



# DOMINICAN COLLEGE

## 2021-2022

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*This Handbook & Planner is current as of July 2021, at the time of publication. Students and members of the College community are advised that any information contained in this handbook is subject to change at the discretion of the College. The College reserves the right to add, repeal, or amend any rules or regulations affecting students and any dates reported herein and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures. In any such case, the College will provide appropriate notice as reasonable under the circumstances. Each student is expected to have knowledge of information contained in this handbook and in other college publications. Students are encouraged to check online at [www.dc.edu](http://www.dc.edu) for the updated versions of all policies and procedures.*

The information in this book was the best available at press time. Watch for additional information and changes.



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## WELCOME TO DOMINICAN COLLEGE

Dear Dominican College Student,

It is with great pleasure that we take this opportunity to welcome you to Dominican College for the 2021-2022 Academic Year. If you are a first-year student, we thank you for choosing Dominican College, and congratulate you for making a tremendous investment in your own success. If you are a returning student, we celebrate your accomplishments and encourage you to reflect on the dedication and hard work it has taken to get to this point. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

We hope that you will learn to use this student handbook and planner effectively. Issued by the Office of Student Development, it is designed to introduce our students to the opportunities, services, resources and policies relating to life at the College. For wellness needs and emotional support, do not hesitate to reach out to our staff in Counseling Services or the Student Health Center. If you want to know more about activities or leadership opportunities, find time to chat with our staff in the Student Engagement Suite. Do you need some help with class assignments? Speak to your professor, advisor and visit the Academic Success Center. These are just a few examples of resources available to you.

Within the Student Handbook you will also find information on policies, procedures, and expectations of you as a student. It is the responsibility of all students, both undergraduate and graduate, to be familiar with the Student Code of Conduct and College policies contained in this handbook, as well as any other regulations relating to life at Dominican College, including those contained in the College Catalog, Policy Manual, and other publications. The College reserves the right to make changes in College regulations, policies, procedures and other matters as it deems necessary. Your handbook also contains an academic planner to help you manage your time with us. Time management is an essential skill for success as a student, and eventually as a professional in the workplace. If you have questions about any of the content in this handbook, please contact the Office of Student Development or responsible office for clarification.

On behalf of Student Development, we want to let you know that we are committed to helping you achieve your personal and academic goals while attending Dominican College. Please use the information within the Student Handbook to guide you to the resources and events that will be helpful to you and do not hesitate to contact us for assistance.

We hope that you find this handbook useful. We look forward to seeing you on campus and wish you the best of luck as you start the new academic year.

Remember, your college experience is what you make of it! Discover what it means to "Live a Charger Life!"

Sincerely,

Office of Student Development

Welcome!

On behalf of the Dominican College Student Government Association, we would like to welcome you to the 2021-2022 school year. As members of the SGA, we are representatives of the student body, but we need your help to ensure a great year!

Please feel free to stop by the SGA office located in the Student Engagement Suite (Casey Hall, Room 1), e-mail us at [sga@dc.edu](mailto:sga@dc.edu), or contact any one of the DC SGA members to voice your ideas and recommendations.

We encourage everyone to attend as many events, on campus or virtually, as possible, join clubs, and support our Chargers! The DC SGA is here to help you. We hope that you make the most of this year, stay on top of all of your work, and most of all - have fun!

Sincerely,

Student Government Association



**DOMINICAN  
COLLEGE**

# CLASS SCHEDULE *first & second semester*

FIRST SEMESTER

Time	Subject	Instructor	Bldg/Rm

SECOND SEMESTER

Time	Subject	Instructor	Bldg/Rm



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# ACADEMIC CALENDAR 2021-2022

## FALL TERM 2021

Aug. 23 (Mon)	Accelerated BSN (ABSN) Fall Trimester begins
Aug. 23-24 (Mon-Tues)	Fall Semester Advisement/Testing/Registration
Aug. 25 (Wed)	College Conference/Division Meetings
Aug. 26 (Thurs)	Faculty Conference
Aug. 27-28 (Fri-Sat)	Freshman Orientation (Day/Evening Students)
Aug. 28 (Sat)	Freshman Convocation (Day/Evening Students)
Aug. 28 (Sat)	Graduate Education Quarter I/V begins
Aug. 30 (Mon)	Fall Semester begins/Graduate Nursing Fall Semester begins
Aug. 30-Sept. 2 (Mon-Thu)	Late Registration & Drop/Add for Fall Semester
Aug. 31 (Tues)	DC Online/RN-to-BSN/MBA/MSOLC Session I begins
Sept. 6 (Mon)	Labor Day— <b>COLLEGE CLOSED</b>
Sept. 10 (Fri)	OT, PT, and Undergraduate (WABSN) Weekend Fall Trimesters begin
Sept. 11 (Sat)	Weekend ABSN Fall Trimester begins
Oct. 26 (Tues)	DC Online/RN-to-BSN/MBA/MSOLC Session II begins
Nov. 2 (Tues)	Election Day— <b>COLLEGE CLOSED</b>
Nov. 6 (Sat)	Graduate Education Quarter II/VI begins
Nov. 9 (Mon)	Last day for withdrawal from Fall Semester classes
Nov. 15 (Mon.)	Honors Convocation
Nov. 19 (Fri)	Last day for January graduates to file a “Candidate for Degree” form
Nov. 24-Nov.28 (Wed-Sun)	Thanksgiving Recess— <b>COLLEGE CLOSED</b>
Dec. 13-17 (Mon-Fri)	Final examination week, Fall semester
Dec. 24-Jan. 2 (Fri-Sun)	<b>COLLEGE CLOSED</b>

## WINTERSESSION 2022

Jan. 3-Jan. 14 (Mon-Fri)	Winter Session Classes
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## SPRING TERM 2022

Jan. 4 (Tues)	Dominican College Online/RN-to-BSN/MBA/MSOLC Session III begins
Jan. 6 (Thurs)	Accelerated BSN (ABSN) Spring Trimester begins
Jan. 7 (Fri)	OT, PT and Undergraduate Weekend Spring Trimesters begin
Jan. 8 (Sat)	Weekend ABSN (WABSN) Spring Trimester Begins
Jan. 12 (Wed)	Spring Semester Registration
Jan. 13 (Thurs)	College Conference
Jan. 17 (Mon)	Martin Luther King Day— <b>COLLEGE CLOSED</b>
Jan. 18 (Tues)	Residence Halls Open for Returning Students
Jan. 19 (Wed)	Spring Semester begins/Graduate Nursing Spring Semester begins
Jan. 19, 20, 24, 25 (Wed-Thurs, Mon-Tues)	Late Registration & Drop/Add for Spring Semester
Jan. 22 (Sat)	Graduate Education Quarter III/VII begins

Feb. 7 (Mon)	Last day for May /August graduates to file a “Candidate for Degree” form
Mar. 8 (Tues)	DC Online/RN-to-BSN/MBA/MSOLC Session IV begins
Mar. 14-Mar. 18 (Mon-Fri)	<b>SPRING RECESS-CLASSES SUSPENDED</b>
Apr. 5 (Tues)	Last day for withdrawal from Spring Semester classes
Apr. 13 (Wed)	Classes follow Monday schedule
Apr. 14-Apr. 18 (Thurs-Mon)	<b>RELIGIOUS HOLIDAYS—COLLEGE CLOSED</b>
May 9-13 (Mon-Fri)	Final examination week, Spring Semester
<b>COMMENCEMENT WEEK 2022</b>	
May 16-20 (Mon-Fri)	Pre-Commencement Activities
May 18 (Wed)	Service Recognition Ceremony
May 19 (Thurs)	Graduate Program Hooding Ceremonies
May 21 (Sat)	Graduation Mass and Baccalaureate Awards Ceremony
May 22 (Sun)	Commencement
<b>SUMMER TERM 2022</b>	
April 9 (Sat)	Graduate Education Quarter IV begins
May 3 (Tues)	Dominican College Online/RN-BSN/MBA/MSOLC Session V begins
May 7 (Sat)	Weekend ABSN Summer trimester begins
May 13 (Fri)	OT, PT and Undergraduate Weekend Summer trimesters begin
May 30 (Mon)	Memorial Day— <b>COLLEGE CLOSED</b>
May 31 (Tues)	ABSN Academic Year Begins
	Graduate Nursing Programs Summer Semester begins
June 1-June 16 (Wed-Thurs)	Day/Evening Summer Session I
June 20-July 21 (Mon-Thurs)	Day/Evening Summer Session II
June 21-July 28 (Tues-Thurs)	Day/Evening Summer Session III
June 28 (Tues)	DCOnline/RN-to-BSN/MBA/MSOLC Session VI begins
July 2-July 4 (Sat-Mon)	Independence Day— <b>COLLEGE CLOSED</b>
<b>ALTERNATIVE UNDERGRADUATE DELIVERY SYSTEMS AND GRADUATE PROGRAMS, 2021-2022</b>	
<b><u>ACCELERATED B.S.N.</u></b>	
<b>Summer Trimester I:</b>	June 1, 2021 – August 20, 2021
<b>Fall Trimester II:</b>	August 23, 2021 – December 17, 2021
<b>Spring Trimester III:</b>	January 6, 2022 - April 29, 2022

**WEEKEND ACCELERATED B.S.N., 2021-2022:**

Fall 2021 Trimester	Spring 2022 Trimester	Summer 2022 Trimester
<u>Sept. 11,12</u>	<u>Jan. 8,9</u>	<u>May 7,8</u>
<u>Sept. 18,19</u>	<u>Jan. 22, 23</u>	<u>May 14, 15</u>
<u>Sept. 25, 26</u>	<u>Feb. 5, 6</u>	<u>June 4, 5</u>
<u>Oct. 2, 3</u>	<u>Feb. 12, 13</u>	<u>June 11, 12</u>
<u>Oct. 16, 17</u>	<u>Feb. 26, 27</u>	<u>June 18, 19</u>
<u>Oct. 23, 24</u>	<u>Mar. 5, 6</u>	<u>June 25, 26</u>
<u>Oct. 30, 31</u>	<u>Mar. 12, 13</u>	<u>July 9, 10</u>
<u>Nov. 6, 7</u>	<u>Mar. 19, 20</u>	<u>July 16, 17</u>
<u>Nov. 13, 14</u>	<u>Mar. 26, 27</u>	<u>July 23, 24</u>
<u>Nov. 20, 21</u>	<u>Apr. 2, 3</u>	<u>July 30, 31</u>
<u>Dec. 4, 5</u>	<u>Apr. 9, 10</u>	<u>Aug. 6, 7</u>
<u>Dec. 11, 12</u>	<u>Apr. 23, 24</u>	<u>Aug. 13, 14</u>
<i>Dec. 18, 19</i> <i>(Emergency Alternate)</i>	<i>April 30, May 1</i> <i>(Emergency Alternate)</i>	<i>Aug. 20, 21</i> <i>(Emergency Alternate)</i>

**UNDERGRADUATE WEEKEND COURSES, 2021-2022:**

On-Campus / Instructional Weekend	Fall 2021 Trimester	Spring 2022 Trimester	Summer 2022 Trimester
1	September 10-12	January 7-9	May 13-15
2	October 1-3	January 28-30	June 3-5
3	October 15-17	February 11-13	June 24-26
4	November 5-7	March 4-6	July 8-10
5	November 19-21	March 18-20	July 22-24
6	December 10-12	April 8-10	August 12-14
<i>Alternate Makeup</i>	<i>December 17-19</i>	<i>April 22-24</i>	<i>August 19-21</i>

**DOMINICAN COLLEGE ONLINE /RN-to-BSN/ MBA/ MSOLC, 2021-2022:**

<b>Session I:</b> <i>Aug. 31-Oct. 21, 2021</i>	<b>Session II:</b> <i>Oct. 26-Dec.16, 2021</i>	<b>Session III:</b> <i>Jan.4-Feb. 24, 2022</i>
<b>Session IV:</b> <i>Mar. 8-Apr. 28, 2022</i>	<b>Session V:</b> <i>May 3-June 23, 2022</i>	<b>Session VI:</b> <i>June 28-Aug. 18, 2022</i>

**GRADUATE NURSING, 2021-2022:**

Fall 2021	Spring 2022	Summer 2022
August 30 (Monday) Semester begins	January 19 (Wednesday) Semester Begins	May 31 (Tuesday) Semester Begins
December 13-17 Finals Week	May 9-13 Finals Week	August 4 (Thursday) Semester Ends



**OCCUPATIONAL THERAPY, 2021-2022:**

<i>On-Campus / Instructional Weekend</i>	<i>Fall 2021 Trimester</i>	<i>Spring 2022 Trimester</i>	<i>Summer 2022 Trimester</i>
1	September 10-12	January 7-9	May 13-15
2	October 1-3	January 28-30	June 3-5
3	October 15-17	February 11-13	June 24-26
4	November 5-7	March 4-6	July 8-10
5	November 19-21	March 18-20	July 22-24
6	December 10-12	April 8-10	August 12-14
<b><i>Alternate Makeup</i></b>	<b><i>December 17-19</i></b>	<b><i>April 22-24</i></b>	<b><i>August 19-21</i></b>

**PHYSICAL THERAPY 2021-2022:**

<i>On-Campus / Instructional Weekend</i>	<i>Fall 2021 Trimester</i>	<i>Spring 2022 Trimester</i>	<i>Summer 2022 Trimester</i>
1	September 10-12	January 7-9	May 13-15
2	September 17-19	January 14-16	June 3-5
3	October 1-3	January 28-30	June 10-12
4	October 8-10	February 11-13	June 24-26
5	October 22-24	February 25-27	July 8-10
6	November 5-7	March 11-12	July 15-17
7	November 19-21	March 25-27	July 29-31
8	December 3-5	April 8-10	August 12-14
<b><i>Alternate Makeup</i></b>	<b><i>December 10-12</i></b>	<b><i>April 15-17</i></b>	<b><i>August 19-21</i></b>

**GRADUATE TEACHER EDUCATION, 2021-2022:**

<i>Quarter I, V</i>	<i>Quarter II, VI</i>	<i>Quarter III, VII</i>	<i>Quarter IV</i>
Aug. 28, 29	Nov. 6, 7	Jan. 22, 23	Apr. 9, 10
Sept. 11, 12	Nov. 20, 21	Feb. 5, 6	Apr. 23, 24
Sept. 25, 26	Dec. 4, 5	Feb. 19, 20	May 14, 15
Oct. 9, 10	Dec. 18, 19	Mar. 5, 6	June 4, 5
Oct. 23, 24	Jan. 8, 9	Mar. 19, 20	June 18, 19
Oct. 30, 31	Jan. 15, 16	Mar. 26, 27	June 25, 26
<i>(Alternate Days)</i>	<i>(Alternate Days)</i>	<i>(Alternate Days)</i>	<i>(Alternate Days)</i>

Due to the unpredictable nature of the COVID-19 pandemic, the status of live classes and/or instruction is subject to change at any time, in accordance with state and local guidance on the COVID-19 virus. The Student recognizes that if there should be a recurrence or resurgence of active COVID-19 cases in New York during the 2021-2022 academic year, any classes and/or instruction currently scheduled to take place live may need to be held remotely on short notice. The Student acknowledges that the necessity to convert live classes and/or instruction to remote classes and/or instruction will not result in: (1) the refund of any tuition paid for live classes and/or instruction, or (2) any liability whatsoever on the part of the College.

## **A PERSPECTIVE ON DOMINICAN COLLEGE**

1952	Chartered as Dominican Junior College
1959	Chartered as Four-Year Liberal Arts College
1967	First Coed Freshman Class Admitted
1972	Middle States Accreditation Granted
1980	Weekend College Started
1984	Chartered to offer Bachelor of Science in Occupational Therapy
1990	ACCEL Program Started
1994	Chartered to offer Master of Science in Education Degree for Teachers of Students with Multiple Needs
1996	Chartered to offer Master of Science Degrees
1998	Chartered to offer Master of Science in Physical Therapy
1999	Authorized to offer Master of Science in Advanced Practice Nursing for Family Nurse Practitioners
2000	Chartered to offer Master of Science in Education Degree for Teachers of the Blind and Visually Impaired
2004	Chartered to offer Doctorate of Physical Therapy
2007	Chartered to offer Bachelor of Arts in Criminal Justice, Master of Business Administration and Master of Science in Education for Early Childhood Education
2009	Approved to offer Master of Science in Education for Educational Media
2011	Approved to offer Bachelor of Science in Biology
2014	Approved to offer Doctorate of Nursing Practice and Graduate Certificate in Health Care Management
2019	Chartered to offer Master of Science in Organizational Leadership and Communication

## **MISSION**

The aim of Dominican College is to promote educational excellence, leadership, and service in an environment characterized by respect for the individual and concern for the community and its needs. Founded by the Dominican Sisters of Blauvelt, the College is an independent institution of higher learning, Catholic in origin and heritage. In the Dominican tradition, it fosters the active, shared pursuit of truth and embodies an ideal of education rooted in the values of reflective understanding and compassionate involvement.

Committed to building its programs upon a strong foundation in the liberal arts and sciences, the College maintains a student-centered climate and serves a diverse community of students in undergraduate and graduate programs. The college empowers this community of learners to excel, lead and serve with integrity and to engage responsibly in the pursuit of a more just, ethical and sustainable world.

Dominican College is dedicated to the principle that its educational programs and services must be both challenging and supportive, distinguished both by high standards and by attention to the needs and potential of the individual student. Affirmed and engaged by these standards and values, graduates are prepared for purposeful lives and for the careers and professions they choose to pursue.

