a student who misses class(es) to make up work. If activities are considered to be hurting a student's scholastic performance, the professor should contact the faculty member or the administrator sponsoring the activity. The prior attendance record of a student should also be taken into consideration.

Faculty should also provide, within reason, the opportunity for a student, who is obliged to miss classes due to extenuating circumstances, to make up work. The Office of Academic Affairs will contact faculty of a student who must be absent from class for an extended period of time for situations beyond the student's control. An extended period of time is defined as three days or more. These situations may include illness, death in the immediate family, or other situations as defined by the Vice President for Student Affairs and Diversity Initiatives or the Director of the Wellness Center. The Assistant Dean of Student and Residential Life will contact the faculty of a student when an extended absence is required as part of a student conduct action.

Notification will be accepted from College faculty/administration, a student's family member, or the student him/herself. In some cases documentation will be required. The need for documentation will be determined on an individual basis by the College administrators listed above. Upon returning to the College, it is the responsibility of the student to speak to each professor about missed classes. It is also the responsibility of the student to make up any missed course work as required. A professor may suggest that it is in the student's best interest to withdraw from a specified course. The ultimate decision is the student's.

No instructor is obligated to admit a student who arrives late for a class, and each has the right to regard as absent any student who arrives late.

■ Academic Appeals

Students wishing to make appeals or to bring forward complaints or concerns about instructional matters including final grades should first discuss the issue with the faculty member. If the issue is not satisfactorily resolved at that point, the student should then meet with the department chair. If further discussions are necessary, students should contact the appropriate School Dean.

The full process for appeals is outlined in the Undergraduate Bulletin.

■ Eligibility to Receive a Degree

In order to earn a degree from St. John Fisher College, a student must fulfill all academic requirements for the specific degree sought (bachelor's, master's, or doctoral) as listed in the College Bulletin. In addition, the student must:

- Comply with and be in good standing with respect to all College policies and have resolved all outstanding charges of behavioral misconduct.
- A student must fulfill all financial obligations to the College.

■ Academic Honesty Policy

St. John Fisher College has a firm policy concerning academic dishonesty that includes, but is not limited to, cheating, plagiarism, or any other action that misrepresents academic work as being one's own. Students are expected to demonstrate academic honesty in all coursework, whether completed in class or not, individually, or as part of a group project. Violations of academic honesty include, but are not limited to, cheating and plagiarism.

Definition of Terms

- Cheating in a test situation: use of resources other than those allowed by the instructor.
- Plagiarism: handing in academic work in any format which is not the original work of the student and which is not properly documented as the work of another (e.g., word-for-word copying; patching together various sections of others' work; or paraphrasing the work of another).
- Academic Dishonesty: when completing any assignment, the use of any resource by the student without proper acknowledgment, or the use of any assistance from another person without authorization by the instructor (the use of College-provided tutorial services, such as the Writing Center, without prior authorization from an instructor is acceptable unless an instructor specifically states that tutorial services are not to be used in completing the assignment).

Avoiding Plagiarism

Helping students to develop and maintain a habit of academic honesty is a means of preparing them to lead "lives of intellectual integrity" as stated in the College's Mission Statement. Clearly, this standard requires that students intend to be academically honest and not engage in word-for-word plagiarizing or outright cheating. However, plagiarism is not only the inappropriate representation of someone else's intellectual work as one's own. Avoiding plagiarism also requires that a student not unintentionally appropriate the work of another person without proper attribution. Such missteps can be avoided by learning how to properly draw upon, document, and cite sources. Classic examples of unintentional yet still unacceptable plagiarism can be found in H. Martin's and R. Ohmann's revised edition of **The Logic and Rhetoric of Exposition** (Holt, Rinehart, and Winston, 1963) and include:

- "The Mosaic" – numerous phrases are taken directly from the original text and rearranged yet not legitimately cited.
- "The Paraphrase" – the writer substitutes terms and phrases but largely follows the organization and structure of the original text without citation.
- "The Apt Term" – unique phrases from the original text are used without attribution.

Students are encouraged to discuss expectations for documenting and citing sources with their instructors when assigned papers and projects. In addition, the Writing Center has identified a number of tutorials and references pertaining to the appropriate use, integration, and citing of materials. These can be found at: <http://home.sjfc.edu/writingcenter/tutorials.asp>.

Procedures for Addressing an Incident of Academic Dishonesty

1. When a faculty member suspects a violation of academic honesty by a student (whether undergraduate or graduate), the instructor should meet in a conference with the student suspected of academic dishonesty to address the suspicion. If a student or professional staff member suspects a violation of academic honesty, that person should report their suspicion to the instructor of the affected course. If the instructor believes that the information is credible, the instructor should meet with the suspected student in a conference. The conference is private and only the student(s) and faculty member(s) involved may participate in the meeting.

During this conference, the instructor should share with the student the information that forms the basis for the suspicion and provide the suspected student an opportunity to respond to the information. Should the conference result in a determination by the instructor that academic dishonesty has occurred, the faculty member will assign a sanction.

The faculty member may consult with his or her department chair; Dean of the School, or the Director of the Office of Academic Affairs for advice regarding the sanction.

2. The following sanctions may be assigned for violations of academic honesty:

a. Warning

b. Re-examination or re-writing the paper by the student

c. Assigning an "F" for the examination, paper or project

d. Withdrawal of the student from the course (with a recorded grade of "W" appearing on the student's transcript. This "W" will be given by Registrar when College regulations require it), and/or

e. Assigning an "F" for the course. If an "F" is assigned, this will supersede all academic deadlines for dropping and/or withdrawal (e.g., a student will be unable to withdraw from/drop a course while a complaint of academic dishonesty is pending nor after a faculty member assigns a grade of "F" or "W").

3. The instructor must notify the student of the sanction in writing at the time this decision is reached. The student may receive the letter of notice either at the conclusion of the conference with the faculty member or via certified mail at the student's local address of record. The student must sign a copy of the original letter of finding and sanctions, if applicable, indicating the student either: (a) accepts the finding and sanction; or (b) appeals the finding or sanction. The student must sign this letter within three business days of receipt of the letter. After the student signs the original letter, the faculty member will send a copy of the signed sanction letter to the Dean of the School, or the Director of the Office of Academic Affairs, K202, and Department Chair. Failure to sign the letter within the specified time period will constitute automatic acceptance of the faculty member's decision by the student.

4. The Dean of the School or the Director of the Office of Academic Affairs will forward a copy of the letter to the Coordinator of Student Conduct. If the Coordinator previously received copies of sanction letters for academic dishonesty for the student in question, the Provost or Provost designee will be notified. The student may be subject to additional disciplinary action by the Provost or Provost designee, who will consult with the School Dean and other appropriate parties. If a professional conduct code is affected by the violation, the School Dean may initiate appropriate, independent action in response to the violation.

Appeal Hearing Procedures

If the student chooses to appeal the sanction, he or she must notify the Provost or Provost designee of this intent within three (3) business days of receiving notice of the sanctions from the instructor. The Dean of the School or the Director of the Office of Academic Affairs will bring the appeal before the Academic Honesty Board.

1. Membership of the Board of Academic Honesty

a. Chair of the Committee on Academic Standing in matters involving undergraduates, or the chair of the Graduate Council in matters involving graduate students (votes only in the case of a tie).

b. Three faculty members from the Committee on Academic Standing if the suspected student is an undergraduate, or from the Graduate Council if the student is a graduate student, will be elected by their respective bodies.

c. At the option of the suspected student(s), the Coordinator of Student Conduct may appoint a maximum of three students who have been trained to participate in discipline hearings. These students will be selected from the undergraduate or graduate student body, depending on the status of the suspected student.

2. Appeal Procedures

a. The Board shall review the case and bear testimony from the individuals involved.

b. The appeal hearing is private and only those persons involved may participate. The student may not have legal counsel present during the Appeal Hearing.

- c. Both the faculty member and the student have the right to submit evidence and to present witnesses on their behalf—witnesses are those persons with firsthand knowledge of the matter under consideration.
 - d. Pending the Board's decision, the student may remain an active member of the class.
 - e. The Board will, after hearing all evidence, excuse all participants from the hearing room and deliberate in private prior to coming to a decision.
3. Decision of the Board of Academic Honesty
- a. If the Board finds the student responsible for the violation, it may request from the Coordinator of Student Conduct a report of the student's academic disciplinary history as part of the sanctioning process.
 - b. The Board may rescind, modify, or support the original decision and sanction as it judges most appropriate. In addition to the sanctions available to faculty as described above, the Academic Honesty Board may assign academic probation as a sanction.
 - c. In the case of a repeating offender, the Board may recommend to the Vice President for Student Affairs and Diversity Initiatives suspension or expulsion from the College. If suspension or expulsion results, notice of the action taken will appear on the student's academic record.
 - d. A report of all decisions of the Board will be sent to the Provost or Provost designee.
 - e. The Provost or Provost designee shall notify the School Dean in writing if a student is sanctioned for academic dishonesty.
 - f. The Coordinator of Student Conduct will notify the student of the final appeal decision.
 - g. Decisions by the Board are final and are not subject to further appeal.

College Services

The College offers a variety of academic advising and personal counseling services. It is the student's responsibility to initiate contact with these campus support services and resources.

Academic Services

■ Academic Advising

Upon registering at the College, each student is assigned an academic advisor. The advisor, available at regularly scheduled office hours during the academic year, assists students with planning their choice of courses and academic program and is available for general advising assistance.

Entering freshmen are assigned an academic advisor who also serves as their Freshman Seminar instructor. Students will be assigned to an academic advisor from their major of study following their freshman year.

Academic counselors are available in the Office of Academic Affairs to assist students who are changing academic advisors or who have questions about academic programs or college policies their current academic advisor may not be familiar with. Such questions might involve the academic requirements of a major other than the one in which the student is currently registered, planning and proposing an interdisciplinary major, auditing a course, or withdrawing from the College. If you are unsure of where to find an answer to a question about your academic choices, the staff of the Office of Academic Affairs can be consulted for an answer or direction to the appropriate source.

■ Arthur O. Eve Higher Education Opportunity Program

The Arthur O. Eve Higher Education Opportunity Program (HEOP) is an academic support program established to assist residents of New York State who possess the academic potential and motivation to successfully complete undergraduate college-level course work, but whose backgrounds suggest that assistance may be necessary in order to ensure success. Applicants for the HEOP program must meet New York State Education Department academic and economic eligibility requirements. Transfer students must have been an HEOP, EOP, SEEK or College Discovery student since beginning college study in order to be eligible for benefits. The HEOP Office is located in the lower level of Lavery Library.

■ Registrar's Office

The Registrar's Office, Kearney Hall, Room 201, is the central location of all academic records. Questions concerning registration, drop/add, and transcript requests are a few of the items handled by this office.

Through the Registrar's Office, veterans receive information and assistance in completing all the paperwork necessary to ensure prompt and accurate payment of any educational benefits due them. In addition, the office provides information on policies and procedures followed by the Department of Veterans' Affairs. Students wishing to consult the advisor for veterans may do so by calling the Registrar's Office at (585) 385-8031.

■ Tutoring Services

The Office of Academic Affairs offers peer tutoring, free of charge, in a variety of introductory-level undergraduate courses (many 100-level and some 200-level courses). Tutoring begins two weeks after the start of classes and concludes two weeks prior to the last day of classes each semester. Students are eligible for three hours of tutoring per week in no more than two courses at one time. Peer tutors are available in courses other than English, Math, and Computer Science, which are covered through the Writing and Math Centers. To request a tutor, complete a Tutor Registration Form in the Office of Academic Affairs, Kearney 202.

The Writing Center

Writing Center consultants assist students with writing tasks from all disciplines and during all stages of the writing process. Individualized service and extensive writer participation during tutorials enable students to become more skillful writers. Resources include a lending library of style manuals, handbooks, dictionaries, and workbooks. We also provide assistance with ESL, reading and study skills, research tools, and the use of software such as Blackboard, FishRNet, and PowerPoint. The Writing Center also offers, through the Center for Academic Excellence, a series of workshops on writing, research, and study skills.