## **INVENTORY OF REGISTERED PROGRAMS**

The following degree programs are offered by Dominican College and registered by the New York State Education Department (Office of College and University Evaluation, Education Bldg., 89 Washington Ave., Albany, NY 12234, 518-474-2593):

### **CERTIFICATE PROGRAMS**

Computer Information Systems  
Computer Programming  
Personal Computers

### **ASSOCIATE IN ARTS PROGRAM**

Liberal Arts

### **BACHELOR OF ARTS PROGRAMS**

Biology  
Communication Studies  
Criminal Justice  
English  
History  
Humanities  
Mathematics  
Psychology  
Social Sciences  
Early Childhood Education and Early Childhood/Students with Disabilities  
Adolescence Education and Adolescence/Students with Disabilities  
    Biology (7–12)  
    English (7–12)  
    Mathematics (7–12)  
    Social Studies (7–12)

### **BACHELOR OF SCIENCE PROGRAMS**

Accounting  
Biology  
Business Management  
Information Technology  
Finance  
Health Sciences  
Nursing (B.S.N.)  
Occupational Therapy (B.S./M.S.)

## **BACHELOR OF SCIENCE IN EDUCATION PROGRAMS**

Liberal Arts Curricula with B.S.Ed. Programs:

American Studies

Humanities

Mathematics

Natural Science Teacher Education

Childhood Education and Childhood/Students with Disabilities (B.S.Ed.)

Early Childhood Education and Early Childhood /Students with Disabilities (B.S.Ed.)

## **BACHELOR OF SOCIAL WORK PROGRAM**

## **MASTER OF BUSINESS ADMINISTRATION (MBA)**

Graduate Certificate in Health Care Management

## **MASTER OF SCIENCE PROGRAMS**

Family Nurse Practitioner

Organizational Leadership and Communication

Occupational Therapy (B.S. /M.S.)

## **MASTER OF SCIENCE IN EDUCATION PROGRAMS**

Childhood Education

Teacher of Students with Disabilities

Teacher of the Blind and Visually Impaired

## **DOCTOR OF NURSING PRACTICE (DNP)**

## **DOCTOR OF PHYSICAL THERAPY PROGRAM (DPT)**



## DIRECTORY OF OFFICES, PERSONNEL AND FACILITIES

1. DE PORRES HOUSE — Office of Admissions
  - Director of Admissions ..... Douglas McNabb
  - Assistant Director of Freshman Admissions..... Emma Fortunato
  - Admissions Counselor ..... Melanie Salibian
2. DOYLE HOUSE
  - Assistant Director of Graduate Admissions ..... Ashley Scales
  - Assistant Director of Admissions for Transfers/Online ..... Rob Tyrrell
  - Transfer Counselor..... Michelle Wendt
3. CASEY HALL Offices
  - VP of Academic Affairs and Academic Dean..... Thomas Nowak, PhD
  - Associate Academic Dean..... TBD
  - Assistant Academic Dean ..... Daphne Estwick, PhD
  - Blackboard Service ..... Lisa Surless
  - Campus Ministry..... Sr. Barbara McEneany, O.P.
  - Center for Adult Student Education, Academics ..... AnnMarie DiSiena, EdD
  - Center for Adult Student Education, Online Learning..... Mary McLean-Hely
  - Community Engagement & Leadership Development ..... TBD
  - Facilities Manager..... Agron Gashi
  - Information Technology, ICard, Audio Visual, Blackboard, IT Support ..... Russell Diaz
  - Internship Coordinator/Career Counselor..... Rose Macom
  - New Student and Transition Center, Director..... Katie Anderson
  - New Student and Transition Center, Support Specialist ..... Hope Kremer
  - Purchasing..... Peter Pabon
  - Public Safety & Security..... John Lennon
  - Retention & Student Success ..... Ryan O’Gorman
  - Student Activities ..... Rachel McGinty
  - Student Development Program Coordinator..... TBD

<b>Faculty/Administrative Offices:</b>	<b>Additional Facilities:</b>
Accounts Payable	The Charger Café
Arts and Sciences	Classrooms
Business	Computer Labs
Faculty Lounge	Palisades Room
Payroll	Student Lounge
Social Sciences	
Social Work	
Teacher Education	
4. COOKE HALL— Administration Building
  - President..... Sr. Mary Eileen O’Brien
  - Chancellor for External Affairs..... Sr. Kathleen Sullivan
  - Vice President for Enrollment Management..... Brian Fernandes
  - Vice President for Fiscal Affairs..... Anthony Cipolla
  - Bursar..... Kathleen Rosenberger
  - Controller ..... Kenneth Flug
  - Director of Financial Aid ..... Stacy Salinas
  - Assistant Director of Financial Aid..... Nancy Petronella
  - Human Resources ..... Lisa Kayal
  - Institutional Research, Planning, and Assessment..... Fredric Cohen
  - Registrar..... Mary McFadden

## 5. PRUSMACK CENTER

### **Faculty Offices:**

Athletic Training  
Allied Health  
Mathematics  
Nursing  
Occupational Therapy  
Physical Therapy  
Sciences

### **Additional Facilities:**

Fury Lecture Hall  
Classrooms  
Computer Labs  
Lounges  
Laboratories  
Archives

## 6. GRANITO CENTER

Dominican Dining Services by Chartwells..... Frank Onderdonk  
Student Health Center .....Lynda Chesterman, ANP  
Julie Albrecht, FNP  
Follett College Bookstore  
Corless Commuter Student Lounge  
Badami Meeting & Conference Room  
Communications Studies Studio  
Radio DC Broadcast Booth

## 7. HENNESSY CENTER

Athletic Director .....Joseph Clinton  
Associate Athletic Director, Senior Women's  
Administrator & Sports Information Director .....Kelly-Ann DiGiulio Light  
Assistant Athletic Director, Compliance..... Thomas Gavigan  
Assistant Athletic Director, Facilities & Scheduling ..... Rick Giannetti  
Assistant Athletic Director, Recruiting ..... Joseph Burbridge  
Faculty Athletic Representative ..... James Crawley  
Head Athletic Trainer..... Samantha James  
Assistant Athletic Trainers ..... John Galvany  
  
Building Manager .....Michael Rogan  
Assistant Building Manager.....Chad Duesler  
Athletic Administrator's Offices  
Athletic Training Room  
Aerobic Studio  
Holt Meeting Room  
Fitness Center  
Gymnasiums  
Locker Rooms  
Recruiting/Conference Room

8. ROSARY HALL
  - Academic Success Center, Director..... Debra Moniz, EdD
  - Academic Success Center, Asst. Director.....Gregory DiDona
  - Career Development Center, Director.....Evelyn Fiskaa
  - Residence Life, Director .....Joseph Dratch
  - Special Services, Director.....Margaret Giuliano
  - Vice President for Student Development & Dean of Students ..... John Burke
  - Assistant Dean for Student Development & Title IX Coordinator ..... Christine Dilts
  - Career Development Center
  - College Chapel
  - Lawrence Room
9. RESIDENCE HALL ASSISTANT DIRECTORS
  - Guzmán Hall .....Jonathan Delgado
  - Hertel Hall..... Gabriella Vasquez
  - Rosary Hall ..... Debra Ferguson
10. SIENA HOUSE
  - VP Institutional Advancement ..... Joseph Valenti
  - Alumni Affairs .....Mary McHugh
  - Annual Fund..... TBD
  - Special Events.....Mary Lichtman
11. SULLIVAN LIBRARY, Director ..... Mary Elizabeth Schaub
  - Learning Commons
  - Computer Lab
12. FORKEL HALL
  - Counseling Center.....Alise Cohen
  - Prevention & Education Services ..... Eileen Piccininni
  - Classrooms
  - Laboratories
  - Locker Rooms
13. VERITAS HOUSE
  - Marketing..... Brett Bekritsky
  - Public Relations ..... Susan Cerra

## **STUDENT RESPONSIBILITIES**

### **RECOMMENDED UNDERGRADUATE STUDENT RESPONSIBILITIES**

By accepting responsibility for their education, students enhance the development of their academic, social, and career goals. It is expected that students accept responsibility for their academic choices as part of their educational experience at Dominican College. Services are available to assist students with academic advising, long-range goals, and career explorations. Students themselves are responsible for reviewing, understanding, and abiding by the College's policies, procedures, requirements, and deadlines.

### **RESPONSIBILITIES IN THE CLASSROOM**

Students are expected to:

- attend class regularly unless other arrangements are made;
- arrive for class on time and leave the classroom only at the end of class;
- engage in class discussions and activities when appropriate;
- exhibit classroom behavior that is not disruptive to the learning environment;
- Silence any electronic devices, including, but not limited to cell phones.

## COURSE RESPONSIBILITIES

Students are expected to:

- observe requirements for courses and consult with instructors if prerequisites are lacking;
- obtain and understand course syllabus;
- keep up with coursework and take all scheduled examinations;
- address any conflicts in syllabus and exam scheduling with the instructor as soon as possible;
- review all graded material and seek help if necessary;
- as soon as possible notify the instructor of any disabilities that might interfere with completion of course work;
- Fairly and thoughtfully complete the course evaluation form.

## ACADEMIC PROGRESS

Students are expected to take an active part in assessing their academic progress each semester, and to monitor their progress towards completion of graduation requirements. They are expected to:

- review academic policies and procedures described in the College Catalog and subsequent publications;
- know basic College and departmental graduation requirements in their chosen majors and minors so they may plan completion of these requirements;
- maintain personal copies of a tentative degree plan, progress reports, general educational material, and transfer credit evaluations until after graduation;
- See that any academic records from other universities are transferred and received by all the appropriate offices for evaluation.

## INTERACTIONS WITH FACULTY, INSTRUCTORS, ADMINISTRATORS, STAFF AND OTHER STUDENTS

Students are expected to:

- understand the concept of academic honesty and adhere to its principles;
- be respectful and polite to all instructors, administrators, staff and other students;
- be familiar with and abide by the College's sexual harassment policies, discrimination and harassment policies, and the Student Code of Conduct;
- Consult the Student Code of Conduct about other aspects of student conduct in and out of the classroom;
- *Adhere to social distancing guidelines, wear face masks/coverings, and comply with pandemic screening protocols at all times.*

## 17 THINGS EVERY COLLEGE STUDENT SHOULD DO

### ACADEMIC

1. **Meet with your advisor:** If you have a question about courses, classes, or academics, your advisor is the person to see. We require that you talk to an advisor before registering for courses every semester. Don't just run in and ask for a schedule, make an appointment to sit down and talk about your program.
2. **Meet with your instructors:** Remember, your instructors are people too, and they like to hear from their students (That's why they teach). All professors have office hours and usually, if you ask, they will try to accommodate you if your hours don't match up with theirs. It's important you become a real person to them, not just a face in their classroom. If you're going to be absent because of a last-minute emergency, e-mail them or call and tell them. It lets them know you're interested and concerned about the class.
3. **Learn major prerequisites and requirements:** Understand the Dominican College General Education Curriculum. These are the core courses all students need to fulfill. If you have decided on a major, investigate the required classes you will need and learn if those classes have prerequisites



4. **Know the campus and its resources:** It's important to know where to go for help on campus. Visit the Academic Success Center early and often. Get to know the librarians; they are invaluable resources. Know where to go for personal help.
5. **Explore the possibility of internships and volunteer opportunities:** Think about volunteering or interning in a field that interests you. The experience can help you choose a major or career and also help you decide not to choose one. It's one of those "win-win" situations. It also provides valuable networking connections for you that will be of use in your future.
6. **Start planning for life after college:** Try to outline a loose plan of where you'd like to be 4 years from now.

## **SOCIAL**

7. **Find out what activities are going on at Dominican:** However you like to spend your spare time, chances are there is an activity on campus or club for you. Try out something new or different. If there isn't something that fits your passion, think about starting getting involved and starting something new. The possibilities are limitless.
8. **Explore beyond the campus:** This is an amazing area to explore and there is more to Rockland County than the Palisades Mall! Rockland County is full of history, parks, shopping, arts, entertainment, festivals and more. Visit [www.rockland.org](http://www.rockland.org) for more information.
9. **Take time to socialize:** Making friends is one of the best things about college, so take time to socialize and meet new people. If you're shy, try joining a club or getting a job on campus. It helps to ease the discomfort of meeting a lot of new people all at once. Join a sports team or play intramurals; we have a wide variety to choose from.

## **TIME MANAGEMENT**

10. **Stay Motivated:** Procrastination can lead to unnecessary frustration and possible failure. Set goals and a reasonable pace to achieve them.
11. **Balance work and play:** All work and no play is a sure way to burn out fast, but the opposite is also true. Learn how to balance these two items in your life. Figure out what is your best time of the day to study, for sleep, for attending class, and try to make your day as efficient as possible according to what your body needs.
12. **Establish a study schedule:** Start on the first day of classes and try to establish good habits right away. Studying is just like any other sport or skill, it takes practice and doing it over and over in a routine manner makes it easier.

## **ROOMMATES AND HOUSING**

13. **Communicate with the Office of Residence Life:** Get to know the people who are in charge of Residence Life and your Residence Hall. If there are problems or concerns, make contact with them. Remember as different as your room may be from home, it's still your own little home away from home.
14. **Develop your communication skills:** As a college student it is time for you to learn to express yourself. If you are having a challenging time with your roommate, learn to talk with them before the situation grows too large to handle yourself. Also remember that you have Resident Advisors and Resident Directors to help you mediate problems.

## **MONEY MANAGEMENT**

15. **Learn all you can about Financial Aid:** Financial aid is an ongoing process so you will need to know what forms need to be filled out, when they arrive in the mail (after the first time, you'll get a renewal form in the mail – much easier to fill out). You can always look into scholarships especially after you have been in college for a year and have a specific major. Here's another place where your reference librarian can be of enormous help. Visit Dominican's Financial Aid Office if you have any questions. Don't forget to ask about work study. If you're eligible, you can work on campus and the hours are built around your schedule.

- 16. Set up a weekly or monthly budget and get a checking account:** A simple monthly budget will keep you from overspending and making bills easier to pay. One of the biggest stressors in a college student's life is debt that hangs over their head.
- 17. Apply for a credit or preferably a debit card...wisely:** Although advertising to college students by credit card companies is not allowed in New York State, you will still be bombarded by credit card companies and it becomes all too easy to apply for several cards. This is a sure way to get into debt fast.

## **ACADEMIC INFORMATION**

### **FIRST YEAR EXPERIENCE**

The New Student and Transition Center exists to help students with the transition from high school to college. An advising team of faculty members and academic administrators known as the Freshman Directorate work closely to guide students throughout the first year. All full-time freshmen day students also participate in a two credit, semester long seminar taught by members of the Freshman Directorate. The goal of the Freshman Seminar is to enhance the development of critical thinking, to introduce the concept of liberal learning, and to make connections to the College's mission. Another important feature of the first-year experience is a group of upperclassmen known as the Peer Mentors. As the student staff of the New Student and Transition Center, they are specially trained and serve as a rich source of information about important campus events and policies as well as extracurricular activities. Each Peer Mentor is assigned a small group of freshmen, with whom he/ she meets with on a regular basis. *The New Student and Transition Center also serves transfer students who enter with 24 or fewer credits, and students working toward admission to the nursing program.*

### **RETENTION AND STUDENT SUCCESS**

The Office of Retention and Student Success is designed to assist students in achieving their academic and personal goals, with degree attainment as the ultimate objective. The Director conducts individual and small group meetings with students across the educational landscape, facilitates study hall sessions, follows up on SAGE alerts, assists with advisement, and tracks risk factors for students in need of additional support.

### **GRADUATE PROGRAMS**

Through its graduate programs, Dominican College extends its traditional mission — the promotion of educational excellence, societal leadership, and service — to an already successful, diverse population of students. By offering advanced study, in breadth and in-depth, Dominican emphasizes serious scholarship, independent projects, and creative research in order to enhance academic knowledge, related skills, personal fulfillment, and professional leadership.

The Associate Academic Dean serves as the liaison between the graduate programs and the Office of the Academic Dean and coordinates, with the Graduate Studies Council, the programs, their policies, procedures, curricula, and course offerings. Students with questions have access to the coordinator as well as to the graduate faculty and the Program Directors.

### **REGISTRATION**

A student must be officially registered for each course. Regulations and procedures for registration are published each semester by the Office of the Registrar. Students will be charged late registration fees when applicable.

It is the student's responsibility to know the dates for registration, to see an advisor, to be present at the appointed time, and to follow the indicated procedure.

## CHANGE OF PROGRAM AND WITHDRAWAL

To be official, a withdrawal from the College or any change in a course or program must be submitted in writing with authorization by the faculty advisor to the Registrar. Students may change their programs within one calendar week after the official opening of the academic term by filing adjusted schedule forms with the Registrar. When a student officially withdraws from a course during the one-week period assigned for a change of program, no notation of the withdrawal will appear on the official record. A student who officially withdraws from a course after this one-week period but before the end of the “Last Day for Withdrawal” will receive a “W” on his/her transcript, a grade which carries no academic penalty.

The “Last Day for Withdrawal” date is at the 2/3 mark for any given academic session. Students may not withdraw for any reason from a course following this deadline except for exigent circumstances approved by the Academic Dean. Students failing a course who do not withdraw from that course or stop attending it after the Withdrawal date will be given either a grade of “F” or “WU” (Unauthorized Withdrawal). Since students are not awarded any quality points for grades of “F” or “WU,” these two grades have the same effect upon a student’s grade point average.

Before leaving the College indefinitely or taking a temporary leave, a student must notify both their advisor and the Registrar’s Office via email that they are not returning to the College. The College is required by federal law to provide Federal Loan Borrowers with Exit Counseling to prepare them for repayment of their federal student loan(s). Students will also need to complete the “Withdrawing Student Survey” at <https://www.surveymonkey.com/r/LNRPRJS>. Students without a negative balance can request an official Dominican College transcript at [www.getmytranscript.org](http://www.getmytranscript.org).

## REFUNDS

When a student officially withdraws from any course or courses, a refund of tuition only based on the date of withdrawal may be made upon filing of a withdrawal notice with the Office of the Registrar. The size of the refund on a given date can be determined from a schedule printed near the back of the College Catalog. The effective date of withdrawal will be the date when formal application is filed in the Office of the Registrar. Notification to the Instructor is not sufficient.

## UNDERGRADUATE GRADING

The evaluation of student achievement in course work is a responsibility of the teaching faculty. In an effort to clarify the standards being applied in determining the grades assigned, guidelines have been developed to describe the quality of performance expected for the various grading categories. Faculty judgments regarding student achievement in a particular course are based on the concrete evidence of the level of mastery demonstrated by the student on formal examinations, questions, and participation on the part of the student in class sessions, term papers, or other written assignments, written and oral quizzes, and other means of assessment used by instructors.

Formal instruction in writing and composition is provided in specific courses offered within the English curriculum, and written work submitted in meeting course requirements in all courses is expected to be of college-level caliber and will be considered in evaluating the quality of student work.

**Excellence (A, A-)** in course work is characterized by: mastery of subject matter; facility in use of critical thinking; analysis, synthesis, and independent judgment; creative response to or application of the principles and concepts being studied; and by consistent command of communication tools; articulateness regarding the subject matter covered by course activities; facility with methods of scholarship appropriate to field of study and level of course.

**Superior to Very Good (B+, B, B-)** achievement in course work is characterized by: better than adequate knowledge of the subject matter; evidence of perceiving relationships and of integrating new knowledge with prior and concomitant learning to a significant degree; insight and inquiry into the principles and concepts being studied; and by better than average ability to organize and express ideas and knowledge both orally and in writing; good use of methods of scholarship appropriate to field of study and level of course.

**Good to Satisfactory (C+, C)** achievement in course work is characterized by: sufficient knowledge of subject matter for continuing to most other levels of study; evidence of average achievement in making associations and applications and in recounting and explaining the principles and concepts being studied; and by adequate ability to use acceptable forms and vocabulary consistently, to communicate clearly; and to identify and use methods of scholarship appropriate to field of study and level of course.

**Minimally Passing (C-, D+, D)** achievement in course work is characterized by: minimal knowledge of subject matter; evidence of limited comprehension and achievement in recounting and explaining the principles and concepts under study; and by weak or inconsistent command of communication tools; deficiency in organizing and expressing knowledge and ideas. Note: The grades D+ and D are not used in the graduate programs.

**Failing (F)** work is characterized by: inadequate knowledge of subject matter; evidence of inadequate levels of comprehension and of achievement in recounting and explaining the basic principles and concepts being studied; and by demonstration of inadequate command of communication skills; consistently poor usage and immaturity of expression.

The grade point average or the cumulative index defines the level of scholarship achieved by a student. It is used in determining academic standing and in establishing eligibility for honors. The index is computed by dividing the total number of quality points earned by the total number of semester hours of credit carried by the student.

Quality points are awarded as follows for each of the assigned final grades:

<u>Grade</u>	<u>% Scale</u>	<u>Semester Hours of Credit</u>
A	(100-95)	4.0
A-	(94-90)	3.7
B+	(89-87)	3.3
B	(86-83)	3.0
B-	(82-80)	2.7
C+	(79-77)	2.3
C	(76-73)	2.0
C-	(72-70)	1.7
D+	(69-66)	1.3
D	(65-60)	1.0
F	(Below 60)	0.0
WU	Failure due to unofficial withdrawal	
W	Withdrawal without penalty	
*I*	Incomplete	
*P	Passing	
*MP	Minimally Passing	

\* No quality points are assigned and these notations have no effect on a student's quality point average or index.

\* The incomplete is reserved for those cases which are of an exceptional and/or serious nature and in which only one or two assignments remain to be completed. The incomplete is not assigned in a case where failure to complete course requirements, including the final examination, on time is due to student delinquency and is not given to allow a student the opportunity to improve his/her work.

\* Ordinarily it is the student's responsibility to request this grade from the instructor. The granting of this request is at the discretion of the instructor and it's the student's responsibility to complete the course requirements within the time span set by the instructor but no later two-thirds of the way through the following semester (or trimester or DC Online session, as applicable). In the case of an unforeseen emergency, students should contact the Office of the Academic Dean (Day Session), the Office of Evening and Special Sessions (Evening Session), the Weekend College Office (Weekend Session), or the DC Online office.

\* Where an incomplete is assigned, it is the responsibility of the instructor to provide a written statement to the Academic Dean indicating the requirement that is outstanding as well as the date by which it must be satisfied. The final grade must be submitted to the Registrar no later than one week prior to the next scheduled final examination period. The "I" becomes an "F" if the requirements are not satisfied within the time limit.

## **CLASSIFICATION OF STUDENTS**

For such purposes as order of registration, etc., students are classified as follows:

A freshman is one who has not completed 30 semester hours.

A sophomore is one who has earned a minimum of 30 semester hours.

A junior is one who has earned a minimum of 60 semester hours.

A senior is one who has earned a minimum of 90 semester hours.

Status as a masters/doctoral degree candidate is reserved for students who have been formally accepted into the graduate programs and who meet all admissions and continuance criteria for graduate work.

## **ACADEMIC STANDING**

An enrolled student who is making progress toward completion of degree requirements and is eligible to continue course work at Dominican College is considered to be in good standing. The Academic Records of all students are reviewed each year. An undergraduate student is subject to dismissal if he or she has a cumulative index below the specific minimum G.P.A. At the discretion of the College, a dismissal action may be delayed pending a period of Final Review set by the Committee on Academic Standards. A student is subject to dismissal if he or she has failed two attempts to achieve the required minimum grade in a developmental-level English (EN 108) or Mathematics (MA 112) course. A student is also subject to dismissal if he or she has failed three times to achieve the required minimum grade in any other Writing Sequence course (EN 115, EN 119, EN 120, EN 123). Students who place into MA 112 are required to take the course as early as possible in their academic years and must immediately repeat the course if they do not receive the required minimum grade of "C-."

If a student fails three times to achieve the stated minimum grade in any other required course, he or she may, at the discretion of the Committee on Academic Standards, be dismissed or required to change programs.

The College reserves the right to request the withdrawal of, or to dismiss, any student whose academic standing, conduct, or attitude renders continued attendance at Dominican College undesirable. Students who have incurred academic dismissal may address a request for readmission to the Committee on Academic Standards after completing at least one semester and 12 semester hours, with a grade of "C" or better in each course, at an accredited College. Students should consult program coordinators concerning academic standing requirements in their major fields. Students returning to Dominican after an absence of four or more years may petition the Committee on Academic Standards for a "Fresh Start" provided that they have completed 12 new credits at Dominican with a minimum G.P.A. of 2.50. All previous grades will be listed on the transcript but not factored into the cumulative grade point average. A notation will also be made on the transcript document's status of these courses. No student may apply for a "Fresh Start" more than once.

## **GRADE POINT AVERAGE**

A student's academic standing is expressed in terms of the grade point average or cumulative index. The index is determined in the following manner: each grade of "A" is assigned 4 points; each grade of "B+" is assigned 3.3 points, etc. These grade points are then multiplied by the number of credits assigned to the course taken and the resulting products are called quality points. The sum of the quality points for the semester is then divided by the sum of the credits attempted. The result of this division is the student's grade point average or cumulative index.

## **CLASS ATTENDANCE**

Attendance is expected at all scheduled classes, unless otherwise specified by the instructor, in the courses for which a student is registered. This policy is based on the belief that the student, as well as the instructor, has something to contribute to the class and that absence will have a detrimental effect on the student's academic achievement. Students are responsible for meeting the attendance requirements as specified by the course instructor.

A student who will be absent for more than a week should notify the Dean of Students, who may assist with notifying involved instructors. In cases of prolonged illness when a student is unable to attend classes, it is necessary that the student contact the instructors, the faculty advisor, and the Registrar so that advice can be provided as to the most appropriate course of action.

## **EXCUSED ABSENCES**

Excused absences include those that are demonstrably unavoidable because of events beyond a student's control e.g., documented medical emergencies, significant religious holidays, or scheduled athletic competitions in season. (Student athletes are not to be excused for nonseasonal competitions, e.g., fall baseball - or for practice sessions.) Student athletes are expected to provide a schedule of athletic competitions to each instructor in advance, in order to make appropriate arrangements for coursework and examinations. Following even "excused absences," students are responsible for all material and assignments from missed classes, and for any assignments due or exams given in the following classes.

## **SUMMER AND WINTER COURSES**

Students planning to take summer and winter courses at the College should consult their academic advisor regarding this matter. Procedures for registration are similar to those for the academic year. Students who need certain courses to be available in the summer or winter in order to fulfill their program requirements should make their requests known to the faculty in their division (by September for winter, by February for summer).

## **COURSES AT OTHER INSTITUTIONS**

Students matriculating at Dominican College may take courses at other institutions only with the written approval of the faculty advisor, the Division Director, and the Academic Dean. (For the specific circumstances under which such approval may be granted, consult the College Catalog.) These courses constitute part of the total credit load for that semester but are not computed in the quality point average. Credits for grades below "C" are not transferable.

## **STATEMENT ON ACADEMIC INTEGRITY**

As students and faculty of Dominican College and as members of a larger academic community, we hold ourselves responsible for the maintenance of academic integrity. Our standard of integrity precludes any form of knowing and willful misrepresentation of one's work or performance in fulfilling course requirements or any other requisites for certificates and degrees.

## **PENALTIES**

Cheating in any form is understood to be not only a violation of academic integrity but also a deficiency in meeting academic quality standards, in that it signals a student's inability to earn a desired grade by normal and proper means. Accordingly, the obligation for determining a penalty in a course normally lies first and foremost with the instructor, who has the responsibility for assessing the quality of students' work in the course.

Depending on the nature and seriousness of the breaches of academic integrity which have occurred, the instructor may impose one or more of several penalties in common use at institutions of higher education. In a case that the instructor judges to be serious, the penalty may be a failing grade for the course, with no opportunity for academic withdrawal from the course. In the event that a *second* serious breach of academic integrity is reported to the Academic Dean, the student will be called before the Committee on Academic Standards and placed on probation. The student will be required to meet with the academic advisor to discuss the breach, and in cases where remediation would be useful, to work out a plan to address the underlying problem. In the event that a *third* breach of academic integrity is reported, the student will be recalled to the Committee on Academic Standards. A third violation will result in suspension or permanent dismissal from Dominican College.

Violations of academic integrity may be reported by the instructor to the Academic Dean and considered by the Committee on Academic Standards. Violations may result in dismissal from the College.



## APPEAL

Students who have reason to believe that an error has occurred with regard to the grade assigned are directed to discuss the issue with the faculty member who assigned the grade. The deadline for pursuing a grade appeal is four weeks after the official posting of the grade. The faculty member shall meet with the student within 2 weeks thereafter, and review the records and evidence together, to determine whether any error or omission has occurred. If an error has been made, the procedure described in the College's Grade Change policy is followed.

If the issue is not resolved between the student and the faculty member, the student may bring the matter to the attention of the appropriate Discipline Coordinator/Program Director in writing, with supporting evidence, and then to the Division Director. If a student's concern persists, an appeal may be made to the Vice President for Academic Affairs/Academic Dean, who may refer the matter to the Committee on Academic Standards or the Graduate Studies Council. Hearing by the Committee on Academic Standards—and for graduate students, the Graduate Studies Council—is the final level of appeal in all matters related to disputed grades or to alleged violations of academic integrity. The Committee has the option of reviewing the written appeal only or of inviting the student making the appeal, the instructor who assigned the grade, and/or any other relevant concerned party to appear before them.

After hearing the appeal, the appropriate committee will make a formal recommendation to the Vice President for Academic Affairs/Academic Dean regarding any actions. If the committee determines that the grade should be changed, it will provide the instructor with a written explanation of its reasons and will request that the instructor change the grade. The instructor will either make the recommended change or provide a written explanation to the committee for not doing so. Only then, upon the written recommendation of the appropriate committee, will the Vice President for Academic Affairs/Academic Dean have the authority to effect a change in grade over the objection of the instructor.

Evaluation of student performance in most college and university courses is the prerogative and responsibility of the course instructor. Students should be aware that, in questions relating to the quality of that performance, the professional judgment of the faculty member is commonly accepted as authoritative. An appeal is most likely to result in a change of grade for a course if it includes evidence that there was an error in computing the grade, that the grade was determined by standards improperly different from those applied to other students in the course, or that the methods of the grading were inconsistent with the policy stated in the course syllabus.

In ordinary circumstances, grade appeals should be resolved within one month of the beginning of the next semester. In cases involving graduating seniors, an expedited timeline may be established on a case-by-case basis at the discretion of the Vice President for Academic Affairs/Academic Dean, who may refer the matter directly to the Academic Standards Committee or the Graduate Studies Council as applicable. If a student grade appeal submitted by a graduating senior in her/his last semester is successful after the student has been graduated, the registrar is authorized to make any grade change to the student's final transcript upon notification from the Vice President for Academic Affairs/Academic Dean.

If a student feels that his or her appeal has not been adequately resolved or believes that the institution has not properly addressed stated concerns, the student may send a letter or telephone the Post-Secondary Complaint Registry to request a complaint form. Please telephone (212) 951-6493 or write to:

New York State Education Department  
Post-Secondary Complaint Registry  
One Park Avenue, 6th Floor  
New York, NY 10016

The Post-Secondary Complaint Registry form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.

## **RESPONSIBILITIES AND RIGHTS**

Students have the obligation to (a) observe the standards of integrity in dealing with the College administration and faculty, and (b) learn and apply appropriate research procedures. An understanding of the theory behind documentation is necessary not just to avoid unwitting plagiarism, but to implement serious scholarly pursuits. Faculty members have the obligation to promulgate this standard and to instruct their students in research procedures.

Students have the right to learn and develop in an environment characterized, so far as possible, by academic integrity. Thus, if students observe a breach of integrity — cheating on an examination, for example — they have a responsibility to report it to the instructor and to expect that the instructor will take appropriate corrective action. But for the protection of all parties involved, any action taken by the instructor must begin with independent, discreet, and certain validation of the report.

## **BREACHES OF ACADEMIC INTEGRITY**

Breaches of academic integrity include such practices as:

1. Plagiarism — that is, failing to acknowledge adequately the source of words or ideas which are not one's own.
2. Copying or buying completed assignments, research results, or creative works — even with the author's or creator's knowledge and permission — if the work is represented as one's own. This includes material available through the Internet or other electronic sources and any material which has been copyrighted. Students are hereby advised that when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity, but a violation of law and may incur civil or criminal penalties.
3. Fraudulent procurement, use, or distribution of examinations.
4. Giving or receiving information during examinations.
5. Using unauthorized materials during an examination.
6. Signing another's name to examinations, reports, or papers.
7. Misrepresentation of reasons for not completing assignments, for not appearing at examinations, or for prolonged absence from class.

Attempting any such practices is also a breach of academic integrity, even if the attempt is unsuccessful.

## **GRADE CHANGES**

Grades officially submitted to the Registrar are final. Requests for a change of grade necessitated by clerical, computational, or other documented error must be submitted in writing by the faculty member to the Office of the Vice President for Academic Affairs/Academic Dean. Requests for a grade change must be submitted no later than two-thirds of the way through the following semester or session, as applicable. The requested change will become effective when the approval of the Vice President for Academic Affairs/Academic Dean has been filed with the Registrar.

## **GRADE APPEALS**

Students who have reason to believe that an error has occurred with regard to the grade assigned are directed to discuss the issue with the faculty member who assigned the grade. If the issue is not resolved between the student and the faculty member, the student may bring the matter to the attention of the appropriate Discipline Coordinator/Program Director, then to the Division Director. If a student's concern persists, an appeal may be made to the Academic Dean, who may refer the matter to the Committee on Academic Standards.

Evaluation of student performance in most college and university courses is the prerogative and responsibility of the course instructor. Students should be aware that, in questions relating to the quality of that performance, the professional judgment of the faculty member is commonly accepted as authoritative. An appeal is most likely to result in a change of grade for a course if it includes evidence that there was an error in computing the grade, or that the grade was determined by standards improperly different from those applied to other students in the course.

In ordinary circumstances, grade appeals should be resolved within one month of the beginning of the next semester.



## DISCRIMINATION

Dominican College takes positive action to ensure that students and employees are treated in compliance with applicable laws and regulations governing non-discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, marital or military status, family status, veteran status (including Vietnam era veterans), or genetic disposition in accordance with federal law, New York State law, and applicable local laws. It is therefore a violation of College policy to discriminate in the provision of educational or employment opportunities, benefits, programs, activities, or privileges; to create discriminatory work or academic conditions; or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or part, the person's race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, marital or military status, family status, veteran status (including Vietnam era veterans), genetic disposition, or other status protected by applicable law.