Computers with internet access and a printer are available for client use day, evening, or weekends. Hours vary by semester. Writing Center services are free of charge to all Fisher students. Stop by or call to make an appointment; “drop-ins” are welcome but subject to consultant availability. The Writing Center is located on the upper level of the Golisano Academic Gateway.

Math Center

The Math Center at St. John Fisher College assists students with the development of their mathematical understanding. It is a supportive learning environment that is committed to helping students become confident and independent learners of mathematics.

Resources include textbooks for all math courses, tutorial handbooks for many areas of mathematics, basic skills practice books, and handouts on math study skills. College networked computers provide access to the Internet, as well as to many software applications used in various current mathematics, science, and computer science courses.

Hours vary by semester. Math Center services are free of charge to all Fisher students. Students do not have to be taking a math course to use our facility. The Math Center is located on the third level of the Golisano Gateway. Visit our website at <http://home.sjfc.edu/mathcenter/>.

■ Office of Information Technology

The Office of Information Technology (OIT) provides technical support for the College's information resources and technology needs. This includes managing and maintaining the school's computer labs, Instructional Technology Enhanced Classrooms (ITEC), multi-media requirements, and faculty and staff computers, printers and software. In addition, OIT provides and supports the campus data network, access to the Internet, telephones, academic and student servers, and all administrative IT activities and services.

Help Desk

The Help Desk is the primary contact for all support issues. They provide support via e-mail, phone, and in-person during normal business hours. The Help Desk is located in the Kearney Hall computer lab area and may also be contacted at (585) 385-8016. A web page (<http://OIT.sjfc.edu>) is available for general information, hours of service, and to answer FAQs.

Computer Labs

There are computer labs located throughout campus. They are accessible to all current faculty, staff, and registered full-time and part-time students. Lab assistants monitor these labs and can answer questions. A valid St. John Fisher College I.D. is needed to access these labs after business hours. Laser printers are conveniently located in each lab. Classes are taught in these computer labs as well, utilizing the wide range of software applications available.

Media Center

The Media Center offers support for all audio-visual equipment on campus. Set-up, delivery, and take down can be coordinated through the Help Desk. The Media Center offers a wide selection of equipment for use in the classroom and for loan to students to aid in the completion of projects.

Computer Privacy

Although not legally mandated, the Office of Information Technology (OIT) respects the privacy of all users. System administrators monitor system and network activities to promote performance and insure integrity. OIT personnel do not routinely monitor an individual's network activity or computer use, examine files, or read e-mail in an individual's account. Exceptions may be necessary if a use or activity is suspected of disrupting the Information Technology (IT) network, services, or facilities; violating federal, state, or local law; or being an inappropriate use of IT networking resources as described by this document and College policy.

■ Lavery Library

The Reverend Charles J. Lavery Library meets the information needs of 21st century students. A blend of print and electronic resources covering a broad range of subjects is available.

The Building & Collections

The library is comprised of three floors; a main, lower and upper level. The main level has group study areas, computers, a leisure video and book collection, as well as print periodicals and reference books. The lower level houses the Curriculum Center which offers a range of juvenile literature and teacher resources. The upper level is a designated quiet floor and houses the main collection and some special collections.

Research Help

Librarians are available for assistance during the week and on weekends on the main level. Please see the library website for hours. Librarians often teach course integrated library instruction sessions. Individual research consultations can also be made by appointment. In addition, there is a 24/7 online chat reference service. Email: ref@sjfc.edu Phone: (585) 385-8141

Borrowing

A St. John Fisher identification card is required to check out all library materials. Items may be renewed online and will accrue overdue fines if they are not returned on time. Please see the library website for loan periods and policies for different types of materials. Items not found in Lavery Library can be borrowed from other libraries by using Interlibrary Loan.

Computers

Desktop computers are available throughout the library, including those in the library classroom on the lower level. Lavery Library is completely wireless and students are welcome to bring their own laptops to the library. Laptops may also be borrowed at the Circulation Desk for short-term use in the library.

Library Hours

Mon-Thurs 7:45 a.m. - 12:00 midnight
Friday 7:45 a.m. - 8:00 p.m.
Saturday 11:00 a.m. - 8:00 p.m.
Sunday 11:00 a.m. - 12:00 midnight

Lavery Library's web address is: <http://library.sjfc.edu>

Business Services

■ Central Services

Central Services is located on the lower level of Kearney Hall.

Hours: 7:30 a.m.-4:30 p.m., Monday through Friday

Phone: (585) 385-8130

Website: <http://home.sjfc.edu/centralservices>

Services offered include:

- Photocopying (color and black-and-white) with a wide variety of paper choices and sizes (reduction and enlargement available)
- Finishing services such as collating, folding, punching, and binding
- Custom vinyl signs in a variety of colors and sizes, suitable for indoor or outdoor use
- Design and typesetting for posters, brochures, tickets, etc.
- Laser output of color and black-and-white electronic files from Word, Excel, PowerPoint, Microsoft Publisher, InDesign, PDF, Quark XPress, etc.
- Wide format printing – full color prints up to 42" wide on a variety of substrates
- Fax service
- Network printing (send documents via e-mail attachments to centralservices@sjfc.edu)
- Printer cartridges for most models of laser and inkjet printers used on campus
- Scanning

Campus Postal Center

The Campus Postal Center is located on the lower level of Kearney Hall, Room 008.

Hours: 7:30 a.m.-4:30 p.m., Monday through Friday

Outgoing mail received by the postal center by 3pm Monday-Friday will be delivered to the Post Office on the same day.

Phone: (585) 385-8125

Services offered include:

- Processing of all incoming College and student mail
- Mailing outgoing letters and packages
- Selling stamps
- Processing outgoing bulk mail
- FedEx and USPS Overnight Express
- Package pickup at window during regular business hours
- Mail pickup and delivery twice daily at all campus buildings
- Please note: Distribution of daily UPS deliveries is made by the Receiving Department

Student Mail Room

Resident student mailboxes are located in the basement of Haffey Hall. They can be reached via the stairway or the elevators located near the security desk in the Haffey lobby. The student mail room window is open from 10:00 a.m. to 2:00 p.m. Monday through Friday.

Services offered include:

- Pickup of student packages
- 24-hour access to student mailboxes
- Process outgoing mail and packages
- Stamps

■ **College Store**

The College Store is located on the first floor of the Campus Center. It offers new and used textbooks and materials for all courses, supplementary reading materials, and a book buy-back service. The College Store also offers a full line of supplies and a large variety of gifts and clothing. There is a convenience store offering a wide range of snacks, drinks, and toiletries within the store.

Current store hours are posted on our website, www.sjfc.bncollege.com and on the door of the College Store located on the main floor of the Campus Center.

■ **Dining Services**

Lackmann Management Company is contracted by the College and offers several options for dining on campus. All dining venues accept meal plans, dining dollars, flex dollars, cash, major credit cards and meal equivalency. Current hours of operation as well as menus are posted on the dining services website: <http://home.sjfc.edu/dining/>

- The *Ward/Haffey Café*, open 7 days a week, offers a dine-in “all-you-can-eat style” option with several different stations ranging from pizza to made to order specials.
- The recently renovated *Murphy Dining Hall* also offers a dine-in “all-you-can-eat” option and is open for all students, faculty and staff Monday-Friday.
- The *Cyber Café* is located in the Golisano Academic Gateway. It features Starbucks Coffee, freshly baked pastries, hot breakfast sandwiches, a variety of grab and go sandwiches and salads and tasty snacks.
- The 50’s *FishBowl* is located in Michaelhouse. Designed to be diner style with quick, efficient service, the menu will allow students to grab a quick bite without the wait! The 50s FishBowl is also the place for late night!
- Also located in Michaelhouse, the *Cardinal Café* offers a variety of grab and go items and freshly made to order salads. The focus in the Cardinal Café is on healthy eating!

Resident Student Meal Plans:

Resident Students are required to carry a Residential Block Meal Plan. As an addition to the residential block meal plan, resident students can add dining dollars to their meal plans at any time. Specifics of the meal plans can be found on the dining services website: <http://home.sjfc.edu/dining/>. Meal plans and dining dollars are non-transferable.

Commuter Students, Faculty and Staff Meal Plans:

Commuter students, faculty and staff can use cash or credit cards to purchase food on campus. Additionally, all commuter students, faculty, and staff may establish a declining balance in any amount known as Dining Dollars to pay for any dining services. Dining Dollars are not refundable and non transferable. Balances are transferred from Fall to Spring Semester. For your convenience, Lackmann has created two bundled Dining Dollar options:

- Purchase 250 Dining Dollars and receive 5 guest passes. Cost: \$250
- Purchase 220 Dining Dollars for only \$200...that's 10% on us! Cost: \$200

Special Situations:

Bag lunches are available to students who may be unable to attend regularly scheduled lunch times. Orders for Bag Lunches are accepted 24 hours in advance at Ward/Haffey Café and Cardinal Café. Special dietary needs can be discussed with the Dining Services Director.

■ Financial Aid Office

The Financial Aid Office, located in Kearney Hall, Room 204, assists students in financing their college education. Experienced advisors are available to explain the financial aid application process and financing options, and administer federal, state, and instructional programs. The e-mail address is finaid@sjfc.edu. There is a wealth of financial aid information available on the Financial Aid Office website at www.sjfc.edu/financialaid.

■ Safety and Security Department

The Safety and Security Department is responsible for campus safety and security, and operates on a 24-hour-a-day, 7-day-a-week schedule. Security officers are responsible for enforcing federal, state, and local laws, as well as College policies and regulations. Although Security Officers do not make arrests, the Department works closely with the Monroe County Sheriff's Office and other law enforcement agencies in investigating and reporting criminal activity on our campus.

The Safety and Security Department is located in Haffey Hall and is open 24 hours a day, seven days a week, for student identification cards, temporary parking permits, lost and found items, and general safety/security information. However, a student may contact a Security Officer by calling (585) 385-8111 for emergency assistance, or (585) 385-8025 for non-emergency assistance, at any time, day or night. Students should use the "Blue Light" telephones for security assistance in the parking lots. Lost and found articles, including books and clothing, should be taken to and claimed at the Safety and Security Department.

Student Services

■ Personal Counseling

Experienced counselors are available to help students deal with a wide spectrum of personal matters, including emotional problems, spiritual issues, social adjustment, and family relationships. Students who would like to discuss these matters confidentially can meet with a campus minister in Campus Ministry or a mental health counselor or health care provider in the Wellness Center.

■ Office of Academic Affairs

The Office of Academic Affairs, located in Kearney Hall, Room 202, is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

The academic counselors in the OAA (Office of Academic Affairs) work directly with students and support academic advisors in helping undergraduate students to make sound academic choices. Through the Great Beginnings sessions, the Freshmen Advising Program, and transfer student course registration and orientation sessions, new students are registered for their first semester classes and assisted in developing an initial long-range academic plan of study. The academic counselors are equally committed to advising returning students, undecided majors, students with disabilities, under-prepared students, and students in academic jeopardy. Specific services are identified in the following sections.

Students wishing to receive any of the services are encouraged to schedule an appointment by visiting the office or by calling (585) 385-8034. Students unable to call ahead or those with problems requiring immediate attention should not hesitate to go to this office without an appointment.

Services for Students with Disabilities

An advisor from the Office of Academic Affairs coordinates requests for accommodations for students with disabilities. Individuals who request academic or housing accommodations must submit documentation of their disability to the Office of Academic Affairs, at least 6 weeks prior to the start of the semester. Documentation guidelines are outlined on the Academic Affairs website <http://home.sjfc.edu/AcademicAffairs>, follow links to "Disabilities".

Requests for accommodations are referred to the appropriate College staff to determine what accommodations reasonable meet the need. Housing accommodations, which are coordinated by the Office of Residential Life, are based on both availability and documented need.

Questions about housing accommodations should be directed to the Assistant Dean of Student and Residential Life at (585) 385-8281. General questions and questions about academic accommodations should be directed to the Coordinator of Disability Services in the Office of Academic Affairs, (585) 385-8034.

Freshmen Services

It is normal for first-year students to face a period of adjustment to their new environment while learning how to manage their time and energy most effectively. The Freshman Seminar is a one-credit experience provided to all incoming freshman during the fall semester to support their transition to college-level learning and study. The instructor of each student's Freshman Seminar will also serve as his or her academic advisor throughout the freshman year. Located in the Office of Academic Affairs, the Director of Freshman Advising coordinates the Freshman Seminar and the activities of the Freshman Advisors. The Director is available to meet with freshmen with questions or concerns about their advising and academic support. Freshmen are encouraged to meet with their academic advisor and/or the Director of Freshman Advising as needed.

Transfer Services

The Office of Academic Affairs is responsible for the coordination of new transfer student course registration and assisting with the planning of transfer orientation. Academic counselors in OAA help students understand their transfer credit evaluation, clarify students' academic goals, and develop tentative long-range plans to complete their degree. Transfer students are encouraged to contact OAA for academic assistance and help transitioning into the Fisher community.

International Student Advising

An advisor in the Office of Academic Affairs is available to assist international students with questions regarding immigration matters, college transfers, graduate school attendance, and work permits (when applicable). The advisor may also be contacted for help with academic and personal questions, and for general assistance with adjustment concerns.

■ Career Center

The Fisher Career Center provides support to matriculated students toward employment or graduate school by offering services in many areas. For specifics on any program, sample résumés, a calendar of upcoming events, recruiters and activities, and resources for all aspects of the job search, please visit the Career Center website at <http://home.sjfc.edu/CareerServices/>.

Career Exploration

- *"CARD" system*—Career/Alumni Resource Database provides students with opportunities to develop networking relationships with volunteer career mentors. Mentors provide hands on assistance and advice as students investigate diverse careers, shadow professionals in their fields, and research professional interests. Students receive access to this password-protected database when meeting with Career Center professionals.
- *Events*—include Etiquette Dinners, Career Fairs, Graduate School Fair, Mock Interview Night, and more to enable students to meet professionals, including alumni and recruiters, gaining insight into various professions.
- *Internships*—in conjunction with many academic departments, Career Center counselors support internships to provide practical work experience, build credentials, and provide affirmation of career path choices.
- *Courses*—a one-credit ITDY 109 Career Exploration & Planning course is offered each semester targeted to juniors and seniors. The course is tied to the pending job search and choice of career path.

Career Center Workshops and Résumé Editing Sessions

- Interactive workshops on a variety of career-related topics, offered regularly throughout both semesters, include expert advice on:
 - Choosing a major
 - Sourcing an internship
 - Putting together a professional résumé
 - Job search strategies
 - Transition into the workplace
 - Mastering the interview
 - Assessment debriefing
 - Individualized workshops for academic departments

Career Counseling

- Career counseling is available to help students determine, refine, or affirm a chosen career path through personal assessments and career counseling.
- Professional résumé or curriculum vitae editing is provided to enable students to create an individual, state-of-the-art, and competitive document that best reflects each individual.
- Mock interviews conducted by both staff and volunteer recruiters provide students an opportunity to refine skills through positive, constructive feedback.

Employment Opportunities

- The Career Center solicits and hosts on-campus recruiters who are targeting Fisher students in all majors.
- Targeted job fairs are hosted both on campus and in conjunction with RACDA, a local college consortium that pools resources to host targeted job fairs and recruiting activities, such as the annual Graduate School Fair, Teacher Recruitment Day, Law Day, and large job fairs at local convention centers.
- Job postings are solicited from employers for full-time and part-time career opportunities, internships, and meaningful summer jobs.
- The Career Center works diligently to connect alumni employment needs with appropriate academic departments and students.

Student Government Association

■ Student Government Association Officers for 2009-2010

Matt Lengen, Class of 2010	President
Eddie Sundquist, Class of 2010	Vice President, Council of Presidents Chair
Jim Kennedy, Class of 2011	Director of Student Services
Rick Brienzi, Class of 2010	Director of Financial Affairs
Alex Mountzouros, Class of 2010	Assistant Director of Financial Affairs
Erika Cary, Class of 2011	Director of Student Activities
Nicole Djamgarova, Class of 2010	Chief Justice
Nicole VanGorder-Pratt, Class of 2011	Parliamentarian
Trey George, Class of 2012	Publicity Coordinator
Breanna Erck, Class of 2011	Secretary

The Student Government Association (SGA), with offices on the 1st floor of the Campus Center, offers a variety of services designed to accommodate students.

The Student Government Association provides a means for expressing student views; improving cultural, social, and physical welfare; and providing a form of government for the supervision of student activities. All registered full-time undergraduate students of the College are members of the Student Government Association and pay a mandatory student activity fee. Part-time undergraduate students may become members of the SGA by paying the activities fee. The fee, which is determined by the President of the College and the Board of Trustees upon the recommendation of the President of the Student Government Association, is used to support the highly diversified program of student activities sponsored by the Student Government Association. Over 60 clubs and organizations receive funding from the SGA.

The executive and administrative functions of the SGA are carried out by officers who are elected annually in the spring by students. The Director of Campus Life is the official College advisor to the Association.

Through the structure of the Student Government Association, the students at Fisher have a high degree of autonomy in conducting student affairs. Participation in the activities of the Association offers valuable educational and social opportunities, and students are encouraged to participate. A copy of the Constitution and Bylaws of the Student Government Association may be obtained at any time in the SGA Office, or on line at <http://home.sjfc.edu/sga>.

■ Class Officers

Every Fisher student is a member of a class with which he or she enters and/or intends to graduate. The primary purpose of class officers is to provide opportunities for unity building and support networks. The students in a particular class are the people with whom common bonds are held which will continue beyond the Fisher experience and stay with alumni of the College. Class officers are elected by their respective classes and provide leadership for attaining a common goal. Class members have a responsibility for contributing to this goal.

■ Student Clubs and Organizations

Fisher is proud of its over 70 student clubs and organizations! Students will find many opportunities to pursue their interests, and new organizations form as students have the desire to create them. Membership and participation in all student organizations are open to everyone. (Speak with a member of SGA or the Office of Campus Life staff if you are interested in forming a new student organization.)

Organizations are supported by SGA, their faculty or staff advisors, and the Office of Campus Life. Most receive additional support from SGA and are funded through the mandatory student activity fee. Whether students choose to attend programs sponsored by an organization or become actively involved with that organization, they will be sure to find their niche—just jump right in! ***Students may get involved by attending the Campus Involvement Festival, in September, or by contacting any student organization directly through the SGA or Office of Campus Life.***

The following is a listing of student organizations including a brief description. The list is subject to change as the status of student organizations fluctuates.

■ Academic Organizations

Academic organizations are offered to meet the needs of students interested in a particular area of study. Several of the organizations are comprised of students who are studying that particular discipline, but all are open to any interested students. These organizations often offer invaluable insights and practical experience in a particular academic area.

Accounting Club

The Accounting Club focuses on a variety of activities in which students interact with professionals in accounting. Various community service activities are also a part of the club's scheduled events.

Advertising Club

The Advertising Club promotes student involvement in advertising as a study and profession. As a college chapter of the American Advertising Federation, we participate in college competitions, agency tours, and other events that further student education and involvement in advertising.

American Studies Club

The American Studies Club is an organization dedicated to providing on- and off-campus events pertaining to American Studies, which encompasses a wide range of past and present forms of American cultural expression. The club strives to make the SJFC community aware of the diversity and pluralistic nature of American society and culture.

Biology Club

The Biology Club exists to provide students with important information about careers in science and to establish social interactions among students and faculty in this field of study.

Chemistry Club

The main objective of the Chemistry Club is to bring together interested undergraduates for chemistry-related programs, including speakers, films, and tours. Some club members also participate in a tutoring service for general and organic chemistry students.

Computer Science Club

The purpose of this organization is to gain real-world experience through visits to local companies in the field and to create new computer applications. Through the use of enjoyable academic and computer-related activities outside the classroom, the club hopes to present new ideas and concepts in the computer science field to both members and non-members.

Council for Exceptional Children

The purpose of the CEC is to provide students at Fisher with the opportunity to be active in the community and broaden their experience of working with children with special needs, including the gifted and talented. Becoming a part of the CEC provides students the opportunity to join a national organization and receive publications, journals, and updates regarding the CEC membership activities. If you are an education major, it is strongly recommended that you become a part of CEC.

Economics Club

The Economics Club provides a number of activities for students focusing on business and economics to explore career options in the public and private sectors. The club also seeks to increase the communication and interaction with students who share an interest in economics.

English Club

The English Club allows interested students to gather informally for the benefit of enjoying reading and writing.

History Club

The History Club is available for students interested in all aspects of history. The purpose is to expand the knowledge of history and to make history enjoyable to the entire campus by promoting both entertaining and enjoyable history-related activities.

Instructional Technology Club

The Instructional Technology Club is an organization comprised of students who desire to gain knowledge and develop their talents through inquiry-based learning experiences while embracing the newest that technology has to offer in fostering educational growth and development.

Management Club

The students who participate in the Management Club come together through meetings, speakers and social events.

Math Club

The purpose of the Math Club is to create a sense of belonging and unity among all Math majors, creating a mathematical-based atmosphere of companionship.

Physics Club

The Physics Club provides students interested in the physical sciences and engineering an opportunity to share thoughts and ideas on a broad range of subjects and to provide activities that relate to physics, astronomy, and engineering.

Political Science Club

The purpose of the Political Science Club is to enable its members to participate in formal and informal meetings and discussions on current issues, career orientation, graduate opportunities, and related topics. In addition, the club periodically publishes the political science journal *Etiam*.

Pre-Law Association

The goal of the Pre-Law Association is to give students a closer look at a career in law. The association organizes mock trials and workshops at which law alumni help students become familiar with the LSAT and with law school applications and admissions procedures.

Psychology Alliance

The main goal of the Psychology Alliance is to bring interested undergraduates together for psychology-related programs, lectures, discussions, and trips. It provides valuable information for students interested in a career in psychology.

Public Relations Student Society of America (PRSSA)

PRSSA is dedicated to providing Fisher students the opportunity to advance their network abilities in the public relations field as well as increase their knowledge and understanding of the qualities needed to become a public relations professional.

Religious Studies Club

The Religious Studies Club provides an opportunity for academic-based discussion on religious studies and current affairs.

Sociology Club

The purpose of the Sociology Club is to allow students interested in sociology to share their experiences in the discipline of social sciences.

Sport Studies Club

The purpose of the Sport Studies Club is to reach out to those interested in the sport field on a level of work experience. We plan to utilize speakers and/or visits to venues to gain knowledge of the business of sports.

Teacher Education Student Association Club (TESA)

The purpose of TESA is to provide an open forum for issues regarding the field of education, and to provide opportunities for professional advancement. In addition, TESA seeks to provide the SJFC community with education-related activities, and a chance to explore the field of education.

Women and Gender Studies Club

The primary goal of the Women and Gender Studies Club is to institute and sustain a meaningful dialogue about gender and gender issues on the SJFC campus. Through both formal and informal means, this club hopes to create an open and safe space for students to examine issues related to gender.

■ Programming Organizations

Commuter Council

The Commuter Council of St. John Fisher College is a socially oriented organization that is designed to meet the needs of commuting students. The Council strongly encourages student participation and input on activities such as social events, school policies, and related matters.

Resident Student Association

All resident students are members of the Resident Student Association (RSA). The purpose of RSA is to promote a positive environment for all students, specifically those that live in the Residence Halls. RSA plans and implements programs for the students and also serves as an advocate for resident student issues and concerns. The RSA General Council is comprised of representatives chosen from each floor and an elected Executive Board. RSA is advised by professional members of the Residence Life Staff and is affiliated with NACURH and NEACURH.

Student Activities Board

The Student Activities Board (SAB) is an organization responsible for major campus programs and social activities. The SAB sponsors a wide range of activities including films, lectures, cultural programs, social events, trips, and major weekend activities. SAB is committed to providing Fisher with the finest and most diverse cultural and social programs possible.