Sex discrimination/gender discrimination occurs when a member of the College community is deprived of educational or employment access, benefits, or opportunities because of that individual's sex or gender. The College will address instances of sexual misconduct, including sex discrimination/gender discrimination and sexual harassment/gender-based harassment, in accordance with the procedures set forth in the College's Sexual Misconduct Policy (see 2.1.7). Any member of the Dominican College community who believes they have been subjected to discrimination or harassment based on any protected category in violation of this policy or suspects the occurrence of discrimination or harassment in violation of this policy shall report the matter in writing to the appropriate administrative official set forth below, so that Dominican College may promptly investigate the alleged discrimination or harassment and issue appropriate sanctions or remedies.

### Complainant

Faculty Member

Staff/Administrators

Students

Vendors, Contractors, 3rd parties

### Appropriate Administrator

Human Resources or the Vice President for Academic Affairs/Academic Dean

Human Resources or the Vice President for Enrollment Management

Vice President for Student Development/Dean of Students

Vice President for Financial Affairs/CFO

## HONOR SOCIETIES

ALPHA CHI.....National Scholarship Honor Society

ALPHA LAMDA DELTA.....National Honor Society for First Year Students

ALPHA PHI SIGMA ..... National Criminal Justice Honor Society

BETA BETA BETA.....National Biological Honor Society

CHI ALPHA SIGMA.....National College Athlete Honor Society IOTA

KAPPA DELTA PI..... International Honor Society in Education

LAMBDA PI DELTA..... National Communication Association Honor Society  
In Communication Studies

PHI ALPHA ..... International Social Work Honor Society

PHI ALPHA THETA.....National History Honor Society

PHI THETA UPSILON.....National Occupational Therapy Honor Society

PI GAMMA MU..... National Honor Society in Social Sciences

PSI CHI..... International Honor Society in Psychology

RHO ALPHA SIGMA..... National Resident Assistant Honorary Society

SIGMA BETA DELTA..... International Honor Society for Business, Management, and  
Administration

SIGMA TAU DELTA.....International Honor Society in English

SIGMA THETA TAU.....International Honor Society in Nursing

Eligibility requirements are available in the Office of the Academic Dean and with the Academic department.

## ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) focuses on helping students become independent learners with strong critical thinking skills. To that end, the staff of the ASC consists of administrative supervisors and professional and supervised peer tutors who offer individualized instruction designed to improve students' reading, writing, science, and math skills. Many students come to the ASC for a variety of reasons:

- to plan, organize, write, and finalize written materials;
- to avoid plagiarism through proper use of MLA/APA formatting styles;
- to master skills in mathematical and scientific concepts;
- to utilize our digital and computer technology;

Other services include testing, study hall, and workshops.

The ASC is located on the lower level of Rosary Hall; our telephone number is 845-848-4056. We encourage you to stop by or call to schedule an appointment to utilize our services or discuss how we can help you during your academic career.

### Academic Success Center Hours of Operation

#### *Fall and Spring Semesters*

Monday, Tuesday, Thursday	8:00am – 5:00pm
Wednesday	8:00am – 8:00pm
Friday	10:00am – 2:00pm

#### *Winter and Summer Sessions*

Monday – Friday	By Appointment
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*Hours are subject to change and will be posted accordingly.*

## THE SULLIVAN LIBRARY

The Sullivan Library is located in Rosary Hall. The collection includes approximately 74,826 print books, 236,748 e-books, 613 print periodical titles, 41,926 e-journals and 83 databases. Library services include research support, course reserves, and interlibrary loan. To access print and digital resources, and learn more about Library services, visit: <http://www.dc.edu/sullivan-library>.

The Learning Commons, located within the Library, is a multi-use collaborative space that includes group study rooms, open study spaces and comfortable furniture.

Library and Learning Commons hours of operation:

#### *Fall and Spring Semesters*

Monday – Thursday	8:00am – 12:00am
Friday	8:00am – 7:00pm
Saturday – Sunday	12:00pm – 7:00pm

*Hours subject to modification and vary during winter intersession and summer. Extended hours are offered during exam periods.*

## LIBRARY REGULATIONS

1. A DC-1Card card must be presented to borrow books. The student is responsible for all library materials borrowed on his or her account. Transcripts and diploma will be withheld from a student whose library account is not in good standing.
2. Books may be borrowed for three weeks and renewed once for three additional weeks. A fine will be charged on each overdue book. The Library is not obliged to notify the student of overdue books.
3. Reference books and periodicals must be used in the Library.
4. Reserve items can be borrowed for use within the Library for three hours at a time. Reserves may be renewed unless other users have requested the materials.

5. Quiet space is available in the Huston and Lounibos reading rooms. The Learning Commons and Periodicals Room are available for students wishing to study in groups or to do collaborative work.
6. Food and beverages are permitted in the Library.

### **REMOTE DATABASE ACCESS**

The Library provides access to online databases and electronic resources. These services are available on-campus and off-campus from any computer or mobile device. A DC username and password is required to remotely access the databases and electronic resources.

### **MATERIALS ACCESS**

Books, journal articles, and other materials not available in the Sullivan Library may be requested for free, through interlibrary loan. Requests for these materials are made through ILLiad, accessible throughout the Library's website.

Through a cooperative arrangement, students at Dominican College may use the materials in the library at St. Thomas Aquinas College. Students may borrow from this library by showing a valid DC-1Card and observing the regulations of that library.

## **SCHOLARSHIPS AND FINANCIAL AID**

### **FINANCIAL AID POLICIES/PROCEDURES**

Dominican College recognizes that families may need assistance in meeting the cost of a college education. The Financial Aid Office is trained to assist students and families in completing the financial aid process and receiving the maximum amount of aid based on eligibility in all the financial aid programs. In order to be considered for scholarships and financial aid, students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available on the web at [www.fafsa.gov](http://www.fafsa.gov). Dominican College's Federal school code is 002713. FAFSA is the key that opens the door to all financial aid eligibility.

#### ***Undergraduate Students***

Dominican College offers a variety of Financial Aid funds including: institutional, academic and athletic scholarships, awards, and grants, as well as need-based funds. Institutional aid is awarded on the basis of demonstrated scholastic achievement, athletic ability, and/or financial need. In addition, Dominican College students are eligible to apply for a wide range of financial assistance offered by federal and state agencies. Financial aid is awarded annually and disbursed by credit to student accounts equally across the terms of the academic year (with adjustments as necessary if there are differences in enrollment status). Financial Aid is not automatically renewed. Annual reapplication is required for all programs. For priority consideration, new and returning applicants should apply as soon after October 1st, as possible.

In order to be considered for Financial Aid, students must be citizens or permanent residents of the United States, be accepted for matriculation in a degree or certificate program, and be registered for at least 6 credits per semester or trimester/quarter (except for the Aid for Part-Time Study Program of New York, for which the minimum number of credits is 3 in a semester or 4 in a trimester). Students must also, if required by law, be registered for Selective Service. Additionally, students are required to meet the Standards of Satisfactory Academic Progress for Financial Aid in order to continue on aid. Recipients of Dominican College scholarships, grants, and awards must meet further criteria, explained below and in their award letters from the Office of Admissions.

#### ***Graduate Students***

Matriculated graduate students may be eligible for a limited number of Financial Aid programs. Information is available from the Financial Aid Office.

Students in a dual degree program (B.S./M.S.) will be treated as undergraduates for the purpose of Financial Aid.

## **FEDERAL FUNDS**

**Federal PELL Grants:** Federal grants are awarded to needy undergraduate students. Eligibility is based on the Expected Family Contribution (EFC) calculated by filing the FAFSA. Individual award amounts are based on federal appropriations and enrollment status.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** This grant program is awarded to needy students with the lowest EFC levels as determined by the federal needs analysis. Individual award amounts may range from \$100 to \$4000 based on federal appropriations, allocations to the College and a student's enrollment status.

**Federal Work-Study Program (FWS):** Students with financial need may earn money to pay for college expenses by working at a variety of on- or off-campus jobs. The federal government finances the major portion of a student's earnings, and the College or off-campus employer finances the remainder. Work-Study provides an opportunity for students to learn professional skills while working for financial assistance. Determination of eligibility is made by the Financial Aid Office. Students interested in obtaining employment on campus should contact the Financial Aid Office. Students interested in pursuing other employment should contact the Career Development Center.

**Federal Direct Loan Program:** Students must be a U.S. Citizen or an eligible non-citizen attending at least half-time to apply for a Federal Direct Loan. Subsidized Federal Direct Loans are based on financial need as determined by federal formula. Interest is paid by the federal government until a student ceases to be enrolled at least half-time. Unsubsidized Federal Direct Loans are available to students who have not established financial need based on the federal formula and the interest is paid by the student while in school.

The Financial Aid Office will determine the amount of a student's Federal Direct Loan after the results of the FAFSA are received. The amount of the loan is based on the direct educational expenses and the maximum loan limits established by the federal governments. Students offered a Federal Direct Loan must complete a Master Promissory Note (MPN) and participate in a loan counseling entrance interview. All Federal Direct Loan borrowers are required to complete an Exit Interview when they leave the college or drop below half-time. The Financial Aid Office will send information about this process when a student leaves the institution due to graduation or withdrawal.

**Federal Direct PLUS Loans:** Parents of dependent students may borrow up to the cost of education minus any other aid per year for each son or daughter in an approved college. There is no interest subsidy and repayment begins within 60 days of disbursement.

**Federal Teach Grant: TEACH** (Teacher Education Assistance for College and Higher Education) Grant (loan) is a merit based Federal Title IV program designed to encourage highly qualified teachers to serve in low-income schools in high need fields.

**Federal Direct GradPLUS Loans:** Federal loans are available to graduate students based on the borrower's credit worthiness. A student may borrow up to their cost of attendance minus all other aid. Students must exhaust their annual Federal Direct Loan eligibility prior to borrowing funds from the GradPLUS Loan Program.

## **NEW YORK STATE FUNDS**

**NY Tuition Assistance Program (TAP):** Provides grants to full or part-time New York residents with demonstrated need. Students must file the FAFSA and the NYSHESC TAP application to be considered for a TAP grant [www.tapweb.org](http://www.tapweb.org).

**NY Enhanced Tuition Award (ETA):** Provides tuition awards to students who are New York State Residents attending a participating College located in New York State. Recipients will receive \$6000 through a combination of their TAP award, ETA and match from the College. Students must file the ETA Application [www.hesc.ny.gov](http://www.hesc.ny.gov).

## **DOMINICAN GRANTS AND SCHOLARSHIPS**

**Dominican College Admission Scholarship/Grant:** Students are awarded an Admission Scholarship/Grant as they enter the college as first time, full-time freshman or transfer student. Awards are renewable for up to four continuous years providing the student maintains full-time enrollment status and meets the cumulative GPA requirements. Admission Scholarships may be combined with other financial assistance, but the total grant/scholarship aid for all sources may not exceed the cost of tuition. Financial need is not a criteria, but students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Renewable scholarships, grants, and awards of varying amounts are available each year to incoming freshmen and transfer students who show evidence of superior scholastic ability.

These awards from institutional funds represent a distinct honor to the recipient. To be considered for a scholarship, an applicant must file an application for admission and be accepted to a traditional undergraduate degree program as a first degree at Dominican College.

### **ATHLETIC GRANTS**

Athletic grants are available to students who have demonstrated good athletic ability, and maintain the required grades. A Dominican College admissions application, an athletic grant application, and the Free Application for Federal Student Aid (FAFSA) must be filed. Athletic Grants may be combined with other financial assistance, but the total grant/scholarship aid for all sources may not exceed the cost of tuition.

### **RENEWAL OF SCHOLARSHIPS**

All institutional scholarships, grants, and awards are awarded for one year and are renewable if the conditions of the award are maintained. In order to apply for scholarship renewal, applicants must submit a FAFSA, on or before **Jan 1st** of the prior year, with appropriate income documentation, if required. The College reserves the right, after due consideration, to rescind the scholarship, grant, or award to a student whose conduct or attitude is considered unsatisfactory or who does not meet the requirements of the award.

### **VETERAN'S EDUCATIONAL BENEFITS**

For detailed information regarding a student's eligibility for veterans educational benefits contact the United States Department of Veterans Affairs at [www.gibill.va.gov](http://www.gibill.va.gov) or call the toll free number 1-888-GI-BILL-1 (1-888-442-4551) to speak with a Veterans Benefits Counselor.

**Montgomery GI Bill:** As provided under Chapter 30 of the Montgomery GI Bill, individuals that entered the military after June 30, 1985 may be eligible for educational benefits under this program.

**Post – 9/11 GI Bill:** The Post-9/11 GI Bill (Chapter 33) is for students with at least 90 days of aggregate military service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The program became effective on August 1, 2009 and is limited to those veterans with an honorable discharge. The program provides funding for tuition (not to exceed the maximum charged at an in-state public institution), fees, books and supplies (up to \$1,000) and a monthly housing allowance.

**Yellow Ribbon Program:** The Yellow Ribbon GI Educational Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. Dominican College participates in the Yellow Ribbon Program which allows institutions to enter into an agreement with the VA to fund tuition expenses that exceed the amount covered by the Post-9/11 GI Bill (see above).

### **OTHER PROGRAMS**

**Employee Tuition Reimbursement Program:** Many employers will pay tuition for employees who complete course work at Dominican College. Please check with the Personnel office at one's place of employment. Students whose employers will reimburse all or part of the tuition may ask the College to defer that portion of their tuition bill until the term is completed.

**Alternative Loan Programs:** Several banks and lending institutions offer credit based loans to students and families to assist with educational expenses.

## FINANCIAL AID POLICIES

- Students receiving financial aid must be making satisfactory academic progress according to the College's policy.
- Students who are United States citizens (including U.S. nationals) or permanent residents of the U.S. (possessing an alien registration, Form I-551) may be considered for financial aid. Other individuals who may be eligible for aid are those possessing a conditional permanent resident (I-551C) or an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," or "Asylum Granted," or "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired or "Cuban-Haitian Entrant." Students on F1 or F2 student visa, or only a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) are, by definition, in this country on a temporary basis and are not eligible to receive any assistance. Documentation of permanent residency status may be required prior to the awarding of financial aid.
- Students must not owe a refund to any federal (Pell, FSEOG) or state grant to receive financial aid.
- Students will not be eligible to receive financial assistance from any source (federal, state and college) if they are in default on a student loan received through any federal program (Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS loans, Federal Stafford Loan and/or Federal PLUS Loan).
- Students awarded grants/scholarships from Dominican College may not receive total grants/scholarships from all sources (institutional, federal, state and external aid) in excess of the total cost of tuition, registration fee, and room and board, if applicable.
- In no case can a student's total aid package from all sources (grants/scholarship, loans, and/or Federal Work-Study) exceed the student's cost of education.

## VERIFICATION POLICIES

All students who are selected by the federal or state agency or the College for verification will be required to provide additional documentation which demonstrates the accuracy of the data which was previously provided on a financial aid application (FAFSA). Students will be given approximately one month to provide the information once it is requested. Failure to complete the verification process may result in cancellation of financial aid.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

To be eligible for any form of financial aid, Federal (Title IV), State and institutional funds, a student must make satisfactory academic progress. Academic progress is evaluated and determined at the end of each academic year, including summer courses based on academic progression (Pace) and grades (CGPA). Students **MUST** meet **BOTH** components. Students are notified of their progress after all spring semester/term grades have been submitted to the Registrar's Office. Students not meeting the Academic Progress requirements become ineligible to receive aid from deferral or state sources as applicable.

Withdrawal from courses can adversely affect eligibility for aid, both during a semester and subsequently, and the Financial Aid Office should be contacted if course withdrawal is contemplated. Incompletes are considered non-credit-bearing by the Financial Aid Office until and unless a grade is posted in the subsequent term; thus, unresolved incompletes may also adversely affect a student's ability to meet the credit accumulation requirements. Repeating a course may have the same effect.

Leaves of Absence — Before taking a leave of absence, a student should speak with a Financial Aid Advisor. Further information about the retention of aid eligibility is available in the Financial Aid Office.

See the Financial Aid Office, the College Catalog or the Dominican College website [[www.dc.edu/admissions/financial-aid-2/satisfactory-academic-progress-requirements/](http://www.dc.edu/admissions/financial-aid-2/satisfactory-academic-progress-requirements/)] for complete details on the Satisfactory Academic Progress policy and any other Financial Aid policies.



## **STUDENTS RIGHTS AND RESPONSIBILITIES**

You, the student, have the right to:

- have complete information regarding fees, payment, and refund policies available to you.
- have all personal and family financial information treated with sensitivity and confidentiality.
- have aid awards credited to their account in a timely manner.
- know the source(s) and amount(s) of aid for which they are eligible.
- know what portion of your financial aid package must be repaid and what portion does not.
- request an explanation of the funds in the financial aid package and decline any portion of your award.
- submit an appeal to the Financial Aid Office if your circumstances change.