Teddi Dance for Love

The Teddi Dance for Love has been a Fisher tradition for over twenty-five years. Proceeds from the 24-hour dance marathon benefit Camp Good Days and Special Times. All students are encouraged to dance and become a part of the committee.

■ Special Interest Organizations

Special interest organizations exist to address specific student interests. All Fisher students who believe they can contribute to the goal of these organizations are encouraged to become members and/or strong supporters of these clubs.

Art Club

The purpose of this organization is to provide students and staff with an outlet for freedom of expression and artistic endeavors by integrating cultural and artistic ideals into the SJFC community. This club plans to enrich the visual appearance of the campus through student art exhibits, murals, and helping with any art-related events of the college.

Arts in Motion (AIM)

As a performing arts organization, AIM provides an opportunity for education in the performing arts and diversity in cultures, while providing a unique learning experience for the Fisher community.

Asian Student Union

The Asian Student Union encourages Asian students to be more active in campus activities and to enrich the SJFC community with different aspects of Asian culture.

Black Student Union

The purpose of this organization is to provide a forum for students to learn about issues influencing the Black experience, and to explore Black culture and heritage. Activities include workshops, lectures, and cultural celebrations. Membership is open to all Fisher students.

College Democrats Club

The purpose of the College Democrats Club is to support the philosophy and candidates of the Democratic Party, as well as supporting all efforts to increase the participation of college students in democratic affairs.

Colleges Against Cancer

The mission of CAC is to involve the SJFC community in helping to eliminate cancer by initiating and supporting programs of the American Cancer Society, including Relay for Life. CAC has been inducted into the Cardinal Chapter of this nationally student-run organization designed to give students the opportunity to help fight cancer.

Dance Club

The Dance Club provides students with the opportunity to dance and choreograph, as well as explore a diverse appreciation for the arts.

Equestrian Club

The Equestrian Club provides students with a way to ride and educates students on horses and how to care for them.

Fisher Players

Fisher Players is open to all students, as well as to faculty and staff, who have an interest in putting on plays, being actors on stage, and/or serving as technical crew behind the scenes. The Fisher Players present a production each semester, including a spring musical.

Fisher Pride Union

Fisher Pride Union, open to all students, promotes diversity by fostering understanding and tolerance with regard to issues of sexuality and sexual orientation. Fisher Pride provides educational programs on homophobia, sexual health issues, and lifestyles to the St. John Fisher College campus.

Fisher Ski Association

This is the College's official ski and snowboard club, providing skiing and snowboarding opportunities for the campus community.

Gospel Choir

The Gospel Choir is dedicated to making a joyful noise unto the Lord, and to having a good time while doing it. Music performed by the choir is in the African-American tradition. Rehearsals are held once a week and performances are scheduled throughout the school year.

Investment Club

The Investment Club offers students the opportunity to participate in the management of a real-world investment portfolio through research and analyzing potential investments.

Latino Student Union

The foundation of the Latino Student Union is the Spanish culture. The goal of the organization is to make the campus knowledgeable about the Spanish culture in the most positive way through cultural celebrations, workshops, and speakers.

Measure 13

The mission of Measure 13 is to enhance the musical community of St. John Fisher College by performing a cappella music from a variety of genres.

ONE Campaign

The ONE Campaign is a nationwide initiative for campuses to raise awareness about the ONE Campaign and global poverty. Students earn points through events and fundraisers and compete against other colleges throughout the academic year.

Outdoors Club

Strives to promote an appreciation for nature and healthy living through outdoor recreational activities, to include, but not limited to, hiking, bicycling, snowshoeing, camping and etc.

Passion Players

Passion Players is a Ministry-created and funded group that fosters increased awareness of, interest in, and growth of spirituality through the performing arts at St. John Fisher College.

Students With A Vision (SWAV)

Students With A Vision (SWAV) is dedicated to promoting and providing community service and outreach work through engaging opportunities on both a local and global scale.

Sustained Dialogue

This student-run initiative is intended to engage students in meaningful dialogue about the often difficult intercultural issues of race, class, and other forms of diversity. The goal is to identify and take actions that can make Fisher a more inclusive community.

Together Including Every Student (TIES)

Promotes the participation of students/young adults with developmental disabilities in extracurricular activities with the support of trained student volunteers and provides opportunities for personal and social growth.

Young Republicans Club

The purpose of the Young Republicans is to expand the knowledge of politics and to get the entire SJFC community involved in the political process. As a group, we encourage the open expression of views on all issues.

■ Media/Publications Organizations

Media/publications organizations are offered to provide practical opportunities for students interested in communicating information by way of a particular medium.

The Angle

This is a literary magazine where students, faculty, and staff may creatively express themselves through writing and artwork.

The Cardinal Courier

Published bi-monthly during the academic year, the student newspaper, jointly funded by the College and advertising revenue, is the student medium for dissemination of College news, thought, and opinion.

Cardinal TV (CTV) Club

The purpose of the CTV is to promote student involvement in the field of broadcasting as well as the opportunity to develop the productions, both on and off the air, and to provide real world experience and skills that can be used when seeking an internship or employment.

Fisher Audio Network (FAN)

FAN is open to all students who have an interest in radio broadcasting. The organization provides students with an opportunity to put such interest into practical use, providing broadcast experience as well as experience in production, programming, operation, and management. In addition, FAN provides DJ services and support to various campus events and student organizations.

JoRoffs

The student yearbook tries to capture both the everyday and the unique moments in student life at the College. Its title represents the signature of St. John Fisher, Bishop of Rochester, England, and Chancellor of Cambridge University in the 16th century, who signed his name in the Latin "JoRoffs" (Joannes for John, Roffensis for Rochester). Membership on the *JoRoffs* staff is open to all students, particularly those interested in photography, writing, and layout design.

■ Club Sports

Club sports are special interest clubs offered to meet the recreational needs of students. The following clubs exist and meet throughout the year:

Cross Country Club

The purpose of the Cross Country Club is to provide a safe environment for students interested in running to train in a competitive atmosphere.

Hockey Club

The purpose of the Men's Hockey Club is to provide students with an awareness of the sport of hockey, to provide a competitive and community-building organization on campus, and to present a quality group of athletes to represent SJFC in the community and on the ice.

Men's Rugby

This is a club sport that competes against regional, national, college, and men's club teams in rugby. It is open for all members of the Fisher community.

Men's Volleyball

New to the college, Men's Volleyball offers students the opportunity to compete against other SJFC students and is working towards competition with other schools.

Women's Field Hockey

New to the college, Women's Field Hockey team provides students the opportunity to learn more about the game and as the organization grows they will have the opportunity to compete against other institutions in games and tournaments.

Women's Rugby

This is a club sport that competes against regional, national, college, and women's club teams in rugby. It is open for all members of the Fisher community.

■ Honor Societies

Honor Societies are national and international organizations that recognize achievement in a particular area of study. Students are selected for membership and must meet specific criteria to be considered.

Alpha Mu Gamma, Eta Chi Chapter

This is the national collegiate foreign language honor society. The aims of Alpha Mu Gamma are to recognize achievement in the field of foreign language study; to encourage an interest in the study of foreign languages, literatures, and civilizations; to stimulate a desire for linguistic attainment; and to foster sympathetic understanding of other peoples. Membership is open to outstanding students who are enrolled in or have completed the third or any higher semester of college study of any foreign language, modern or classic.

Alpha Sigma Lambda, Delta Mu Chapter

Alpha Sigma Lambda is a national honor society for adult undergraduate students. Each spring, students who meet the following criteria are eligible for membership in the Delta Mu Chapter at St. John Fisher College: students must be 25 or older; must complete a minimum of 30 credit hours at Fisher, with at least 15 hours in liberal arts/science outside the major; and have achieved a 3.5 grade-point average.

Delta Epsilon Sigma, Gamma Tau Chapter

A national scholastic honor society at colleges and universities with a Catholic tradition, this organization is open to students and faculty in all academic disciplines. Its principal objective is to recognize academic excellence.

National Residence Hall Honorary

The purpose of this organization is to provide recognition for those students living in the Residence Halls who have shown outstanding service and who have provided leadership in the advancement of residential living and the St. John Fisher College Community.

Omicron Delta Epsilon

The Alpha-Omicron Chapter of this international honor society in economics was established at St. John Fisher College in 1976. Its objectives are to recognize outstanding academic achievements in economics and to establish closer ties between students and Economics Department faculty.

Phi Alpha Theta

A professional, international honor society formed to bring students, teachers, and writers of history together both intellectually and socially; it encourages and assists historical research and publication by its members.

Pi Delta Phi, Eta Nu Chapter

A French honor society for men and women, the Eta Nu chapter at St. John Fisher College seeks to recognize outstanding scholarship in French language and literature; to increase the knowledge and admiration in American students of France's contributions to world culture; and to stimulate and encourage such cultural activities that will lead to a deeper appreciation of France and its people.

Sigma Theta Tau, Delta Sigma Chapter

This international honor society of nursing recognizes the achievement of academic scholarship of superior quality. Because achievement of superior scholarship demonstrates leadership, creativity, and overall ability in nursing, membership at this level is based upon the student's grade-point average.

■ Department-Affiliated Organizations

Department affiliated organizations are student based organizations that operate under the direction of a specific college department or office. These organizations promote a variety of initiatives of the host department while providing an opportunity for direct student input and coordination of services and events offered. Funding of these organizations comes primarily from the sponsoring department/office.

Leadership Council

The Leadership Council serves as a resource for student clubs/organizations, student leaders, and potential student leaders of the campus community, as well as serving as a liaison between students, faculty, and staff. The council members, under the direction of the Office of Campus Life, serve as peer mentors for leadership development, and assist in the coordination and facilitation of the annual Emerging Leaders and Leader for Life programs.

Student Athlete Advisory Committee (SAAC)

SAAC is an organization that is a mode of communication between Fisher athletes and the administration. Various issues that concern athletes are brought to this committee and solutions are brainstormed. These ideas are then put into action through various methods, such as the Student-Faculty Mentoring Program and a Drunk-Driving Crash Simulator.

Student Athlete Mentors (SAMs)

The SAMs program is coordinated through the Athletic Department and Wellness Center. It is primarily a substance abuse education program in which student-athletes are peer educators/prevention specialists that promote proactive prevention to better educate students about the risks associated with alcohol abuse and the healthy choices that young adults make.

Pharmacy Student Government Association (PSGA)

The PSGA is responsible for facilitating the communication between the pharmacy student body and the administration, faculty, and staff of the Wegmans School of Pharmacy (WSOP). The PSGA shall promote friendship, leadership, professionalism, and academic excellence among the students at the WSOP at St. John Fisher College and also act as an advisory authority to organizations within the WSOP in order to coordinate the activities of these organizations. Organizations within PSGA include:

- APhA-ASP: American Pharmacists Association – Academy of Student Pharmacists
- CPEI: Christian Pharmacists Fellowship International
- Phi Delta Chi/Professional Pharmacy Fraternity

Information about these organizations can be obtained by contacting the Wegmans School of Pharmacy.

If you do not see your favorite organization listed, then you can get it started! Contact the Office of Campus Life or the Student Government Association.

Student Affairs

■ Statement of Philosophy and Mission

The Division of Student Affairs and Diversity Initiatives at St. John Fisher College supports and challenges students to continue to mature through residential, social, and wellness services and programs. These programs and services help students develop as individuals and community members, as well as learn how to live within a community, how to respect the diversity they will experience in their lives, and how to maintain an appropriate quality of life. Our work is based on the understanding that all individuals mature according to a developmental path over the course of their lives. Through collaboration with our campus colleagues, our work complements the educational mission of the College and supports the Fisher Creed.

The Student Affairs Division facilitates student development by challenging and supporting students to:

1. Establish a “safe” climate, physically and emotionally, for student development on campus.
2. Participate in and contribute to campus life, thereby building community.
3. Pursue student leadership development opportunities.
4. Prepare for lifelong learning and healthy decision-making.
5. Develop the capacity to live and work in a multicultural environment.

■ Office of the Vice President for Student Affairs and Diversity Initiatives

The Vice President for Student Affairs and Diversity Initiatives has overall responsibility for non-academic aspects of student life. The primary responsibilities of the Vice President for Student Affairs and Diversity Initiatives are to promote activities and programs that contribute to the creation of a healthy campus community and to advocate for students' needs.

In collaboration with campus colleagues, the Vice President for Student Affairs and Diversity Initiatives provides and promotes educational experiences that challenge student leaders to develop and implement a broad range of social and cultural activities for the College community that contribute to the intellectual, social, cultural, spiritual, and physical development of all students.

The Vice President for Student Affairs and Diversity Initiatives advises a variety of campus groups and has responsibility for implementing services and activities that respond to the diverse interests and needs represented in the student body.

The Vice President for Student Affairs and Diversity Initiatives is responsible for addressing issues related to maintaining appropriate standards of conduct among students as well as the general welfare of students.

The Office of the Vice President for Student Affairs and Diversity Initiatives is located in the Campus Center, Suite 210.

■ Athletics and Recreation

Intercollegiate and Intramural Athletics

The College offers every student an opportunity to engage in sports and recreational activities.

On the intercollegiate level, men compete in seven varsity sports: basketball, baseball, golf, tennis, soccer, football, and lacrosse. Women compete in seven intercollegiate varsity sports: basketball, soccer, tennis, softball, volleyball, golf, and lacrosse. We also offer cheerleading during the football and basketball season.

Participation in intramural athletics is open to full-time students not competing in the same sports at the varsity or junior varsity level. Intramural competition is available in coed and men's leagues. Fall activities include: softball, flag football, and floor hockey. Winter and spring activities include: basketball, indoor soccer, volleyball, and softball. Look for intramural information on the intramural bulletin board located in the lobby of the Student Life Center.

Guidelines for Use of Recreational Facilities by Students, Faculty, and Staff

Faculty/staff and their dependents, full-time students, as well as part-time faculty and part-time matriculated students, may use the Student Life Center at no charge any time it is open for general use.

Portions of the Student Life Center and Varsity Gym will be closed when school, club, or other functions have reserved space.

A. Procedures

1. To gain entry to the Student Life Center, a person must present his or her validated ID card. ID cards may be obtained through the Office of Safety and Security, 24 hours a day, seven days a week.
2. Two racquetball courts and one squash court are available on a first-come, first-served basis. Play is limited to one hour, only one court at a time.
3. Lockers and Equipment

- a. Permanent lockers are available at no charge for full-time students, faculty, and staff. Individuals must provide their own locks and reserve their locker through the athletic department office.
 - b. Temporary lockers are available for daily use. Those using daily lockers must provide their own locks. Locks left on overnight will be removed and the contents of the locker emptied.
 - c. ID cards are required when borrowing equipment.
 - d. Towel service is not provided.
4. Golf Course: During the semester, faculty, staff, full-time students, part-time faculty, and part-time accredited students with a validated ID may use the golf course free of charge. After commencement, all golfers will be charged the appropriate fee. This information can be obtained by calling the golf course at (585) 385-8458.

B. General Rules

1. Dark-soled shoes, street shoes, and bare or stocking feet are not allowed on any athletic surface.
2. Athletic shoes must be hand-carried into the complex.
3. Eye guards are mandatory on racquetball and squash courts.
4. No portable radios may be played in the complex.
5. Proper athletic attire is required. Shirts are required at all times.
6. All children under 18 years of age must be accompanied by an adult.
7. St. John Fisher College is not responsible for lost or stolen property. Please place all personal items in a locker. Do not leave items in weight room, fitness room, benches, etc.

Remember, the Student Life Center is for everyone's use. Treat it kindly and please pick up after yourself.

■ Campus Ministry

"In this realm no one man, in wisdom, learning, and long approved virtue together, meet to be matched and compared with him."

~ Thomas More, speaking of his friend John Fisher

Drawing from the outstanding example of our patron, and the rich Catholic heritage of our founding fathers, St. John Fisher College Campus Ministry seeks to capture the religious imagination of students and to engage them in a dynamic pursuit of the Truth, challenging and equipping them to live vibrant, fully integrated lives of intellectual and spiritual excellence.

Campus Ministry offers diverse opportunities for the spiritual growth of the College community; solid adult Bible study, lively fellowship, worship & prayer events, one on one, honest conversations about spiritual matters, opportunities for service, special events & outings, retreats, and much more.

Our campus chapel, the Harold J. Coleman Chapel, is located in Murphy Hall. The celebration of the holy Mass is offered Monday- Friday at 4:30 pm, on Sundays at 10am year-round and at 9pm during the academic year. Students of other faiths or traditions who wish to worship within their own tradition can find on-campus and off-campus information through the Office of Campus Ministry.

Oasis511, from Thess. 5:11 "Therefore, encourage one another and build one another up," is a spiritual life resource center, which utilizes the arts (music, word, print, etc.) to provide speakers, concerts, services, articles, programs and other spiritually grounded events for faith enrichment. Oasis511 is located in the campus center offering a place where individuals can come and gather for prayer and support. Oasis511 works with various departments and clubs to further the dialogue regarding spirituality and matters of faith on campus. Oasis511 hopes to continue to help the College understand and live out what it means to be a college that recognizes its Catholic heritage.

Someone is always available in the Office of Campus Ministry to answer your questions, to offer a listening ear and to be a source of counsel and support. We are located on the second floor of the Campus Center and welcome all.

■ Office of Campus Life

The mission of Campus Life is to complement academic programs through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs. Through a diverse array of campus activities and other opportunities for enhancing the college experience, Campus Life promotes successful transition and development of students as effective members of the SJFC community (in addition to their own respective communities).

The Office of Campus Life supports the needs of over 70 student organizations by providing leadership and advisement. In an effort to enhance the Fisher community, the Campus Life staff coordinates various committees that challenge and support the needs of students. The staff also coordinates programs that assist students to more fully develop life and leadership skills. The Office of Campus Life is located on the second floor of the Campus Center.

Campus Life programs include:

- **Transition:** New Student Orientation, Peer Advisor Program, Class Year Programs, Senior Week, Commencement
- **Leadership:** Student Organization Leader Training, Emerging Leaders Seminar, Leader for Life Conference, Leadership Council, and other leadership programs.
- **Special Events:** First Week at Fisher, Homecoming, Family Weekend, Spring Event, FisherFever (Spring Carnival), Quiz Bowl Competition, Stress Free Zone
- **Activities:** Campus Center and FishBowl services, Campus Involvement Festival, late night programs, Day of Celebration, MLK Jr. Celebration, Student Activities Board, Student Government Association, Commuter Council, Class Officers, Teddi Committee and student clubs and organizations

Additional support for adult students is provided through the Office of Academic Affairs, located in Kearney Hall.

The Campus Center

The Campus Center opened in fall 2005 and serves as the hub of student activity on campus. This two-story facility supports general student gathering spaces, which include a performance space, recreational area, offices for student clubs and organizations, and the College Store, located on the first floor. The second floor houses the Offices of the Vice President for Student Affairs and Diversity Initiatives, Residential Life and Student Conduct, Campus Life, and Campus Ministry, as well as additional student organization offices and conference rooms.

The FishBowl

Renovated in 2007, the FishBowl (former student union), serves as an annex to the Campus Center. Located in the Michaelhouse Complex, it houses additional student organization offices, a 24-hour computer lab, the Admissions Processing Center and a multi-functional meeting/performance space to host small performances, dances (full club sound and lights), bands, open-mic nights, and rehearsals, etc. Dining Services are available in the 50s FishBowl and in the Cardinal Café both located in Michaelhouse.

Drug and Alcohol Educational/Programming Support

As part of the College's effort to promote the health and safety of its community members, and in support of its educational mission, the College offers programs and services to inform the Fisher community about drugs and alcohol. In addition to New Student Orientation, as well as on-going Wellness, Campus Life, Residential Life, and Athletics Department programming, these efforts also include: formal programming during National Collegiate Alcohol Awareness Week, Safety and Security Department initiatives, training of students and professional staff members, information posted on the College's web site, and various other office and committee activities.

Guidelines for Posting on Campus

Posting of signs, bulletins, fliers or any advertisement or notice on College property is permitted within the following guidelines. Postings are only permitted:

- On designated campus bulletin boards
- On the marble wall (located across from the Security Desk in Haffey Hall)
- Within dining halls, upon approval of Lackmann Culinary Services, by contacting the Lackmann Culinary Services Business Office.

Due to fire code regulations, safety hazards, and cleaning issues, postings are not permitted on non-bulletin board areas including:

- Walls
- Glass doors and windows
- Stairwells or fire doors

On special occasions and during special events, posting on walls is granted with the approval of the Office of Campus Life and must be done with the use of appropriate materials. If damage is caused to an area, and a student or organization is identified as the responsible party, the student or organization will be held financially responsible for needed repairs.

Bulletin boards are assigned by category:

- General Posting Bulletin Boards—Orange Posting Signs
- St. John Fisher College Bulletin Boards—Yellow Posting Signs
- SGA Student Organizations—Blue Posting Signs
- Office Hallway Bulletin Boards—Faculty and Staff

Postings are permitted up for only one (1) week. The date of when the posting is put up should be written in the lower right hand corner. It is the responsibility of the organization and/or the individual who received authorization to remove old signage. Failure to do so may result in loss of posting privileges.

- Postings need to be removed immediately after the event has occurred.
- Duplicate posters should not occur on the same bulletin board.
- Postings should be hung directly on the bulletin board and not on top of another posting.
- The name of the sponsoring club, organization, or department needs to be on the item posted.

- Alcohol/drug logos or references thereto cannot be included in any sign, bulletin, flier, or advertisement.
- Signs, bulletins, and/or fliers may not be distributed under office, classroom, or Residence Hall room doors, in lounges, or on College property without authorization from the appropriate College official(s).
- All postings for non-College related activities, events, organizations, etc., must be approved by the Office of Campus Life. Such postings are only permitted on the designated “general posting” bulletin boards. Questions may be directed to the Office of Campus Life, located on the 2nd floor of the Campus Center or email campuslife@sjfc.edu.
- All postings in the Residence Halls must be **approved** by and **distributed** through the Office of Residential Life. The Office of Residential Life is located on the 2nd floor of the Campus Center or at email reslife@sjfc.edu.

Additional guidelines for SGA-affiliated organizations receiving funding support from the student activity fee:

- Postings larger than one half of a standard sheet of poster board are not permitted, with exception to the marble wall. However, organizations may have postings which exceed this size upon approval by SGA.
- The Student Fee logo must appear in all posting materials. (e.g. posters, fliers, window paintings, table tents, etc.). A copy of the Student Fee logo may be found on the SGA website or in the SGA Office.

■ Office of Multicultural Affairs and Diversity Programs (OMADP)

The Office of Multicultural Affairs and Diversity Programs provides leadership, education, assistance, consultation, and coordination for the creation, implementation, assessment, and enhancement of the College’s goals to build, affirm, and sustain an equitable, inclusive, and diverse educational community. The Office also delivers informative publications that promote the programs and initiatives often designed in collaboration with student organizations, campus-based schools, departments, offices, and community partners.

The Office is located in Basil Hall/Room 117 and is open during regular College business hours. Contact OMADP via e-mail (diversity@sjfc.edu) or visit the web location (<http://home.sjfc.edu/diversity>).

■ Wellness Center

Mission: As healthcare professionals, we are proactively engaged in identifying and responding to the healthcare needs of the undergraduate and graduate student populations.

We help students identify health-related behaviors that promote balance in their lives and that lead to optimum physical, intellectual, emotional, spiritual, occupational, and community wellness. We encourage students to be self-directed and well-informed consumers of healthcare.