## **YOU, THE STUDENT, HAVE THE RESPONSIBILITY TO:**

- advise the Financial Aid Office whenever you change your enrollment (e.g. from full-time to less than full-time) or housing status.
- advise the Financial Office of any additional aid received which is not indicated on your Financial Aid Award Notice.
- inform the Financial Aid Office if you expect to withdraw or take a leave of absence.
- provide the Financial Aid Office with all verification materials requested.
- meet your financial obligations to the college.
- know and comply with the rules governing all financial aid you receive.
- read and understand all materials sent by the Financial Aid Office.
- accept responsibility for all agreements signed by you and keep copies of all materials for your records.
- complete the Free Application for Federal Student Aid (FAFSA) each year prior to the college's established priority deadline.
- respond promptly to any information requests from external organizations, including the NY Higher Education Services Corporation (HESC).
- maintain good standing and satisfactory academic progress as defined in the academic section of the College catalog.
- report to the Internal Revenue Service (IRS) any grants and/or scholarships which are in excess of tuition, fees and books which completing your federal tax return.

## **BURSAR OFFICE**

### **TUITION AND FEES**

Tuition and fees are payable in full as indicated on your bill. Acceptable methods of payment are: cash, check, or credit card (MasterCard, VISA, American Express, and Discover). A general fee and housing deposit (if applicable) are payable at the time of registration.

As per Dominican College policy, no student will be allowed to attend class, participate in the meal plan, or move in to the residence hall without settling their financial obligation to the College by providing complete payment of the full balance and/or approved payment plan and/or proof of financial aid.

### **TUITION DEFERMENT**

If tuition payment comes from corporate reimbursement, a letter from the employer must be submitted at the time of registration along with the company's policy. Please visit the Bursar's Office in Cooke Hall for additional information.

## STUDENT DEVELOPMENT

The Office of Student Development is concerned with the student as a whole person and recognizes that temperament, emotional stability, interpersonal skills, values development, and physical and spiritual aspects of human development cannot be separated from the development of judgment, analytic and synthetic thinking, and accumulation of data. The Dean of Students Office serves as liaison between students and administration and coordinates all student programs. The Student Development areas include Athletics and Intramurals, Campus Ministry, the Career Development Center, Community Engagement & Leadership Development, Residence Life, Counseling Services, the Student Health Center, Prevention and Education Services, Student Activities, and the operation of the Hennessy and Granito Centers.

The Dean's Office is always available to students, please stop by or make an appointment.

Contact the Dean's Office at 845-848-4080, 8:30am-4:30pm, Rosary Hall

### ATHLETICS

The Department of Athletics sponsors an intercollegiate program under the supervision of the Director of Athletics. Dominican is a member of the Central Atlantic Collegiate Conference (CACC), a member of the Eastern College Athletic Conference (ECAC), and is a member of the National Collegiate Athletic Association, Division II.

Any student who meets the academic and athletic entrance requirements, has the requisite health and skill, and maintains a 2.0 index is eligible for the teams. All entering freshmen must receive eligibility clearance from the NCAA eligibility center before participating.

#### *Women's Sports:*

Basketball, cross country, golf, lacrosse, soccer, softball, tennis, track & field, volleyball

#### *Men's Sports:*

Baseball, basketball, cross country, golf, lacrosse, soccer, tennis, track & field

### CAMPUS MINISTRY

It is the concern of the Office of Campus Ministry to provide students with the means for spiritual and personal growth. Faculty and staff join students in the planning and celebration of liturgy, retreats, lectures, discussions, and other religious and social justice experiences. All students, regardless of belief system, are welcome in Campus Ministry activities. Students may be involved in one, two, or all of the Campus Ministry activities. The Campus Ministry Office is open daily, Monday – Friday, and other times by appointment. The Campus Minister also serves as an informal counselor for many students.

Chaplains of different faiths may be contacted to offer religious services for students. The Campus Minister also act as informal counselor to students of any faith.

### CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is committed to educating students with career and life skills that will empower and assist them in their academic career, and with their transition from college to professional life. The Center is student-focused, and offers individual counseling appointments and a broad range of career services. The CDC and Director's office are located in Rosary Hall and the Internship Coordinator/Career Counselor's office is located in Casey Hall. Services offered are:

- Career Counseling and Advisement including assistance with choosing a major
- Employment opportunities part and full-time
- DCLink: an online job and internship portal with opportunities posted directly for Dominican College students and alumni
- Internship guidance and assistance during the school year and in the summer
- FOCUS 2 a self-paced, online career and education planning inventory which offers self-assessment in: work interests, values, personality, skills and leisure activities
- Resume and cover letter assistance and job search support



- Workshops on a variety of career-related topics
- Interviewing skills development including videotaped and group mock interviews
- Career Day – a day geared towards having fun while learning career and life information
- On-campus recruiting
- Annual Career Fair, Internship Fair, and Healthcare Career Fair
- Graduate information and assistance
- The *Dress for Success* clothes closet, stocked with professional clothing that students may borrow for interviews and professional meetings

The Career Development Center is available to full-time, part-time, evening, weekend and graduate students as well as Alumni. Contact us at [CareerDevelopment@dc.edu](mailto:CareerDevelopment@dc.edu) or 845-848-4033.

## **COMMUNITY ENGAGEMENT AND LEADERSHIP DEVELOPMENT**

The Office of Community Engagement and Leadership Development (CELD Office), located in the Student Engagement Suite in Casey Hall, is committed to providing all members of the Dominican College community with opportunities to become involved in shared pursuits of social justice and charity within the College and larger community.

This department promotes our Dominican values through the coordination of volunteer projects in partnership with local nonprofit organizations, and ongoing service programs as well as opportunities for leadership training and personal growth. The CELD Office is always looking for new community partnerships and student opportunities, so if you have a project or organization you are passionate about, be sure to contact us at 845-848-4122. Opportunities for student leadership training and development are also made available at various points throughout the academic year for leadership groups on the campus.

### ***Charger Leadership Institute***

This program was developed for emerging leaders looking to refine and improve their leadership skills. Applications are available early in the Fall Semester. The six leadership sessions focus on a progressive journey to assist a student in identifying their strengths and implementing strategies to make a difference in the classroom, and in leadership opportunities on campus and in the community.

### ***Meals on Wheels***

Meals on Wheels delivers more than just food to our local senior neighbors. Our delivery volunteers help this population to live healthier, more nourished lives in the comfort of their own homes. You can register to deliver meals on your own (if you are over 21 and van certified / or if you have a legal driver's license and would like to use your own car). Pickup is between 10-11am at Meals on Wheels of Rockland: 121 W Nyack Rd, Nanuet, NY 10954. Additional details will be sent to you after you register to volunteer.

### ***Alternative Spring Break***

Students electing to participate in this program travel with a group of students and faculty/staff during Spring Break, to build with Habitat for Humanity's "Collegiate Challenge." During the week students live simply and escape technology to connect with their peers and the community they are working in. This program focuses on a holistic service experience, as students are encouraged to reflect on the impact they are making, as well as the impact being made on them.

### ***The Sister Catherine Howard Food Pantry***

Dominican College's Food Pantry is a resource available to all students. It provides any student experiencing food insecurity with reliable and nutritious food. The Pantry is committed to connecting students to additional resources they may need, such as supplementary food services, transportation, childcare, and mental and physical healthcare. It's located in the main hallway of the Sullivan Library and open on select days. Contact [Food.pantry@DC.edu](mailto:Food.pantry@DC.edu) or 845-848-4122 for more information.

### ***Student Leadership Awards***

Each year the Office of Student Development recognizes outstanding and significant student contributions to student life and to the College at the Student Leadership Awards Ceremony. Both emerging leaders and established student leaders are recognized during this annual event.

## **COUNSELING SERVICES**

The College provides the opportunity for counseling services for individuals. Students may contact the Counseling Office, located in Forkel Hall, for appointments. The counselors are available Monday-Friday. Their services are confidential and free of charge. For more information and/or to schedule an appointment, contact us at 845-848-4036.

## **PREVENTION AND EDUCATION SERVICES**

Prevention and Education Services include education, assessment and referral for alcohol and other drug use, as well as short-term, supportive counseling. Confidential and cost-free services are available Monday through Friday. For individual questions or concerns, call the Prevention and Education Coordinator at 845-848-4030.

## **RESIDENCE LIFE**

The Office of Residence Life is located in the Student Development Wing of Rosary Hall. Residence Life is responsible for the operation of Dominican College's residence centers (Hertel Hall, Guzman Hall, and Rosary Hall) and for the development of the students who reside in these residence centers. The Residence Life staff strives to maintain a positive community atmosphere in these residence centers and is available to assist you with your living and learning experiences at Dominican College.

Monday – Friday, 8:30am-4:30pm, Rosary Hall, [residencelife@dc.edu](mailto:residencelife@dc.edu), 845-848-7601

To reach someone from Residence Life within the Residence Centers after hours, please contact the Resident Assistant (RA) phone for that respective building. On weekends there is a Residence Life Staff member on-duty to respond to emergencies. Resident students may also contact the Security Rover (914-403-7531) in the event of an emergency.

## **STUDENT ACTIVITIES**

The mission of the Office of Student Activities is to complement Dominican College students' academic experience with co- and extra-curricular programs that promote personal growth, engagement in the campus community and leadership development. The Office of Student Activities is dedicated to providing opportunities to meet the social, academic and cultural programming needs of both commuter and resident Dominican College students. This department works closely with students to initiate, plan and facilitate events and activities to enhance the quality of the student life experience and provides quality, co-curricular learning opportunities for students.

## **CLUBS AND ORGANIZATIONS**

All student organizations of Dominican College are under the auspices of the Student Government Association. All clubs must adhere to all policies and procedures in their respective Club and Organization Manual, as well as the Dominican College Student Handbook and are required to attend the Leadership Retreat during the fall semester, the Spring Leadership Conference during the spring semester and the Transitional Leadership Summit in at the end of the semester. In addition, club officers must attend monthly Club Council Meetings, hold yearly elections, and submit any required paperwork throughout the academic year. All club officers are required to maintain a cumulative GPA of at least a 2.25.

Each student organization must have a faculty/staff advisor. Their general responsibility is to advise the members, assist with creating and maintaining a budget and serve as a resource person. The advisor shall be present whenever the organization conducts a social affair, has an outside speaker or holds a meeting. A complete list of club advisor responsibilities can be found on the Club Advisor Agreement on the Clubs and Organizations page on the DC website. A student organization may hold meetings at any time convenient for the membership and the advisor.

Clubs play a key role in students' experience here at DC. Each club is obligated to host at least three events per year: one club event per semester, and at least one collaboration event with another club per year. All club events should reflect the mission of each individual club and should be open to the entire campus. Club budgets will be distributed twice a year, contingent upon the timely fulfillment of all club criteria outlined in the club manual.

All clubs must submit an Event Confirmation Form prior to their program date. Approval must be received by facilities staff, the club's advisor, the Director of Student Activities, and, when needed, catering, the DC-I office and IT service prior to submitting the form. Flyers also need to be approved by the Office of Student Activities at least two weeks in advance of each program.

## **Eligibility Requirements of Members and Advisor**

- Members must be registered Dominican College students. Club Officers must maintain at least a 2.25 cumulative grade point average at Dominican College.
- Advisors must be Dominican College faculty or staff members.

The chartered clubs and other student organizations on campus are:

*This list is current as of the end of Spring 2021 and is subject to change.*

### **CLUB**

Anime & Gaming

Aquin Players

Booklings

Campus Ministry

Caribbean Dance Crew

DC Astrology

DC Potters

DC Tabletop

Debating Society

Entrepreneurship Club

Habitat for Humanity

History Club

International Students' Association (ISA)

In-Tune

Photographer's Click

Radio DC "The Voice"

Rotaract

Sabor Latino

SNADC (Student Nursing Association of DC)

Social Work Club

SOTA (Student Occupational Therapy Association)\*

SPTA (Student Physical Therapy Association)\*

Verbal Asylum

### **ORGANIZATION**

CAB - Charger Activities Board

SGA - Student Government Association

SAAC - Student Athletic Advisory Committee

*\*Graduate Student Club*

### **CATEGORY**

Special Interest Group

Performance Group

Special Interest Group

Outreach / Special Interest Group

Cultural / Performance Group

Special Interest Group

Special Interest Group

Special Interest Group

Debate Team

Special Interest Group

Outreach / Special Interest Group

Academic-based Interest Group

Special Interest Group

Special Interest Group

Special Interest Group

Student Radio Station

Outreach / Special Interest Group

Cultural / Performance Group

Academic-based Interest Group

Academic-based Interest Group

Academic-based Interest Group

Academic-based Interest Group

Special Interest Group

## Chartering a New Club/Organization

In order to initiate a new club on-campus, a New Club/Organization Charter Application must be completed and submitted to the Director of Student Activities for approval along with the Club Advisor Agreement. This form can be found on the Clubs and Organizations page on the DC website. Once all paperwork has been received and reviewed, the proposed club will present their club at a scheduled meeting of the Student Government Association for final review.

The Director of Student Activities and the Student Government Association will approve or reject to charter a club/organization within one month after the proposal is submitted and reviewed. The vote of the Director of Student Activities and the Student Government Association is based on two-thirds (2/3) of the majority. The decision is binding and final for the semester in which the charter is submitted. New club budgets will be dispersed at the start of the following semester after approval.

## STUDENT GOVERNMENT

The official representative of the student body is the Student Government Association. Its objectives are:

1. To act as the official representative of Dominican College students in all matters that relate to them as DC students in particular and college students in general;
2. To strive for mutual cooperation and understanding among students, faculty, and administration;
3. To approve charters and budgets submitted by clubs and organizations provided these charters comply with the guidelines as stated in the Student Government Constitution.

Elected positions include: the Executive Branch, the Legislative Branch, and the Representative Branch. The Executive Branch includes the President, Executive Vice President, and the Vice President of Communications. The Legislative Branch includes the Vice President of Charger Activities, Club Assembly Officer, Commuter Affairs Officer, Equity & Inclusion Officer, Public Relations Officer, and Service Engagement Officer. The Representative Branch includes the Class Officer for each respective class. These students are elected by the contingency of students they represent. Most members are elected or appointed in the spring. The freshman class and any vacant positions are elected in the abridged, fall election.

Student Government meets weekly. Each semester, the SGA hosts several open forum opportunities, including *Coffee with the President*, *Lunch with the Dean*, and *class-specific open forums* for students to share their experiences and concerns about life at Dominican College.

All students who run for a Student Government officer position must maintain a GPA of 2.5 and be full-time students maintaining normal academic progress towards a degree.

Copies of the Student Government Constitution are available at the Student Government desk in the Center for Student Engagement in Casey Hall, Room 1.

## STUDENT HEALTH CENTER

A Student Health Center is located on the second floor of the Granito Center. The center is staffed by nurse practitioners. Scheduled appointments are preferred when possible. There are no charges to students for routine services. Minimal fees will be charged for immunizations and some diagnostic or screening tests.

Monday, Tuesday, Thursday 8:30am - 5:00pm

Wednesday, 8:30am – 6:00pm

Friday 9:00am – 5:00pm

Hours of operation are posted and subject to change. For information, call 845-848-7918.

After Hours and Weekend care is available at the following locations:

**CityMD Urgent Care Center** is open Monday-Friday 8:00am-8:00pm, Weekends 9:00am-7:00pm, 845-624-2273, [www.citymd.com](http://www.citymd.com), 256 East Route 59, Nanuet, NY 10954.

**Crystal Run Healthcare** is open Monday-Saturday 8:00am-8:00pm, Sunday 8:00am-6:00pm, 845-348-1100, 2 Centerock Rd, West Nyack NY 10994, [www.crystalrunhealthcare.com/](http://www.crystalrunhealthcare.com/) westnyack

**PM Pediatrics Rockland / Spring Valley** is open Monday-Saturday Noon-Midnight, Sundays/ Select Holidays 10:00am-Midnight, 845-371-KIDS (5437), 19 Spring Valley Marketplace, Spring Valley, NY 10977, [www.pmpediatrics.com/location/rockland-spring-valley/](http://www.pmpediatrics.com/location/rockland-spring-valley/) \*PM Pediatrics sees patients up to 26 years old.

**Nyack Hospital Express Care** is open every day from 9:00am-1:00am, For further information about ExpressCare, please call (845) 348-2870; 160 N Midland Ave, Nyack NY 10960.

*This information is provided as a courtesy. Dominican College is not responsible for medical care received at off campus locations. Students are encouraged to maintain health care insurance coverage.*

### **Immunizations**

By mandate of two New York State laws, all students must provide proof of immunizations for Measles, Mumps, and Rubella and must submit a form to the College Health Center acknowledging having had an immunization for Meningitis or indicating that they are aware of the risks of not having such an immunization. New students can locate documentation of immunization at their former high school, college, and/or health care provider. This documentation must be submitted to the College Health Center by August 1st. Failure to do so will result in the revoking of the privilege of attending classes (again, by New York State mandate). Meningitis Vaccine is required for all Athletes and Resident students. In addition, in order to manage the demands on our healthcare system during the COVID-19 pandemic, the COVID-19 vaccine and Influenza vaccine are highly recommended for all resident students and all student-athletes. In order to assist in this endeavor, the Student Health Center will conduct flu shot clinics across campus, throughout the Fall semester. Students will at no time be permitted to live in the residence halls or participate on athletic teams without proof of immunization. The College Health Center provides most immunizations to students at a nominal cost. Please visit the website for directions to access the Patient Portal.

### **Nursing Mother's Room**

It is the policy of Dominican College to assist both working and student mothers with the transition back to work and school following the birth of a child. The College provides a supportive environment to enable breastfeeding mothers to express and store their milk during work/school hours.