The Wellness Center is located in the Wegmans School of Nursing Building, and the office hours are Monday through Friday from 10:00 a.m. until 6:00 p.m. during the fall and spring semesters, except during college breaks. The Wellness Center provides medical, mental health and chiropractic services to students by appointment. Appointments with the healthcare providers are encouraged, but are required for physicals, chiropractic visits and annual women’s health exams. All medical and mental health appointments can be made by calling (585) 385-8280. When the office is closed, students should contact Campus Safety and Security at (585) 385-8111 for medical or mental health assistance. The following telephone numbers are for after hour medical care:

Extended Medical Services (585) 671-4660
 Eastside Urgent Care..... (585) 388-5280

Services provided by the Wellness Center are intended as supplemental to the services received from your primary care physician/provider, and include health care for common, uncomplicated medical illnesses, health education, health promotion, and health maintenance. For more information, see the Wellness Center website <http://home.sjfc.edu/WellnessCenter/>. Dental care is not available. An annual Wellness Fair and other educational health programs are offered throughout the year.

Mental Health Services

The Wellness Center offers on-campus mental health counseling and referral services to all undergraduate and graduate students. Students can schedule up to six sessions per semester; the visits are confidential and can be arranged by calling the Wellness Center at (585) 385-8280. Office hours are from 8:00 a.m. to 3:30 p.m.

All medical and mental health records are strictly confidential. Information can be released only with a student’s written permission. Students may e-mail the Wellness Center for confidential responses regarding health questions and concerns to the Wellness Center at wellnesscenter@sjfc.edu, Maureen Niche, FNP, M.S., R.N., Director of Wellness Center, at mniche@sjfc.edu or Dr. Michael Herzbrun, Coordinator of Mental Health Services, at mherzbrun@sjfc.edu.

Wellness Center Advisory Committee

The Wellness Center Advisory Committee provides support to the Wellness Center, its programs, and initiatives. Membership is open to all members of the campus community interested in promoting a healthy lifestyle.

Drug and Alcohol Educational/Programming Support

As part of the College's effort to promote the health and safety of its community members, and in support of its educational mission, the College offers programs and services to inform the Fisher community about drugs and alcohol. In addition to New Student Orientation, as well as ongoing Wellness, Campus Life, Residential Life, and Athletics Department programming, these efforts also include: formal programming during National Collegiate Alcohol Awareness Week, Safety and Security Department initiatives, training of students and professional staff members, information posted on the College's web site, and various other office and committee activities.

Student Athlete Mentors (SAMs)

The Student Athlete Mentor Program promotes health-oriented choices by students regarding the use of alcohol, based on social norm principles and harm reduction strategies. As peer educators, SAMs promote proactive prevention to better educate students about the risks associated with alcohol and drug abuse and the students are encouraged to make healthy choices. SAMs will also co-teach a Freshman Seminar class in the fall semester on alcohol abuse prevention.

Residential Life and Student Conduct

Residential Life and Student Conduct strives to enhance students' social growth and academic experience by providing a living-learning environment in a supportive, safe, and convenient setting. We, along with our resident students, share responsibility for creating positive communities and an atmosphere conducive to personal development and intellectual achievement. St. John Fisher College has facilities to house approximately 1,400 full time undergraduate students.

The Office of Residential Life and Student Conduct is located on the second floor of the Campus Center, suite 206, and handles on-campus housing programs and services as well as all aspects of the Student Conduct System.

■ Housing

ResLife On-Line

ResLife On-Line is the system that students and the Office of Residential Life use for housing selection, meal plan selection, requesting room changes and signing up on the housing waiting list. ResLife On-Line can be found on the ResLife homepage: <http://home.sjfc.edu/residentallife/>. To log into ResLife On-Line, a student's login ID is his/her SJFC ID number (WITHOUT the @ symbol). The password is the student's birthday in a xx/xx/xxxx format with the slashes. For single digit months and days, please only use one digit. Example: September 1, 1988= 9/1/1988 and October 10, 1988=10/10/1988.

Room Assignments

The Residential Life staff makes room assignments for first-year and transfer students. First-year students are housed by learning communities in Ward, Haffey, and Murphy Halls to promote a greater sense of community for first-year students. Transfer students are housed in available spaces in upperclass areas. The Office of Residential Life reserves the right to change room assignments as needed. Changes in housing assignments may only occur with the permission of a professional staff member of the Office of Residential Life.

Room Selection

Returning upperclass students have the opportunity to participate in the housing selection process in the spring semester on ResLife On-Line. Information regarding the room selection process for the fall, including the room deposit, becomes available in the spring semester and is sent to students at their Fisher email addresses.

Room Changes

The room change waiting list and the associated due dates are listed each year on our website: <http://home.sjfc.edu/residentallife/>. Room change requests are taken through ResLife On-Line.

Housing Waiting List

Full-time undergraduate students may sign up for the waiting list for on-campus housing through ResLife On-Line. For log-in information, please contact our office at (585) 385-8281.

Room Amenities

Each student is provided a bed, dresser, desk, desk chair, and wardrobe/closet. No College furniture will be removed from students' rooms unless they are detripled. In the case of detripling, only the Residence Director can authorize the removal of furniture from the student's room. Bunk beds and lofts are available in most halls and should be requested through the Resident Assistant. Please keep in mind that, due to a limited supply, every student cannot have his or her bed lofted or bunked. Requests are taken through the Facilities Services online work order system at <http://home.sjfc.edu/dept/facilities/index.asp> for as long as the supply of parts is available. As lofting may be time consuming, the Residential Life staff asks that students please be patient with this service.

Recycling

A recycling bin is provided in each room and students are encouraged to recycle. Each Residence Hall has a recycling center where recyclables can be disposed of.

Checking Into Your Room

Upon checking into a room, students document any damage in the room and sign the Room Condition Card (RCC) and return it to their RD. It is the responsibility of each resident student to document conditions in the appropriate place and add comments as necessary.

Checking Out of Your Room

At the end of each semester, students must move out of the Residence Halls 24 hours after their last final exam.

Students are responsible for leaving their rooms in the same clean and orderly condition in which it was found prior to moving out. The RA cannot make damage assessments nor should they quote any prices or conditions. Should any student wish to talk about any costs associated with damage billing, he/she should talk to his/her Residence Director. Each student must complete the check out procedures.

Student belongings may not be stored on campus during the summer months. The College may dispose of any and all items left in the Residence Halls after the end of the academic year in May. The College may also dispose of any belongings left by students who have withdrawn; who have been suspended, expelled, or removed from the Residence Halls; or who vacate their Residence Hall rooms for any other reason. Students will be charged a removal fee for all personal items and furniture left in their rooms at the end of the school year.

Once an initial inspection has been conducted, the RA will forward the completed RCC to the Residence Director. In conjunction with Facilities Services, if Residential Life finds that the room or items in the room have been damaged beyond normal wear, or if College property is missing, the student(s) will be billed the appropriate amount, as determined by Facilities Services, for material and labor-related costs in repairing and/or cleaning the room and/or the cost to replace of College property. Students will be notified of their charges and the date to appeal damage charges at their SJFC email addresses after the close of the semester/after a student checks out.

Common Area Damages

When damages to common areas of the building occur, the Residence Director will work with the students and staff in the building to determine, if possible, who is responsible for the damage. The cost of damages to any common/public area of a hall will be assessed and divided among the residents of the floor or building when the individual(s) responsible for the damage cannot be identified. Students will be notified of their charges and the date to appeal damage charges at their SJFC email addresses after the close of the semester/after a student checks out.

Damage Billing

The College reserves the right to assess all students residing in a building or all students on a floor for damages, repair, and labor costs resulting from misuse, mischief, or vandalism to common areas and the furniture therein. Appropriate billing is done through the Office of Residential Life in consultation with other offices such as Facilities Services. Once an assessment has been made of individual room and/or common area charges, the billing process will be initiated. Billing occurs at the end of each semester or when special circumstances warrant. In the event that a student leaves St. John Fisher College, the billing process will begin once the room inspection is completed. If repairs/replacements of College property are necessary due to vandalism, accident, or the like, and when a student is identified as responsible (either through the Student Conduct Process or admission) the student will be charged for repairs and replacements when work is done by College staff and/or outside vendors.

Room Condition

Each student is responsible for the proper care of his or her own room and its equipment. As a health and safety consideration, cans or bottles should not be stored in a Residence Hall room, closet, under a bed, etc. If conditions are determined by ResLife to be unsafe or present a health hazard, residents will be required to remove these materials. Rooms are to remain in good order at all times. Students have the responsibility to maintain a reasonable standard of cleanliness in their Residence Hall rooms.

Rooms are to remain in good order at all times. Students have the responsibility to maintain a reasonable standard of cleanliness in their Residence Hall rooms. Students who have dry-wall walls should only use painters tape on the walls. Painters tape or masking tape can be used on non-dry wall walls. At no time should duct tape be used anywhere. Additionally, nails, screws, etc should never be used. Due to the damage made to walls and doors, metal and plastic tipped darts are prohibited.

Rooms that have their own or shared bathroom (Dorsey, Founders, Haffey, Murray, Ward, and Keough) may have their bathrooms inspected for cleanliness by Facilities Services during the winter break. Cleaning charges could result if the bathroom is deemed to be unsanitary. Any questions or concerns about cleaning or maintenance issues should be directed to the Residence Director.

Keys

Students will be issued room keys when they arrive on campus. Students may request a closet key from their Residence Director if he/she has a lockable closet. If a student loses his/her room key, he/she should report it to his/her Residence Director immediately. He/she will be charged a \$50.00 key replacement fee, his/her lock will be changed, and all roommates will be issued new keys. Lost closet keys should be reported to the Residence Director and will be replaced for \$10.00. Failure to return keys at the time of checkout will result in replacement key charges.

Mailbox keys are issued through the Postal Center. Lost keys should be reported to the Postal Center; students will be charged \$10.00 for a replacement. Mailbox keys should be returned to the Postal Center at the end of the year or when a student moves out of the Residence Halls.

Fire and Safety Information

Residence Hall Safety:

- Keep doors and windows locked, especially when sleeping or when you are not in the room.
- Secure valuables out of sight and password protect your computer.
- Know your neighbors.
- Know the location of the nearest blue light phone.
- Report suspicious people or events to Security.
- Do not give your keys or Student ID to anyone.
- Report lost keys and/or IDs immediately to Residential Life or Security.

- Do not prop doors open or leave doors open. Propped-open doors provide access for intruders.
- Do not loan your credit cards or your pin numbers to anyone.

When a fire alarm rings in a Residence Hall:

1. DO NOT IGNORE THE FIRE ALARM.
2. Feel the door to see if it is warm (if warm, remain in room and call for help [i.e. phone, shout]). Test the intensity of heat in the corridors by touching the inside of the door or doorknob.
3. Wake roommates and suitemates.
4. Close windows and doors as you leave. Lock your room door if there is no presence of fire or smoke in your room or in the hallway.
5. DO NOT USE ELEVATORS. Walk to the nearest stairwell. If the stairwell is blocked by smoke or fire, use the other exit(s) located in your hallway. Students with special needs should wait for emergency personnel in their designated evacuation area. If you have special needs that have not been disclosed to the College, please contact the fire marshal at (585) 385-8025 to discuss your evacuation plan.
6. Leave the building and move to your building's designated short-term meeting place and wait for further directions. Keep out of the way of the Fire Department equipment.

Building	Short-Term Meeting Place	Long-Term Meeting Place
Dorsey	In front of Growney Stadium	SLC
Founders	Alumni Terrace	SLC
Haffey	Campus Center quad	SLC
Keough	Campus Center quad	Varsity Gym
Michaelhouse	Keating Alumni Terrace	Dorsey Lounge
Murray	In front of Growney Stadium	Dorsey Lounge
Murphy	Parking Lot G (Front of Murphy)	Founders Lounges
Ward	LeChase Common	Varsity Gym

7. Return to building only when instructed by a member of Safety and Security.

Fire/Safety Inspections

The College makes periodic fire/safety inspections of the rooms during the year and reserves the right to remove all items considered to be fire/safety hazards. Any questions regarding the acceptability of items that students wish to bring into the Residence Hall or about electrical hookups must be directed to the campus Fire Marshall. Candles/incense may not be burned in the Residence Halls for any reason, including religious purposes. Please contact your Residence Director for assistance in finding an appropriate location for burning candles or incense for religious purposes.