A lactation support room is located in Prusmack Hall. This room is provided for the exclusive use of Dominican College nursing mothers who have registered with Human Resources. An employee or student nursing mother who wishes to utilize the Nursing Mother's Room should contact **Human Resources** at 845-848-7824 or [humanresources@dc.edu](mailto:humanresources@dc.edu).

## **STUDENT RIGHT TO KNOW**

In compliance with the Federal 1990 Student Right-to-Know Act, Dominican College maintains data on graduation and persistence rates for students and student athletes and other important information.

Following are direct contact numbers:

1. Dean of Students/Student Development Office ..... 845-848-4080
2. Office of Admissions ..... 845-848-7900
3. Financial Aid Programs  
Financial Aid Office..... 845-848-7818
4. Cost of Attendance  
Bursar Office..... 845-848-7805  
Office of Admissions ..... 845-848-7900
5. Academic Programs, Facilities, Faculty  
Academic Dean's Office ..... 845-848-4000
6. Personnel Available to Assist in Obtaining Information  
Dean of Students/Student Development Office ..... 845-848-4079  
Assistant Dean of Students/Student Development Office ..... 845-848-5012  
Office of Admissions ..... 845-848-7900

7. Services for Students with Disabilities	
Office of Special Services.....	845-848-4035
8. Accreditation, Approval, Licensure	
Academic Dean.....	845-848-4000
9. Refund Policy	
Bursar Office.....	845-848-7805
10. Requirements for Officially Withdrawing from the College	
Registrar's Office.....	845-848-7810
11. Requirements for the Return of Title IV Funds	
Financial Aid Office.....	845-848-7818
12. Satisfactory Academic Progress Standards for Financial Aid	
Financial Aid Office.....	845-848-7818
13. Terms and Conditions for Deferral or Partial Cancellation of	
Student Loans, Financial Aid Office.....	845-848-7818
14. Financial Implications of Study Abroad	
Financial Aid Office.....	845-848-7818
15. Graduation Rates for all First-Time, Full-Time Degree-Seeking Undergraduates	
Office of Institutional Research.....	845-848-7822
16. Enrollment Data	
Office of Institutional Research.....	845-848-7822
17. Enrollment Data and Graduation Rates for Student Athletes	
Office of Institutional Research.....	845-848-7822
18. Campus Security Reports	
Student Development Office.....	845-848-4080
Security Director.....	845-848-4061
19. Intercollegiate Athletics Program	
Athletic Department.....	845-848-7702
20. The Family Educational Rights and Privacy Act (FERPA)	
Registrar's Office.....	845-848-7810
21. Title IX Coordinator	
Assistant Dean of Student Development.....	845-848-5012

## CONSUMER INFORMATION

Federal regulations set forth by the Higher Education Act of 1965 (amended in 2008), require educational institutions to disclose specific consumer information about the school and the availability of student financial aid to prospective and continuing students. Dominican College is committed to promoting access to information that will allow students and families to make informed decisions about a postsecondary education. In compliance with the Higher Education Opportunity Act (HEAO) and Student Right to Know Act, our Student Consumer Information web page presents a single point of access to important information about Dominican College.

<http://www.dc.edu/admissions/financial-aid-2/consumer-information/>



## FERPA ANNUAL NOTICE TO STUDENTS

By Federal law and College policy, access to and release of student education records are governed by strict standards.

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)** is a Federal law that protects the privacy of student education records. FERPA affords students attending the College certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records maintained by the College within forty five 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.

2. The right to request that the College amend the student's education records that the student believes is 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. After the hearing, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

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

Personally identifiable information (that is, information that would make the student's identity easily traceable) includes direct identifiers such as social security number (SSN), biometric records (a measurable biological or behavioral characteristic such as fingerprint or handwriting) as well as indirect identifiers such as the name of the student's parent or family members, mother's maiden name, and date and place of birth, that would allow a reasonable person in the community to identify the student with reasonable certainty.

Generally, the College must have written permission from the student in order to release any information from a student's education record. However, FERPA authorizes disclosure of those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

**College officials with legitimate educational interest.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety and security personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary 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.

Additionally, education records may be released to contractors, consultants, volunteers, and other outside service providers used by the College to perform institutional services and functions that it would otherwise use employees of the College to perform.

The College must use "reasonable methods" to ensure that the school official obtains access to only that education records-paper or electronic-in which they have legitimate educational interests and the burden falls to the institution to justify access if questioned.

**Other Colleges, Universities and/or schools to which a student is transferring.** The authority to disclose or transfer education records to a student's new school does not cease automatically the moment a student has enrolled in the new school and continues to be enrolled at any future point in time so long as the disclosure is for purposes related to the student's enrollment or transfer. This means that a school may disclose any records or information, including health and disciplinary records, which the school could have disclosed when the student was seeking or intending to enroll in the new school.

**Specified officials for audit or evaluation purposes.** The regulations clarify that educational agencies and institutions may provide personally identifiable information within education records to state auditors without prior consent without violating FERPA.

**Appropriate parties in connection with financial aid to a student.**

**Organizations conducting certain studies for or on behalf of the College.** The final regulations require an institution using this exception to enter into a written agreement with the recipient organization that specifies the purposes of the study.

The written agreement must specify that the information from education records may only be used to meet the purposes of the study stated in the written agreement and must contain the current requirements in §99.31(a) (6) on re-disclosure and destruction of information, as described above. The written agreement must require the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests. The final regulations also require that the written agreement must specify the purpose, scope, and duration of the student and the information to be disclosed; requires the organization to destroy or return all personally identifiable information when no longer needed for the study, and must specify the time period during which the organization must either destroy or return the information.

**Accrediting organizations.**

**To comply with judicial order or lawfully issued subpoena.** The institution may disclose education records in response to a judicial order, a lawfully issued subpoena, or an order issued by the US Attorney General under the USA Patriot Act without consent or notice to the student that it would otherwise be required under the regulations.

**Appropriate officials in cases of health and safety emergencies.** In making a determination under the health and safety exception, which allows educational institutions to disclose education records in the case of a health or safety emergency, institutions are now allowed to exercise judgment as follows:

An institution may take into account the "totality of the circumstances" pertaining to a threat to the safety or health of a student or other individuals.

If an institution determines there is an "articulable and significant threat" to the health or safety of a student or others, an institution may disclose information from education records to third parties, whose knowledge of the information is necessary to protect them, including the health and safety of the student or others.

If, based on the information available at the time, there is a rational basis for that determination at the time the decision is made.

A separate change was made to another section of the health and safety emergency provision to allow disclosure of personally identifiable information from an education record to "appropriate parties," including parents of a student, if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, the Department of Education will require that the institution involved in a disclosure under these circumstances record the nature of the threat and the parties to whom it disclosed information under the "health and safety" emergency section.

FERPA also allows disclosure to parents if the student has violated any Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding the use or possession and the student is under twenty-one at the time of the disclosure.



**State and local authorities; within a juvenile justice system; pursuant to specific State law.**

**To comply with the Campus Sex Crimes Prevention Act.** To conform to the requirements of the Campus Sex Crimes Prevention Act, the regulations permit campus officials to release information they received from a state community notification program about a student registered as a sex offender in the State. This is a new exception to the consent requirement to allow educational agencies to disclose information concerning registered sex offenders provided under state sex offender programs.

### **Additional Points on FERPA Regulations and pertinent Exceptions.**

The regulations clarify that the College may disclose educational records to the student's parents without student consent if the student is a dependent for Federal Income Tax purposes.

**Definition of Education Records.** "Education records" are currently defined as records that are directly related to a "student" and maintained by an "educational agency or institution" or by a party acting for the agency or institution. (The term "student" excludes individuals who have not been in attendance at the agency or institution.) The regulations clarify that with respect to former students, the term education records excludes records that are created or received after an individual is no longer a student in attendance and are not directly related to the individual's attendance as a student. An example of a record excluded from the definition would be alumni services.

**Directory Information.** "Directory information" may be disclosed without the student's written consent. Schools may disclose, without consent, "directory information" such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell the student about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them; in other words, permit the students the opportunity to opt out before making such disclosures. The regulations specifically provide that an institution may not designate as directory information a student's Social Security Number (SSN) or other student ID number. However, the directory information may include a student's user ID or other unique identifier used by the student to access or communicate in electronic systems, but only if the electronic identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the student.

The regulations allow an agency to continue to honor any valid request to opt out of directory information disclosures while the individual is still a student until rescinded.

**Identification and authentication of identity.** Requires the use of reasonable methods to identify and authenticate the identity of students, parents, school officials, and any other parties to whom personally identifiable information is disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dominican 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, SW., Washington D.C., 20212-5920.

For a complete description of these and all FERPA regulations, please visit: <http://www.ed.gov/policy/gen/guid/fpco/index.html> which is a link to Family Policy Compliance Office in the Department of Education with additional links to the December 2008 section-by-section analysis of the FERPA Final Rule, and to the Final FERPA Regulations (December 9, 2008), effective January 8, 2009 (accurate as of July 13, 2018).

### **HIPAA ACT INFORMATION**

In compliance with the provisions of the Health Insurance Portability and Accountability Act (HIPAA), Dominican College policy information is available as follows:

The policy can be obtained through the Office of Student Development. The Director of Human Resources is the appointed Information and Privacy Officer.

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS AND NOTIFICATIONS**

Official College announcements are posted on bulletin boards and/or electronically on the College's website, web portal, or electronic bulletin boards. All official notices regarding courses, academic regulations, registration, application dates, and examination and conference schedules are posted on bulletin boards or electronically. As students are held responsible for the information thus provided, they are requested to refer daily to these boards. Each academic area also has a bulletin board located outside its academic office for pertinent academic and program specific information.

All student notices must have the approval of the Office of Student Activities or designee before posting. All commercial enterprises (including student solicitors) are required to contact the Office of Student Development prior to advertising on campus.

### **BLOOD DRIVE**

Each year the College sponsors blood drives with the Hudson Valley Blood Services of the New York Blood Center. Contact Sr. Barbara, Campus Ministry for more information. The participation of any or all members of the College community is appreciated by the New York Blood Center.

### **BOOKSTORE**

The College Bookstore, operated by Follett Education Group, is located in the Granito Center. In addition to text books for purchase and rental, the bookstore carries apparel, insignia items, giftware, bestselling novels and incidentals. Try an e-book!

845-680-0353

[1538mgr@follett.com](mailto:1538mgr@follett.com) or [dcbookstore@dc.edu](mailto:dcbookstore@dc.edu)

<http://www.bkstr.com/dominicancollegestore/home>

### **STORE HOURS**

Monday through Thursday: 9:00am – 5:00pm

Friday: 9:00am – 1:00pm

The bookstore operates extended hours during the beginning and end of each semester as well as during Weekend College sessions.

### **CHANGE OF ADDRESS**

Any change of address or telephone number should be reported immediately to the Office of the Registrar.

### **COLLEGE FACT BOOK**

The College Fact Book, which includes demographic and statistical information about the College, is available for student use in the Library and the Office of Student Development.

### **COMPUTER SERVICES**

Open student computer labs are located in Casey 2, Prusmack 216 and Rosary Hall 118. Open labs are also located in the Rosary and Hertel Residence Halls.

The Library offers an online catalog and circulation system, and provides access to online databases and electronic resources. These services are available on-campus and off-campus from any computer or mobile device. A DC username and password are required to remotely access the databases and electronic resources.

The Residence Halls (Hertel, Rosary, and Guzmán) have network connections and wireless access in each room. Students are not required to have their own personal computer however it is highly recommended that they do. Resident students who wish to connect their own personal computer to the network must have a Mac or a Windows based PC with an RJ45 Ethernet network interface card (NIC) no special software is required. It is the student's responsibility to maintain a current antivirus program on his/her computer.

It is against Dominican College Policy to use the Internet and/or college network to violate copyright laws. Violators will forfeit Internet access and may be subject to legal action by copyright owners or their agents.

Use of Dominican College computing resources is restricted to purposes related to the College's mission of education and public service. Access to College computing resources is a privilege granted to students in support of their studies and other College sanctioned activities. Access to College computing resources may be forfeited and additional punitive actions will be incurred for policy violations.

As a condition of use of any College computing resource, the student agrees:

1. To respect the privacy of other users; for example students shall not intentionally seek or reveal information on, obtain copies of, or modify files or passwords belonging to others. No student will misrepresent himself/herself as another student or Faculty or Staff member electronically.
2. To respect the legal protection provided to programs and data by copyright and license. Students shall not make copies of a licensed computer program or any other copyrighted material for any reason.
3. Not to modify, by any means, any College computer system. Students will not install any software on College computers for any reason. Students will not modify computer setup information or any computer system settings.
4. To respect the intent of all College computing resources. Examples of inappropriate use may include use of computing resources for purely recreational purposes, the production of output that is unrelated to an academic project and the use of computing resources simply to use resources.
5. To respect the integrity of computing resources. Students shall not intentionally use or develop programs or functions to harass other users. Students shall not use College resources in a way that adversely impacts other users of the system.
6. In addition to the above, students' use of computing resources will never:
  - a. Impose any unauthorized cost to the College.
  - b. Cause any harm to the College.
  - c. Cause a hindrance to the daily operation of the College.
  - d. Have any adverse effect upon another's ability to perform his or her job, or improperly impact another's educational performance for better or worse.
  - e. Engage in any criminal or illegal use of College computing resources.
  - f. Fail to attribute properly the authorship of computerized material or represent others' work as their own.
  - g. Use a College resource to produce any form of output that could be used to intimidate, harass or insult any other member of the College Community (e.g. Pornography, hate materials or any culturally insensitive material).

## **STUDENT RULES AND OBLIGATIONS FOR USE OF COLLEGE COMPUTING RESOURCES**

### **INTERNET ACCESS POLICY:**

Access to the internet will be monitored and limited. Websites that contain illegal downloading of music, illegal downloading of videos/movies, Internet gambling and pornography sites will be blocked from entering the campus. This applies to Dominican College owned computers and to Internet access within the Residence Halls.

To use the high speed Internet access service all resident students at Dominican College must agree to:

1. Students should use cloud storage to back up their files. This includes any classwork, pictures or videos.
2. Students should have a current antivirus program running. If you need one, go to the IT Department and they will provide access to one.
3. Obey all copyright laws and agree that if they are not sure if something is copyrighted they will assume that it is and honor the copyright.
4. Use the internet and college computer resources appropriately, as described in the student handbook.
5. Do not connect a home wireless router into the campus wired network.

## IT SERVICES:

The college IT Department will provide the following services to all registered students:

1. IT will provide access to an antivirus program for you.
2. IT Support will provide free technical support for your PC or Mac computer.
  - a. We will try to repair your computer by updating the operating system, remove the viruses and reformat your computer.
  - b. We will not open your computer because that may void your warranty on the computer.
3. Help you connect your cell phone to the DC network and e-mail systems.
4. Provide access to Microsoft Office 365 for Word, Excel, Power Point and other applications.
5. Provide a Microsoft One Drive cloud storage. You should put all of your work on this storage.
6. We will provide support for the wired and wireless network in the classroom buildings and residence halls.

Resident students must also understand that some virus and spy-ware infections can happen even if they have up-to-date anti-virus software. Some of these infections can be severe and can only be resolved by reformatting the PC and using the vendor supplied restore CD.

Students understand that by using a restore CD they will lose any files not provided by the PC's manufacturer. They understand that it is their responsibility to ensure that all personal files are backed up. If a PC is identified as infected the student will forfeit Internet service until the PC is cleaned up or restored. It is the individual student's responsibility to clean up or restore his/her PC.

The best way to limit the exposure to viruses and spyware is to avoid P2P Networks and only go to reputable websites.

## DINING SERVICES, MEAL PLANS, AND ID CARDS

All students will receive a photo identification card. All students must have an ID card for the purposes of entering the residence hall as well as registering guests. Students must keep their IDs with them at all times and must be ready to present their IDs at the request of any college official. Students using or in possession of false identification will be subject to disciplinary action.

All resident students must have a meal plan offered by Dominican College Dining by Chartwells. To eat at the dining hall you must use your Dominican College ID card or pay by cash or credit card. Students are responsible for their cards, and can manage their accounts online at DC1Card.dc.edu. There is a replacement charge of \$20 for new cards. Cards that are lost or stolen should be reported immediately to [1cardsupport@dc.edu](mailto:1cardsupport@dc.edu) and deactivated online at DC1Card.dc.edu. Unauthorized charges should be reported to the IT office immediately.

ID cards are not transferable. Only the individual whose name and picture is on the ID can use that ID. Residents are welcome to host a guest or guests for a meal but must accompany them to the register.

When students reach their card limit, they are no longer able to use their meal plan; they must pay cash/credit card at the register, or put more money on their card using the form, here: [DC1Card.dc.edu](http://DC1Card.dc.edu). Unused meal plan funds will rollover from the Fall semester to the Spring semester, but will be forfeited at the end of the Spring semester and fiscal year. Students who withdraw from the College, mid-semester, and are eligible for a refund of tuition, room and board are also eligible for a refund of meal plan monies according to the schedule outlined in the Dominican College Policy Manual.

Students may ask the cashier for their account balance at any time.

Students who work or have internships and will be off campus, or athletes, can request a box lunch to be picked up in the morning at Granito Center. This request must be made 24 hours prior to pick-up.

Any questions or concerns regarding your meal plan should be directed to the DC1 Card Office, the Director of Residence Life and/or College Dining by Chartwells.

The **Granito Center** is Dominican College's full-service dining commons featuring your favorites from the grill, deli, a pasta station, home style entrees, salad bar, soup bar and weekly specials!

*The Granito Center accepts Meal Dollars, DC1 Dollars, and cash.*

### Hours of Operation

- Monday thru Thursday, 7:30 AM – 9:00 PM (Breakfast, Lunch, Dinner)
- Friday, 7:30 AM – 8:00 PM (Breakfast, Lunch, Dinner)
- Saturday, 9:30 AM – 6:30 PM
- Sunday, 10:30 AM – 6:30 PM

### Grab & Go Hours

- Monday through Thursday until 11:00 PM

### Snow Day Food Service Schedule (Subject to change)

- Full Service Kitchen, 10:30am - 6:30pm

The **Charger Café** in Casey Hall is the place to visit for something light between classes, breakfast or lunch on the go. *The Charger Café accepts Meal Dollars, DC1 Dollars and cash.*

### Hours of Operation

- Monday thru Thursday - 7:30 AM – 7:00 PM
- Friday - 7:30 AM - 1:00 PM

*All Dining Center Hours are subject to change. Please stay informed via campus e-mail for announcements and updates.*

## **EXIT INTERVIEWS**

Students who withdraw from, or take a leave of absence from the College are required to see the Office of the Registrar for an interview regarding their college careers at Dominican. Transcripts will be forwarded only after the interview.

## **EMERGENCY INFORMATION**

In the case of a general emergency originating beyond the grounds of the College, all persons are encouraged to contact College officials and/or tune to the Rockland County emergency radio station at 1640 AM. College officials, in such circumstances, will be notified by the county and town officials of the appropriate steps to take.

In the event of an emergency, school delay or closing, information will be communicated via email and SMS text message to students, faculty and staff via the College's emergency notification system. Students are strongly encouraged to enroll in the *E2 Campus* system to receive important updates. Sign up at [www.E2campus.com/my/dc/](http://www.E2campus.com/my/dc/) or at the College's website at [www.dc.edu](http://www.dc.edu). Questions regarding the system should be directed to the Security Office.

## **FALSE ALARMS OR FALSE EMERGENCY INFORMATION**

Any member of the College community, who provides false emergency information (fire, physical threat, bomb scare) will be subject to permanent removal from the College and/or the appropriate facility about which the threat was made.

## **HENNESSY CENTER**

The Hennessy Center for Student Life is a major hub of student activity. It is a 45,000 square-foot facility that has just undergone a new 20,000 square foot expansion. The facility houses a 10,000 square foot varsity gym as well as a new 7,500 square foot auxiliary gym with batting cages. We also feature a running track and a new 5,000 square foot Fitness Center featuring all new state of the art cardio and strength training equipment as well as an Aerobics Studio for various exercise classes and general usage. We also have a new Athletic Training Room to provide our student athletes with the best care possible. In addition, we have just opened a new suite of coaches' offices and a recruiting conference room. The facility also contains four locker rooms and rooms for meetings and conferences.

Hours of Operation during Fall and Spring semesters:

Monday through Thursday	7:00am – 10:00pm
Friday	7:00am – 8:00pm
Saturday	9:00am – 5:00pm
Sunday	12:00pm – 9:00pm

## IDENTIFICATION CARD

After Registration, each student receives an ID card which must be carried at all times on campus. The student is required to present it upon the request of any authorized official of the College. The ID is required for attendance at social, athletic and cultural events. It is also one's library card and serves as admission to the Hennessy Center.

## INSURANCE

All students are strongly encouraged to maintain health insurance coverage. Plans are available on your state's health insurance marketplace during open enrollment, November 1- December 15 of every year.

## LOST AND FOUND

Found items will be sent to Public Safety and Security. No item will be retained for longer than thirty days. Prohibited items which are found will be disposed of immediately. Dominican College does not assume responsibility for the personal belongings of students.

## MOBILE APP

DC Mobile provides convenient mobile access to important resources for students. Examples of mobile resources include access to class schedule, calendar of events, student account information, the ability to register for classes, and much more. DC Mobile is available for download for both iOS & Android. Students will need to provide their login credentials to access full features. Questions regarding the app should be directed to [mobile@dc.edu](mailto:mobile@dc.edu).

## PARKING

Each student who drives a car must register the license plate number with the Parking Center in Casey Hall, and is given a parking sticker free of charge. Freshman Residents, Commuters, Faculty and Staff will obtain their parking permit at the Parking Center in Casey Hall, copy of the vehicle registration is required. Upper class resident students will apply for their parking permit with the Assistant Director of their residence hall; copy of vehicle registration is required. Noncompliance will be subject to parking violations charged to the students account; repeated violations will be addressed by the student conduct process.

The parking sticker must be visible on left side of the front windshield of the car in order to be admitted to the parking lots. Cars with New Jersey license plates should display the sticker from a side door or rear window to avoid any penalty during New Jersey State Vehicle inspection.

The student parking lots are located behind Casey Hall, the Prusmack Center, and on Western Highway at the Blauvelt Campus. All resident vehicles are assigned to the Blauvelt lot only or to Hertel Hall lot and Guzman Hall lot by permission.

The direction of traffic and parking are the responsibility of the campus security guards and public safety personnel. All persons on campus are to comply with the directions of the guard. They are authorized to ask that an ID card be presented for inspection when it is deemed necessary. Failure to observe any of the College parking regulations will result in a fine. Further penalties will be imposed for consistent abuse.

***The College is not liable for damage to vehicles, vandalism or theft of a vehicle or its contents.***

Please lock any valuables out of sight and lock all doors.

Parking permits, procedures and regulations are available in the Parking Center in Casey Hall.

### ***General Regulations***

It is the responsibility of all faculty, staff, and students operating a motor vehicle on campus to register their vehicle and to learn and obey these parking and traffic regulations. Ignorance of the provisions of these regulations will not be accepted as a defense for violations. Specific questions relating to these regulations may be directed to the Department of Public Safety and Security.



## ***Parking Violations***

All parking and traffic violations are \$35 unless posted otherwise. If a fine is not paid or an appeal filed within seven (7) working days from the date of the violation the registrant will be held liable. Fines can be paid by check or money order payable to Dominican College at the Bursar Office in Cooke Hall. The following is a list of some of the violations:

- 1 Operating a vehicle in a reckless manner.
- 2 Failure to adhere to conventional traffic regulations and signs.
- 3 Parking in an entrance, exit, traffic lane or fire lane.
- 4 Illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment.
- 5 Parking in a handicapped parking space without authorization or without (HP) or (DV) license plates. Fine \$50.
- 6 Parking in an unauthorized lot or space reserved for faculty, staff, Dominican Sisters, maintenance, special parking, etc.
- 7 Failure to obey directions of a member of the Department of Public Safety and Security in the execution of his/her duties.
- 8 Parking in such a manner that an adjoining space is rendered unusable.
- 9 Failure to register vehicle.
- 10 Failure to display parking permit as directed.
- 11 Fraudulent registration.
- 12 Failure to conform to posted signs.
- 13 Failure to conform to indicated traffic flow.
- 14 No student parking at Cooke Hall at any time.

## ***Towing/Immobilizer Policy***

**Towing** - The College reserves the right to remove and impound any vehicle found on campus that is parked in a driveway, fire lane, is blocking a loading dock or trash dumpster, or is illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement of emergency equipment. The owner will be responsible for the costs involved in removing, impounding, and storing such a vehicle. The College is not responsible or damage to a vehicle resulting from towing or immobilizing a vehicle.

**Immobilization (Booting)** - When a vehicle is determined to have four or more unsatisfied violations charged against it, the vehicle will be impounded by an immobilization device (boot) until all outstanding violations have been satisfied and payment is made to remove the device. The College is not responsible for damage to a vehicle resulting from a towing or immobilization device.

## ***Parking Ban***

Flagrant violations of the College parking and traffic regulations may result in the loss of the privilege to operate or park a motor vehicle on campus. This decision is determined by the College's Director of Security and Public Safety.

## ***Parking and Traffic Appeals***

An appeal for any penalty prescribed by these regulations must be made within seven business days following the date of violation by submitting a written appeal to the Director of Security and Public Safety. This can be done in person at the Security Office or by sending an appeal by US mail. If a fine is not paid or an appeal filed within seven days from the date of violation, the registrant will be liable and the violation fine charged to the student account with the Bursar's Office.



SERVICES FOR STUDENTS WITH DISABILITIES

Dominican College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADAAA) of 2008. Individuals with documented disabilities will be provided with reasonable accommodations to assure access and full participation in the mainstream of the educational process. Students seeking such accommodation must contact The Office of Special Services, which is located in Rosary Hall and coordinates implementation of the regulations contained in Section 504 and the ADAAA. For more information, consult the Dominican College Catalog and the Director of Special Services, 845-848-4035. Appeal procedures also are available in the Director’s office.

SMOKING/INHALATION/VAPING

Smoking and the sale or use of any tobacco and/or vapor products, including but not limited to, cigarettes, electronic cigarettes, cigars, cigarillos, pipes, vapor pipes, bongs, hookahs, oral tobacco (spit and spit-less, smokeless, chew, snuff) or any other tobacco material or device is strictly prohibited on the grounds of the campus, and on off-campus properties owned, leased or rented by the College. Organizers of and attendees at all events, such as conferences, meetings, lectures, social events, cultural events, and athletic events, including property rentals using College property, will be required to abide by the Dominican College Tobacco-Free Policy. This policy applies to all members of the College community, including but not limited to, faculty, students, and staff. This includes those employed through contract agencies, contractors, vendors, and contracted parties. This policy applies to all guests, visitors, and any other individuals while on College property. City-owned streets and sidewalks are excluded from this policy.

Effective implementation of the Tobacco Free Policy depends upon the courtesy, respect and cooperation of all members of the Dominican College community.

Employees and students who do not comply with this policy will be subject to appropriate disciplinary actions that accompany noncompliance with other College rules and/or policies.

STUDENT LOUNGES

Student lounge areas are available in Casey Hall, both in the Student Engagement Office and in the Charger Café, on each floor in the Prusmack Center and in each Residence Hall. The Corless Commuter Lounge is located on the first floor of the Granito Center. Commuter students are encouraged to use this space to study, socialize or pass time in between their classes. The lounge is equipped with lockers specifically for commuter students. Lockers are available on a first-come, first-served basis. Combination locks can be purchased in the Bookstore or at any local convenience store. All lockers must be cleared out and left open during College breaks, including Thanksgiving, Spring Break and Easter, and at the end of every semester. Locks that remain on the lockers during these times will be cut and contents will be removed. Items are considered ‘abandoned’ after 30 days, and are disposed of/donated.

WEATHER EMERGENCY

Should weather conditions be severe enough to warrant the cancelling of classes, announcement that the College is closed will be made on one or more of the following radio stations, and/or [www.cancellations.com](http://www.cancellations.com). Students who choose to enroll in the College Mass Notification System, *E2Campus*, will be notified by via SMS text message or email. Instructions on how to enroll in the *E2Campus* College Mass Notification system are provided in the “Emergency Plan of Action Sheet” Section below.

WLNA .....	1420 AM	WRRV .....	92.7 FM	WFAS .....	1230 AM
WCBS .....	880 AM	WSPK .....	104.7 FM	WFAS .....	103.9 FM
WGNY .....	1220 AM	WHUD .....	100.7 FM	WRCR .....	1300 AM

The main College number, 845 359-7800, may be accessed for recorded information.

## EMERGENCY ACTION SHEET

### Important numbers

Public Safety & Security.....	845 848-4061
Facilities.....	845 848-4058
24 Hour Security .....	914 403-7531

### Emergency Mass Notification System

Register for Mass Notification System: Dominican students, faculty and staff can be notified of important campus information through a mass notification system called Omnilert. Use the link below to log into your already-created Omnilert login. You can manage the types of alerts you get, update your phone number or access other methods (e.g. email) of being alerted to developments on campus. Omnilert is an “opt-out system”. The following information has been downloaded from student/staff accounts: DC Email Addresses. It is highly recommended that you sign into the system to add your cell number so that you can receive the SMS text messages. If you wish to enter additional means of notification you can add them while logged in. You have the option of being notified by Email (personal or DC) and SMS (texting) or both.

To log into DC’s Omnilert go to: <https://dc.omnilert.net>

*Students use the following credentials:*

Username: firstname.lastname1

Password: password (the word password)

*Faculty/Staff use the following credentials:*

Username: firstname.lastname

Password: password (the word password)

Once logged in, click on the Services tab, follow the directions and add the ways you wish to be notified. We highly recommend that you click on the Account tab and follow the directions to change your password. You must also log into the system if you choose not to receive messages or wish to change information.

It is important to know that this system will be used only for time sensitive information.

Questions regarding the system should be directed to the Security Office, 845 848-4061.



## RESIDENCE LIFE AND PERSONNEL

### DIRECTOR'S WELCOME

Welcome to Residence Life at Dominican College!

The Residence Life Staff is dedicated to helping you achieve your academic and personal goals during your time at Dominican. The mission of the Office of Residence Life is to assure quality residence centers and intentional educational experiences, through the promotion of personal responsibility and peer accountability, while supporting the College's core values.

Choosing to live on campus is a major decision, that we are glad you have made. During your time here, you will learn how to live independently, you will grow mentally and emotionally, and you will make lifelong friends. Residence Life is here to support and nurture your development; we are here to help you make Dominican College your home away from home. Please feel free to drop by my office to see me, if you have a need that should be addressed.

As indicated in your Housing Agreement and Contract, you are responsible for knowing and adhering to all Residence Life policies and procedures. By accepting admission into Dominican College, you are agreeing to abide by these policies and procedures. As a member of the Dominican College community we expect all residents to use good judgment and to accept full responsibility for their actions. Please read through all of the information provided.

Best wishes in the coming year,

Joseph Dratch

Director of Residence Life

## OFFICE OF RESIDENCE LIFE

The Office of Residence Life is located in the Student Development Wing of Rosary Hall. Residence Life is responsible for the operation of Dominican College's residence centers and for the development of the students who live in them. The Residence Life staff strives to maintain a positive community atmosphere in these residence centers and is available to assist you with your living and learning experiences at Dominican College.

Monday – Friday, 8:30am-4:30pm, Rosary Hall

To reach someone from Residence Life after hours or on weekends, please contact the Resident Assistant (RA) phone for that respective building. Resident students may also contact the Security Rover (914-403-7531) in the event of an emergency.

## DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life oversees the Office of Residence Life and the Residence Centers. In collaboration with other campus departments, the Director supervises the day-to-day management of the residence centers. The Director reports to the Vice President for Student Development and Dean of Students. The Director lives on campus.

## ASSISTANT DIRECTORS

Monday – Friday, Hours posted on office door by individual Assistant Director  
Hertel Hall, Guzman Hall, & Rosary Hall

The Assistant Director (AD) of your residence center is the person responsible for the operation of that residence center. The Assistant Director is a full-time professional trained in residence hall management. The Assistant Director supervises the Resident Assistants of their residence center and reports to the Director of Residence Life. The Assistant Directors are available 24 hours a day on a rotating basis to handle any resident student emergencies and are available during daily office hours for any resident concerns. The Assistant Directors reside in and have offices located within their respective residence centers.

## RESIDENT ASSISTANTS

Resident Assistants (RAs) are the most visible members of the Residence Life Staff. The RA is a student leader living in the residence centers. The RA is attuned to the particular needs of the students living on campus. Through various means, they work to promote a community atmosphere conducive to academic achievement, social growth, and the development of personal and group responsibility. RAs assist their residents personally or through appropriate referrals with academic, personal, and social problems which confront typical college students.

RAs are students and paraprofessional members of the Residence Life Staff who have successfully completed an extensive selection process and training program. An RA lives on each floor/module of the residence halls. An RA is available every evening in each residence center to offer peer assistance and direction to residents when needed. RAs also serve as a resource within each hall, answering questions about the campus, explaining and enforcing college policies, sponsoring floor and/or hall programs and activities, and promoting a sense of community on the floor in the building.

*There is a Resident Assistant on duty in every Residence Center every night while college is in session beginning at 5:00 PM until 9:00 AM the following morning Monday through Thursday and there is continuous coverage on weekends beginning Friday 5:00 PM, until Monday 9:00 AM. The Resident Assistants are required to be in the RA office from 7:00 PM – 11:00 PM every day. To contact the RA on duty, students should report to the Security Desk of their respective Residence Center.*

## RESIDENCE FACILITIES

Hertel Hall	Capacity 288
Rosary Hall	Capacity 165
Guzman Hall	Capacity 200

## ROOM FURNISHINGS

Rooms are furnished with an extra-long twin bed and mattress, a set of drawers, a wardrobe, a desk, and a desk chair for each occupant. In Guzman Hall, the four single unit suites have a common living area and a kitchenette.

All beds in student rooms are 30" x 80". Most beds can be bunked or debunked. As a safety measure we do not permit students or their parents to bunk the beds. At check-in if you decide to debunk or bunk beds please contact your Resident Assistant so a request can be submitted on your behalf during the initial move-in period. Requests to bunk or debunk beds will only be honored within the first two weeks of each semester. Lofts are not permitted on campus.

Residents must furnish their own blankets, bed linens, pillows, lamps (excluding halogen lamps), towels, soap, and other personal items.

Additional furniture is not permitted in the residence halls without prior permission of the Director of Residence Life or his/her designee.

No College owned furniture or furnishings may be removed from a room without the approval of the Director of Residence Life or his/her designee.