■ Residence Hall Contract

In order to maintain occupancy in the Residence Halls, students must complete the on-line housing application and contract. In the event that a student does not submit the application and contract but is living in residence (picked up keys and/or signed the RCC), he/she shall assume responsibility for the obligations listed in the contract and release the College from any liability associated with damage or loss to personal property. Additionally he/she accepts and will abide by all regulations as stated in the **Student Handbook** and all subsequent regulations adopted by St. John Fisher College and the Office of Residential Life.

All resident students electronically sign the Residence Hall Contract as part of their Housing Selection Application. All students have access to a copy of the Residence Hall Contract from the Office of Residential Life website: <http://home.sjfc.edu/residentiallife/>. Any students who want an additional copy of the contract or information pertaining to the contract should contact the Office of Residential Life. The Residence Hall Contract is a binding agreement for a full academic year.

Text of the Residence Hall Contract

I (also referred to as "resident" or "student" in this document) contract for a space in a St. John Fisher Residence Hall for the 2009-2010 Academic Year and agree to pay the room and board fee and associated fees set by St. John Fisher College ("College") according to dates specified in the 2009-2010 **College Bulletin**. I understand that this Contract is not a lease, and it does not give me any interest in the real estate defined herein as the Residence Halls. My residency is subject to the following rules:

Dates of Occupancy:

1. The Residence Halls will open for the semesters according to the schedule listed below. Students will not be given access to the Residence Halls prior to their scheduled date unless they are early arrival athletes, resident assistants, or orientation advisors who are specifically named by his/her coach/supervisor as such, and who are not on disciplinary probation. The Office of Residential Life determines early arrival dates.

Fall Semester:

Saturday, Sept. 5, 2009 - New Students (Halls open at 8:00am)

Monday, Sept. 7, 2009 - Returning Students (Halls open at 8:00am)

Spring Semester:

Tuesday, January 12, 2010 - All Students (Halls open at 8:00am)

2. This Contract is effective upon execution; however, residents may only occupy the Residence Halls according to the opening dates above through May 1, 2010 or until graduation for eligible seniors. A student contracts for both room and board during the Contract period. All charges are payable to the Bursar's Office according to dates specified in the current **College Bulletin**. This publication is available through the Registrar's Office.
3. **This contract is binding for the entire academic year.** Any returning student who wishes to be released from the housing contract, but remain a full-time student at St. John Fisher College, has until June 15, 2009 to terminate the Residence Hall Contract by notifying the Office of the Residential Life of their intent in writing no later than June 15th. **After June 15, 2009, any student who wishes be released from the housing contract, but remain a full-time student at St. John Fisher College must follow the housing contract appeal process.** Returning students withdrawing from housing for any reason forfeit the housing deposit. New students (first year and transfer students) can withdraw from housing without penalty until they move in. After move in, new students must follow the appeal process below.

Housing Contract Appeals:

After June 15, 2009 or once a student is living in residence (picked up keys and/or signed the Room Condition Card) s/he may appeal to be released from this Contract if faced with an extraordinary medical or financial situation that has occurred after this contract was signed. (Refer to the Student Handbook for the procedure to appeal your housing contract.) If a student appeals to be released from the contract and is not released, room and board charges still apply.

Contract Release Fee:

- Anyone who is approved for release from this Contract or is removed for student conduct reasons is subject to a \$500.00 contract release fee.
- Students who transfer or withdraw from the College after June 15, 2009 for the Fall Semester and December 21, 2009 for the Spring semester will be charged the contract release fee.
- Students who graduate from the College mid-year will not be charged the contract release fee.

Room and Board Charges Upon Withdrawal:

Room and board charges will be prorated, if applicable, based on the dates published in the **College Bulletin**. The date of withdrawal is the official Residence Hall checkout date or the completion of the *Withdrawal from Residence* form, whichever is later.

NOTE: If a student is academically dismissed, or is otherwise not enrolled for the spring semester s/he must remove all personal belongings from the Residence Halls prior to January 11, 2010. Belongings left after this date will be removed at the student's expense and/or donated to charity.

4. Rooms may not be occupied during the College's break periods. Students must vacate the Residence Halls after their last class during regular breaks and within 24 hours of their last exam prior to the semester break and the summer break.

For a fee, students may apply to remain in housing during a break period. (Refer to the **Student Handbook** for the Policy on Break Housing.) Permission is granted at the sole discretion of the Assistant Dean of Student and Residential Life and will not be approved for the Winter Break. Vacation periods during the 2009-2010 academic year are as follows (housing closes at 6pm on the first date listed and opens at 8am on the second date):

Fall Semester:

Tuesday, Nov. 24, 2009 - Sunday, Nov. 29, 2009

Saturday, Dec. 19, 2009 - Tuesday, Jan. 12, 2010

Spring Semester:

Friday, Feb. 26, 2010 - Sunday, Mar. 7, 2010

Wednesday, Mar. 31, 2010 - Sunday, Apr. 4, 2010

NOTE: Students remaining in the Residence Halls without permission will be assessed an accommodation fee and shall, at the option of the Assistant Dean of Student and Residential Life or her designee, be required to vacate the premises immediately.

Room Condition:

5. Residents must sign the **Room Condition Card (RCC)(s)** at the time of check-in to their room/unit and prior to checkout. Failure to checkout (sign the RCC(s)) and/or **turn in keys at the time of checkout** may result in a \$100.00 Non-Checkout charge and/or applicable damage/cleaning charges and/or key replacement costs.
6. Residents are responsible for any damages to rooms/units or loss of furnishings and for unauthorized physical changes to their living area. An appropriate amount for all damage, loss, cleaning, and repairs will be charged for assigned room(s)/unit upon discovery of the damage, loss, cleaning, and repairs or at the end of the semester. The cost of damage, loss, cleaning, and repairs to any common/public area of a hall will be assessed and divided among the residents of the floor or building when the individual(s) responsible for the damage cannot be identified.

7. **No** furniture will be removed from rooms, unless the room is detripled. Facilities Services will take requests for bunking, lofting, delofting etc until the 6th week of each semester.
8. The College assumes no responsibility for any damage to, or loss of, a resident's personal property. *Residents are reminded to obtain appropriate insurance either through their families' homeowner policy or separate renter's insurance policy.*
9. Physical Plant staff, Residential Life staff, and Security staff reserve the right to enter a student's room/unit at any time for the purposes of maintenance, safety, Mid-Year Inspection, and to ensure that College regulations are observed.

Conditions of Occupancy:

10. In order to maintain occupancy in the Residence Halls, students must sign or electronically accept this housing contract. In the event that a student does not sign or electronically accept this contract but is living in residence (picked up keys and/or signed the RCC) s/he shall assume responsibility for the obligations listed in this contract and release the College from any liability associated with damage or loss to personal property. Additionally s/he accepts and will abide by all regulations as stated in the ***Student Handbook*** and all subsequent regulations adopted by St. John Fisher College and the Office of Residential Life.
11. All students in the Residence Halls must be financially registered and maintain full-time academic status (at least 12 credit hours per semester). Failure to maintain full time academic status may result in cancellation of this Contract (exceptions must be approved by the Assistant Dean of Student and Residential Life).
12. The College reserves the right to consolidate students at all times when their roommate vacates. Consolidation is at the discretion of the Office of Residential Life (refer to the Student Handbook for the College's Policy on Consolidation).
13. Changes in housing assignments may only occur with the permission of the Assistant Dean of Student and Residential Life or his/her designee. Students participating in an approved housing change must return old keys to the Office of Residential Life no later than two (2) days after approval. Failure to return keys will result in re-coring of the room lock and new keys for each former roommate at the relocating student's expense. Residents participating in a room change not approved by the Assistant Dean of Student and Residential Life may be subject to student conduct action.
14. A resident must occupy his/her room; it may not be sublet, assigned or transferred. College housing may not be used for commercial purposes.
15. All students residing in the Residence Halls must contract for a College meal plan. Meal plans are for the entire year and are not transferable. (Refer to the ***Student Handbook*** for further information about meal plans).
16. Residents are responsible for all College and Residence Hall Regulations as stated in the St. John Fisher College ***Student Handbook***. In the event of any conflict between the terms of the ***Student Handbook*** and this Contract, the terms of this Contract shall be controlling.

I understand that this contract is binding for the entire academic year. I hereby agree to assume responsibility for the obligations listed above and release the College from any liability associated with damage or loss to my personal property. I agree to accept and abide by all regulations as stated in the ***Student Handbook*** and all subsequent regulations adopted by St. John Fisher College and the Office of Residential Life.

Release from the Residence Hall Contract

After June 15, 2009 or once a student is living in residence (picked up keys and/or signed the Room Condition Card) s/he may appeal to be released from the Residence Hall Contract if faced with an extraordinary medical or financial situation that has occurred after the contract was signed. If a student appeals to be released from the contract and is not released, room and board charges still apply.

Requests to be released from the Residence Hall Contract must be made in writing to the Assistant Dean of Student and Residential Life and supporting documentation must be provided upon request.

Releases are granted in rare cases with appropriate documentation. The first step is to write a formal appeal in the form of a letter addressed to the Assistant Dean of Student and Residential Life outlining the specific reasons a student may need to break his/her housing contract. Based on the reasons outlined in the letter, the request may be forwarded through the appropriate channels (for example, the Wellness Center or the Financial Aid Office) for verification.

Medical Releases

When a student has a medical condition that they believe may warrant a release from the housing contract, the College requires that the student provide appropriate documentation of the condition from his or her treating physician, stating why it is medically necessary for the student to move off campus. In addition, this letter must include a medical diagnosis and treatment plan. This letter must be on letterhead, not a prescription note pad. This information is then reviewed with the College Physician. If, when reviewed by the Director of the Wellness Center and the College Physician, the release request is deemed to be insufficient, the student may receive a request for more detailed information or a denial based on lack of information. Please do not send this information to Residential Life; send it directly to: Ms. Maureen Niche, Wellness Center Director, St. John Fisher College, 3690 East Avenue, Rochester, NY 14618.

Financial Releases

If the need is financial, the student needs to show how his/her financial situation has changed significantly since he/she has been on campus and more specific documentation may be required. Financial information submitted will be reviewed, as appropriate, with the Office of Financial Aid.

Contract Release Fee:

- Anyone who is approved for release from the Contract or is removed for student conduct reasons is subject to a \$500.00 contract release fee.
- Students who transfer or withdraw from the College after June 15, 2009 for the Fall Semester and December 21, 2009 for the Spring semester will be charged the contract release fee.
- Students who graduate from the College mid-year will not be charged the contract release fee.

■ Meal Plans

Living in the College's Residence Halls requires participation in a meal plan. All first-year and transfer students living in the Residence Halls can choose the Gold or Platinum plan for the entire academic year. Continuing students have the choice of a Bronze, Silver, Gold, or Platinum plan.

Meal Plan Rules:

- You can only use one block (one swipe) per meal period, breakfast, lunch, dinner or late night.
- Each plan has a total number of blocks you can use throughout the semester. You must manage your meals per week.
- All-you-can-eat venues use one block per meal.
- Blocks rollover from week to week until the end of the semester.
- You can use one block per meal period in **meal equivalency** at the retail food service venues.
- Flex Dollars can be used at all dining service locations.
- Students are provided with 5 Guest Passes for each meal plan per year.
- No part of the meal plan (blocks, flex or guest passes) rolls over from semester to semester.
- No unused part of the meal plan (blocks, flex or guest passes) will be refunded at the end of the semester.

Dining Dollars

- Above and beyond your meal plan, you can also purchase Dining Dollars with cash, check, or credit card at the Lackmann Business Office.
- Dining Dollars rollover from the Fall semester to the Spring semester. They do not roll over after the Spring semester to the Summer or Fall.
- Dining Dollars are non-refundable.

Meal Plan Changes:

Students can make changes to their meal plans for Fall 2009 on ResLife On-Line. Changes can be made until August 3, 2009 at 4:30pm. Resident students will be notified via email by the end of November of the date that ResLife On-Line will reopen for meal plan changes for Spring 2010.

Meal Plan Costs:

For information about meal plan cost, please contact the Bursar's Office.

More Information about Meal Plans:

For information about the specifics of each meal plan or to add money to dining dollars, please contact Dining Services on the first floor of the Campus Center or (585) 385-8398 or at the dining services website.

■ Residence Hall Services and Repairs

1. If something needs to be repaired in a Residence Hall a work order may be placed through the Facilities Services Website <http://home.sjfc.edu/dept/facilities/index.asp>.

- Click the "On-Line Work Order Form" link.
- Enter a SJFC email address
- First-time users will be prompted for some additional information including an organizational account number.
- The **organizational account number is 979482531**.
- Enter the required information to be taken to the "New Request" page
- Submit requests
- Complete Step 2 by entering the location details of the work order.
- Complete Step 3 by selecting the problem type.
- Complete Step 4 by giving a short description of the problem.
- Move on to Step 6 by entering "support" as the password.
- Click submit and the work order will be sent. Users will receive a "Request Receipt" by email

2. Laundry machines are available in each Residence Hall. If there is a problem with the laundry service, put in a work order through the Facilities Services Website.
3. Laundry machines are available in each Residence Hall. If there is a problem with the laundry service, you must put in a work order through the Facilities Services Website.
4. Vending machines (soda, candy, etc.) are located in most of the Residence Halls. Refunds can be obtained from the Business Office located in Kearney 217.

■ Residential Life Policies and Procedures

Break Housing

Students who are requesting approval to stay during one of the College Breaks (Thanksgiving, Easter, and Spring Break) must fill out a break housing application on ResLife On-Line and receive authorization to stay. Anyone not approved or denied the opportunity to stay for the break that is found in housing at any time over the break will be referred to the Student Conduct System. Students may not stay during the Winter Semester Break.

The following applies:

- Students currently on disciplinary probation, or who are placed on probation between the signing of the agreement and the break, will not be allowed to stay for the break.
- During the break, **students may not have guests at any time** (anyone not approved to stay for break), whether or not they are also Fisher students.
- Dining Services are not provided during the break.
- Students are expected to follow all College policies and, if they violate any policy, including the guest policy for breaks, they will be documented and asked to leave campus without a refund.
- Students will receive an email either confirming or denying their request to stay on campus. It is the responsibility of the student to check their Fisher email account.
- Students will be billed \$20.00 per night for the entire break regardless of how many days the student stays during the break
- It is the student's responsibility to complete and submit the on-line break application by the due date. Due dates are posted on the Office of Residential Life website and are sent out to students at their Fisher email address prior to each break period.
- In addition, during vacation periods, Facilities Services may find it necessary to enter rooms to make repairs.

Consolidation Policy

Students may be required to consolidate if their rooms are not at full occupancy and there are two or more vacancies in the same building in which they live. The Office of Residential Life will work with students to consolidate students through the procedures outlined below:

Students who are required to consolidate can:

1. Find someone in the same situation to relocate in his/her room.
2. Relocate to someone else's room in the same situation.
3. Have the Office of Residential Life assign someone to the room or move the student to another room by using the fairest method possible, such as the previous year's selection number or the date of deposit.

“Detripling” Process

If a new student (first-year or transfer) is assigned to a rebate triple (not a standard triple), he/she will be offered the opportunity to detriple should a standard space become available. The opportunity to detriple will be offered in deposit date order (earlier deposits first) to students residing on the floor first, then to other students in the building. If no one from the hall takes the space, the space will be available to other students who are assigned to rebate triples in other halls.

If students decline to detriple to a standard space on their floor, they will not receive the triple rebate, since they are choosing to stay in the rebate triple. Students with questions about the detripling process should contact their Residence Director.

Quiet Hours/Noise

Residence Halls foster the concept of community living with an emphasis on study and academic pursuits. Residents should be aware that sound carries easily through the Residence Halls. Voices, music, TVs, etc. can be heard in other rooms on the floor as well as rooms above and below if not kept at a reasonable level. To be able to study effectively and to sleep undisturbed, students must maintain a reasonable noise level in the Residence Halls. **Quiet hours** are observed from 11:00 p.m. to 11:00 a.m. Sunday through Thursday nights and from 1:00 a.m. to 11:00 a.m. Friday and Saturday nights. During quiet hours, noise must not be heard beyond the limits of an individual's room/suite.

Additionally, **courtesy hours** are in effect 24 hours a day. If at any time a neighbor or hall mate is making excessive noise, each student has the right, and expectation, to ask the person to bring the noise down to a reasonable level. Students and staff maintain the right to voice a noise complaint at any time, not just during official quiet hours.

The goal is that students' personal noises (voices, electronic equipment, and the like) should not be audible outside of their own individual rooms/suites. Therefore, amplified instruments and music, subwoofers, drums and the like are prohibited in the Residence Halls. Additionally, any sound-producing device or apparatus that disturbs anyone outside of a student's individual room is prohibited. The right of community members to sleep and study will be maintained over the privilege to entertain.

Additionally, **24-hour quiet hours** are in effect just prior to and during exam weeks during the fall and spring semesters as posted by the Office of Residential Life.

Solicitation and Postings

Door-to-door solicitation for on- or off-campus services or groups is not permitted in the Residence Halls without prior written permission from the Assistant Dean of Student and Residential Life.

All postings in the Residence Halls must be **approved** by and **distributed** through the Office of Residential Life. The Office of Residential Life is located on the 2nd floor of the Campus Center.

Visitors and Guests

1. A visitor is defined as a St. John Fisher College student who either lives in another Residence Hall or off campus. A guest is defined as a non-St. John Fisher College student. Guests and visitors are permitted in the Residence Halls. Guests may stay no more than 3 consecutive nights and no more than 6 total nights per month.
2. Every person, (student, visitor, or guest) in a room where a violation is occurring will be documented for the violation.
3. Guests must observe all College regulations during their stay on campus. Violations of College policies may result in removal from campus and persona non grata (PNG) status. Resident students may be held responsible for any damages and policy violations that may result from the actions of their guests.
4. Students may have no more than double the occupancy of the room plus one in the living unit at one time (i.e., a double room may have no more than 5 people in the room at one time).
5. Students may not provide access to the Residence Halls to anyone considered to have persona no grata (PNG) status.

Residence Hall Policy on Alcohol and Drug Use

Residential students are also specifically responsible to observe the following Residence Hall Alcohol and Drug Policy in addition to the College Policy on Alcohol and Drug use found in this Handbook.

- a. Kegs, beer-balls, and alcoholic beverages in multiple-serving containers are not allowed in or around Residence Halls and will be confiscated.
- b. Alcoholic beverages may not be consumed or carried in open containers in the corridors, lounges, stairwells, lobbies, and public areas of the Residence Halls.
- c. Underage students who room with students of legal drinking age may be in the presence of alcohol in their assigned rooms only, provided only the assigned roommate(s) are present. In an instance of an underage person being present where alcohol is being consumed/present, the resident of the area and/or the persons of legal age will also be held responsible for an alcohol policy violation.
- d. Students under 21 may not possess and/or display empty alcohol containers in their rooms for any reason, including being filled with highlighter fluid, flowers, potpourri, etc.

■ Residence Hall Regulations

The following regulations protect the rights of all and enable resident students to pursue their goals in an atmosphere conducive to positive community, study, and intellectual achievement.

1. Room Furniture and Fixtures:

Furniture, fixtures, furnishings, and equipment furnished by the College for use in a particular room, suite, or other area in a College Residence Hall may not be removed from that particular room or other area for any reason without prior written authorization from the Office of Residential Life. Removing closet doors and/or heater covers is prohibited. Bed frames, desks, chairs, dressers, closets, mattresses, and other items that belong in student rooms are the responsibility of the student and must remain in the room. In the instance that the room is "detripled," Facilities Services may remove one set of furniture at the request of the Residence Director. The College has a limited supply of lofts and bunks to offer to students. Students must fill out a work order in order to have his /her bed lofted or bunked by the College.

2. Lounges:

Lounge furniture is to remain in the lounges for the use of all students living on the floor. The College reserves the right to assess the residents of a floor or building for the cost of replacement of missing or damaged lounge furniture. Sleeping in the lounge and/or storing personal belongings in the lounge is prohibited.

3. Windows:

- a. Window screens are not to be removed from the windows.
- b. Throwing objects/materials out of windows is prohibited.
- c. Students are not permitted to play stereos with speakers pointed out the window.
- d. Students are prohibited from climbing out of any windows.

4. Lofts and Water-Filled Furniture:

- a. Non-College supplied lofts are prohibited. The use of cinderblocks, bed risers or the like to loft or raise furniture is prohibited.
- b. Water-filled furniture is prohibited
- c. All furniture must meet state fire code standards; therefore, homemade furniture is prohibited.

5. Smoking:

Smoking is not permitted in any area of any Residence Hall, including stairwells, lobbies, and lounges. Smoking is prohibited within 50 feet of all campus buildings.

6. Fire Safety:

New York State Multiple Dwelling Laws prohibit cooking in Residence Hall rooms, fastening any combustible material to any ceilings, or covering any fire alarm equipment in Residence Hall rooms.

The following objects are among the items that are prohibited in Residence Hall rooms. This is not an exhaustive list. If you have a question about an appliance or item not listed here, please contact the Campus Fire Marshall at (585) 899-3833.

- a. Any device with an open flame (candles, Bunsen Burners, etc.)
- b. Incense, fireworks, halogen lamps, neon signs, medusa/multi-head lamps with plastic shades heat-activated or plug-in type air fresheners
- c. Extension cords (UL approved power strips in good condition—not frayed or cut—with a fuse or breaker are permitted).
- d. Any material such as flags, sheets, posters, or netting fastened to or covering the ceiling lights, smoke detectors or sprinkler heads. Per NY Fire Code, any item hanging on a wall must be a minimum of 18 inches from the ceiling.
- e. Torn or ripped chairs, couches, or furniture
- f. Electric or fuel portable heaters
- g. No rugs, carpets, or curtains are to be used in the room unless they are noncombustible or flame resistant and labeled as such. The campus has flame-resistant curtains, carpets, mattresses, and furniture in all Residence Hall rooms.
- h. Natural (potted or fresh cut) decorations (examples include pine decorations, leaves, cornstalks, etc.).

7. Appliances:

Appliances such as irons, hair dryers, televisions, coffee pots, radios, computers, etc. should be used with care. All approved appliances must have a UL-approved label attached to the item and be in good condition. Appliances should be left unplugged when not in use.

- a. New York State Multiple Dwelling Laws prohibit cooking in Residence Hall rooms. All electrical appliances used for cooking food, including hot plates, indoor grills, toasters, toaster ovens, or electric frying pans, etc., are prohibited in Residence Hall rooms. This is not an exhaustive list. If you have a question about an appliance or item not listed here, please contact the Campus Fire Marshall at (585) 899-3833.
- b. Microwaves may be permitted in Residence Hall rooms within the following guidelines: they may be no larger than .7 cubic feet and 120 volts, and they can only be used for reheating purposes. Refrigerators may be no larger than 3.2 cubic feet and no more than 1.3 amps.
- c. Air conditioning units and freezer units are not permitted in student rooms unless supplied by the College.

8. Pets:

It is prohibited for students to have any animals in the Residence Halls at any time, with the exception of pet fish under the following conditions:

- Fish tanks can be no larger than 10 gallons.
- Fish that require electric life support systems must be taken home during breaks, as electrical appliances may not be left plugged in during these periods.

9. Littering:

Littering in the Residence Halls or anywhere on campus is prohibited. Littering constitutes the throwing, dumping, or depositing of trash or refuse in places other than in the trash containers/receptacles provided.

10. Sports:

Sports activities (playing catch, rollerblading, golf, frisbee/KanJam, football, etc.) are strictly prohibited inside the Residence Halls. Possession and/or use of metal and plastic tipped darts is prohibited.

11. Room Occupancy:

Students may have no more than double the occupancy of the room plus one in the living unit at one time (i.e., a double room may have no more than 5 people in the room at one time).

12. Gambling:

Gambling for money within the Residence Halls is not permitted. (Please see the College Policy on gambling in this handbook).

13. Quiet Hours:

Violation of quiet hours and/or courtesy hours is prohibited (see the Residential Life Policy on Quiet Hours/Noise in this Handbook)