Air conditioners of any type are not permitted in the residence halls. The windows and electrical systems are not designed to accommodate air units. We recommend that students bring fans.

Radios, clocks, small stereos, and portable hair dryers are permitted in student rooms. Televisions are permitted but cannot be mounted on the walls. Refrigerators are also permitted providing they are no larger than 3.1 cubic feet and draw less than 7 amps.

Microwaves are permitted ONLY in Guzman Hall.

The following items are PROHIBITED and will be confiscated if found and a fine of \$25 per violation will be assessed (items prohibited under the Code of Conduct will be addressed according to the protocol outlined in Article IV):

- Dart boards
- Extension cords and non-surge protector power strips
- Hover boards, self-propelled scooters, and hands-free Segway devices
- Larger than personal sized speakers and professional sound equipment
- LED strip lights
- Microwaves (except in Guzman Hall), hot plates, coffeemakers other than Keurig type coffee makers, toasters, personal grills, space heaters and any appliances with exposed heating elements
- Pets [except fish or underwater animals in a 10 gallon tank maximum, and Service Animals approved by the Office for Special Services]
- Plug-in air fresheners
- Road Signs of any kind
- Waterbeds

Confiscated items:

Residence Life will confiscate any prohibited item(s) found during the entering or routine inspection of a resident's room. This includes, but is not limited to, illegal appliances, alcohol and other drugs, alcohol/drug paraphernalia, college property, candles, hookahs, and any other item that violates the Dominican College Student Handbook.

Residence Life will keep these items for a period of one (1) month after the end of the academic year that it was confiscated in. At the end of the academic year the resident may claim the item when they are exiting the building to return to their permanent residence. If the item(s) is/are not claimed after 30 days from the last day of the spring semester, the item(s) will be considered abandoned and will be discarded appropriately.

Please be aware that hookahs, alcohol, drugs, and alcohol and drug paraphernalia will NOT be returned and will be disposed of appropriately.

## **HOUSEKEEPING**

Students are responsible for daily cleaning in their own room. Excessively dirty or messy rooms are subject to disciplinary action. The College conducts routine health and safety inspections at the discretion of the Administration, to ensure community standard compliance.

The common area bathrooms, hallways, and stairwells are cleaned daily, Monday through Friday, by the housekeeping staff.

Dominican College recycles and asks that all students dispose of their trash in the proper receptacles. Trash should be disposed of in trash rooms, daily.

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

### **ROOM ASSIGNMENTS**

Room assignments are made on the basis of a full academic year. Room and board are charged at a flat rate for the entire year regardless of increased or decreased occupancy. All Resident students will receive their housing assignments during the summer. First-year students may make housing and roommate requests, and the Office of Residence Life will attempt to accommodate such requests.

Current residents are assigned using a priority points system. The Housing Selection Process is conducted in the spring semester for the following year. Notices are posted throughout the residence centers providing information regarding the Housing Selection Process. Priority is based on seniority, academics and campus citizenship. To participate in the Housing Selection Process a student must be registered for the fall semester and pay the \$200 housing deposit. Housing is based on availability of space. Please be aware that students are not guaranteed to be housed in a particular residence center.

The Office of Residence Life reserves the right to modify room assignments whenever it is deemed necessary. In the case of cancellation by one or more assigned to a room, the remaining resident(s) may select replacement by another resident (provided this is done within three business days after the vacancy occurs); otherwise the space will be assigned by the Office of Residence Life. If a room is not fully occupied, the assigned student may be reassigned at the discretion of Residence Life.

### **SECURITY DEPOSIT**

New freshmen residents, transfers, and commuter-to-residents will be charged a one-time \$250 refundable security deposit within their first semester of housing. If a resident graduates, decides to commute, or withdraws from the College, they will be eligible for a refund of the \$250 security deposit pending satisfactory completion of all requirements to officially withdraw from Residence Life. Any Residence Hall/room damage charges will be deducted from the security deposit. The security deposit will be posted to the resident's bill and the resident will then need to fill out a Student Refund Check form. This can be obtained in the Bursar's office or online at [dc.edu](http://dc.edu).

### **TERM OF OCCUPANCY**

Only full-time, undergraduate students are eligible for housing. Requests for exceptions can be made directly to the Director of Residence Life. The Housing Agreement and Contract covers room and board for one academic year (fall and spring semesters). Exceptions include: students who withdraw from the College, students in officially recognized off-campus programs for a particular semester, students who graduate in December, or students who are academically ineligible to remain at the College. The College reserves the right to cancel the housing agreement, as detailed in the Housing Contract and this handbook. Those subject to disciplinary procedures may have their housing status re-evaluated and possibly terminated. Students not attending classes also may have their housing status terminated. If a student falls below the 12 credit minimum for full-time status, the housing contract will be cancelled, promptly.

## RESIDENTIAL REVIEW

It is a requirement of all students living on campus, to continuously make “satisfactory academic progress.” Students not making satisfactory academic progress will be given notice and be placed on Residential Review. Residential Review gives a student a prescribed amount of time to meet the recommendations of the faculty. If, after this period of review, progress is not made to the satisfaction of the faculty, the housing contract may be terminated. Students not attending classes also may have their housing status terminated.

## CHECK-IN

Check-in is the process of moving into the residence centers. At the beginning of each semester students must check-in with the Residence Life Staff. Unless otherwise noted check-in usually occurs the day before the first day of classes.

Students are required to do the following:

1. Go to your assigned building at the time designated.
  2. Receive room key and sign the room key envelope indicating you received the key.
  3. Inspect the condition of the room and furnishings, and then submit room inventory form online.
- Please be advised that students are not allowed to check into the residence centers prior to the time designated by the Office of Residence Life.

## CHECK-OUT

Anytime you withdraw from the residence halls or from the College, graduate, go home at the end of the year, or change rooms, **YOU MUST OFFICIALLY CHECK-OUT OF YOUR ROOM!** If a student fails to check-out and/or does not officially withdraw from Residence Life, the right to dispute any damage charges is forfeited. Furthermore, an improper check-out fine of \$150 will be assessed. Each person must check-out of his/her own room personally. Your roommate or someone else cannot do it for you.

**To officially check-out you must do the following:**

1. All your possessions, including anything on the walls, doors, and windows must be removed from your assigned room before the closing of the Residence Halls. You may be charged for any personal items left in your room. Any items left will be collected and stored for 30 days, and donated or disposed of after that time.
2. Your room must be cleaned and swept, and left in the exact condition in which you found it upon move-in. You will be charged if the room requires extensive cleaning. Please fill out a *Damage and Cleaning Responsibility Form* with your roommates, and submit to your AD before the first resident departs, to assign responsibility for damages and cleaning to appropriate parties.
3. Formal check-out procedure:
  - RA must do a final check of your room. Damages will be noted, and you will give your keys directly to the RA.
4. Depart residence hall. After all students have departed from the residence halls, room damages are assessed by representatives from Residence Life and Facilities staff. If withdrawing from campus housing, see protocol below

## PROTOCOL FOR LEAVING THE RESIDENCE HALL FOR NON-RETURNING RESIDENTS

1. Any student who intends on leaving or not returning to the residence center must inform their Resident Assistant as soon as possible.
2. On the day of departure the student must remove all personal belongings from the room, find an RA to fill out a room inventory form and return all keys. The student will then receive a key receipt from the RA once the keys are returned.
3. The student must go to the Office of Residence Life, present the key receipt, and fill out a Residence Hall Withdrawal form. The student will not be eligible for consideration of a refund of their security deposit unless the Residence Hall Withdrawal form is filled out.

Failure to complete any of these steps may result in continued charges to your account.



## REFUND INFORMATION

Housing refunds are pro-rated daily for the first 30 days after classes begin.

Check-Out Date .....	Percentage of Refund
On or before the first day of class .....	100%
After the first class, before the end of the first week of class .....	90%
Within the second week of class .....	80%
Within the third week of class .....	60%
Within the fourth week of class .....	50%
After the fourth week of class .....	No refund

Please be aware that these percentages are not negotiable. The check-out date is based on the day the student completes an Official Withdrawal Form. Please refer to the College website for current Residence Life Room and Board charges.

## HOLIDAY PERIODS

The assigned period of residence for the academic year does not include residence when classes are not in session for the Thanksgiving, Winter, Spring, and Easter breaks. Residents must vacate their room within 3 hours of their last academic commitment or before the posted closing time of the building; whichever occurs first. Students taking classes during the Winter Intersession are eligible for housing for a weekly fee. Please contact the Director of Residence Life for additional information. Exceptions are made for student-athletes, who are in-season, students with documented mandatory academic obligations, and on a case-by-case basis. Requests must be submitted in writing to the Director of Residence Life. Any valuables left in rooms during the breaks are at the student's own risk. If you are returning for the spring semester, you do not have to remove all of your belongings during the winter break.

If a resident lives more than 250 miles from the college and would like to request to remain in the Residence Halls during Thanksgiving and Easter Break, they MUST complete a "Request to Stay Form" which can be picked up in the Residence Life Office located in Rosary Hall and at my.dc.edu. The deadline to submit the form is one (1) week prior to the closing of the Residence Halls for each break. A resident's request will be reviewed and verified with the address that is on file with the college. Decisions will be sent via college email within 24 hours of submission. A resident who wishes to make this request must be in good judicial standing.

## ROOM CHANGES/CONSOLIDATION

Room changes can only be requested by submitting a properly completed Room Change Request Form to the Office of Residence Life. No room changes are permitted during the first two weeks of the semester. Residents who make unauthorized room changes will be required to move back to their former room with all of their possessions within 24 hours.

In an effort to create more housing options for incoming and existing residents, ensure equity and maximize use of available space, the College will actively seek to consolidate vacancies within the College Housing system. Consolidation occurs primarily in the beginning of each semester but is reviewed throughout each semester. The Office of Residence Life assists residents in the consolidation process by allowing a period of two weeks, during which residents may propose a new roommate. If a resident is notified of a need to consolidate and does not identify a preferred roommate, the Office of Residence Life will make arrangements to fill the vacancy. The Office of Residence Life reserves the right to reassign students, as necessary, to optimize the utilization of vacancies/rooms on campus. Failure to comply with this process may result in disciplinary action.

## ROOM INSPECTIONS

Students are asked to use their room in a manner that will leave it in good condition for the next resident the following year. Care should be taken not to damage walls or woodwork with nails, screws, glue, scotch tape, etc. We recommend that students use blue painters tape for posters and pictures. Students are not permitted to hang lighting or use peel and stick LED lights on the walls or ceilings. The Office of Residence Life reserves the right to deny housing for the following year to any resident who leaves their room in an unacceptable condition.

No construction work or painting may be done by a resident or friend/family member. Unfinished lumber and lofts are not permitted in any Residence Hall room. In order to insure that proper responsibility for cleanliness is taken by residents, all rooms will be inspected multiple times per semester. Moreover, the College reserves the right to search students' rooms if illegal activities and/or a health and safety issue is suspected or occurring. During these inspections, staff will check for the following conditions:

1. General condition and safety
2. Illegal appliances or items
3. Alcohol, drugs, or drug paraphernalia
4. Open containers of food
5. Smoke detectors in good operating order
6. Garbage appropriately disposed of

If a room fails inspection, the residents of that room will be given a warning and a second inspection date. \$25 fines per violation and/or additional sanctions may be imposed for each prohibited item confiscated. Multiple failures may result in removal from the Residence Halls. Any prohibited items will be confiscated when found. Notwithstanding the sanctions above, the Vice President for Student Development/Dean of Students or his/her designee reserves the right to administer Disciplinary Action and assign sanctions in all cases to the extent deemed appropriate and reasonably warranted under the circumstances.

## **ROOM KEYS**

Room keys are the exclusive property of Dominican College. Students may not make or obtain unauthorized duplicate keys. Residents are not to give their keys to anyone other than Residence Life personnel. If a student loses their key, they must report it immediately to the Office of Residence Life. Students who fail to return their keys at check-out will be assessed the cost of the replacement keys. Unauthorized use of room keys is prohibited and will result in disciplinary action. The Residence Life Department understands that sometimes students misplace their keys. However, we also expect that students will be responsible and maintain possession of the room keys any time they exit the room. Lockouts are handled at the convenience of the Residence Life Staff. Excessive need for lockouts may result in conduct sanctions and/or fines.

## **ROOM REPAIRS**

When routine repair work is needed in a room, students must file a work request through the web portal, accessible from the Dominican College portal under Quick Links, 'Facilities Work Request.' Repairs are handled on a priority basis. We recommend that if a work request has not been addressed, that students bring this to the attention of the Assistant Director of their respective building.

## **SAFETY**

The Office of Residence Life is always concerned with the safety of our residents. We encourage residents to take a proactive role in regards to their well-being. Preparation and awareness are the keys to safety in any situation. We recommend the following tips:

- Avoid walking alone if possible.
- Walk with an air of confidence and stay alert.
- Walk in well-lit areas.
- Keep your hands free, not overloaded.
- Program the number of the Security Rover into your cell phone (914) 403-7531.
- Do not loan out your key. Never compromise your safety for a roommate or friend who wants the door left unlocked.
- Report suspicious activity to security or call 911.

In addition, we ask all residents to notify their Resident Assistant when they plan to be away for an extended period of time. This allows the Residence Life staff to have an accurate account of who is on campus in the case of any emergency.

## RULES, REGULATIONS, AND POLICIES

The Residence Halls are provided as a service primarily intended to support and foster the educational experience. It is our intention as well to provide a positive community atmosphere which will enhance personal and social growth. Students are expected to conduct themselves in a mature manner with respect for the privacy and rights of roommates and neighbors. Failure to observe the rules and regulations stipulated may result in disciplinary action including cancellation of the housing contract and immediate removal from housing. Below is a general list of violations. Some of the more serious policies have separate entries. Violations specific to Residence Hall living and strictly enforced include, but are not limited to:

1. Tampering with fire safety and/or other safety and security equipment.
2. Failure to properly respond and evacuate at the sounding of the fire alarm system.
3. Throwing and/or causing objects or substances to be directed out of, into, or onto residence hall windows, doors, or other such areas.
4. Failure to show ID while entering the Residence Halls or upon request of a Dominican College employee.
5. The possession of electric heaters, electric blankets, air conditioners, hot pots, crock pots, toaster ovens, microwaves, and other high voltage appliances.
6. The possession and/or burning of incense, candles, or other types of open flame devices.
7. The possession of alcohol, drugs, or related paraphernalia.
8. The tampering with, vandalism of, or removal of devices and furnishings from the residence halls such as all room furnishings, lounge furniture, etc.
9. Unauthorized lock installations on any residence center doors.
10. Contributing to the unauthorized entry of any persons [oneself and/or another] or items into the residence hall, including such entry or exit through any window.
11. Possession and/or use of halogen lamps.
12. Performing unauthorized room changes.
13. Failure to properly complete check-in or check-out procedures.
14. Failure to follow established guest policies and procedures.
15. Excessive noise.
16. Behavior intended to pressure a roommate to move out of the assigned room.
17. Failure to maintain standards of personal hygiene and/or room cleanliness that interferes with the general comfort, safety, security, health, or welfare of the residence hall community.
18. Inadequately securing room and/or failure to lock room doors.
19. Cohabitation with a sexual partner is inconsistent with Dominican College's community philosophy and the purpose of residence life. This includes sexual intercourse. It is not permitted at any time.
20. Playing or participating in sports or other recreational activity within residence halls in rooms or common areas. Dart boards and BB guns are strictly prohibited.
21. No pets (other than fish in tanks smaller than ten gallons) are permitted in the residence halls. Residence Life staff is not responsible for any pets.
22. Disrespectful language or behavior towards any Dominican College employee.
23. Engaging in disruptive behavior.
24. Failure to follow the reasonable directions of any Dominican College employee.
25. Failure to attend any mandatory meeting.
26. Smoking within the residence halls.
27. Any verbal or physical harassment of any individual.

*These policies are in place for the good of the entire campus community. These policies are not negotiable and will be enforced diligently by the residence life staff.*

*We recommend that all residents familiarize themselves with these policies. All residents are held accountable when violating any of the above policies.*

*This list is not meant to be all inclusive. Disciplinary sanctions can be found in the Student Code of Conduct.*

RESIDENCE HALL DAMAGES

The terms of the housing contract clearly state the responsibilities of the student for keeping the room in good order, free from damage, and locked.

Room rates are, in part, based upon cost of maintaining the residence halls. No allowance is made for the cost of damages. Therefore, any damage that occurs must be paid for over and beyond the basic room rate. The cost of repair or replacement of damaged furnishings or residence hall property in a student's room will be charged to the responsible occupant or occupants if they can be identified; otherwise all residents of the room will be assessed the damage. When damages occur on a particular floor or hall in a public area, the persons responsible will be assessed if they can be identified; otherwise all floor or hall residents will be assessed.

Likewise damages to public lobby areas will be assessed to the persons responsible if they are identified; otherwise the repairs will be charged to the hall residents.

The following is a list of typical damage fees for the College residence halls. This list is not meant to be all inclusive. Damage sustained to residence centers that are not listed individually will be assessed at cost of time and materials. Do not attempt to repair damages on your own. All repairs must be completed by Dominican College staff. An additional charge will be assessed for all self-repair attempts.

Replace room key or mailbox key .....	\$50
Replace lock cylinder.....	\$95
Replace lock set .....	\$300
Replace door .....	starting at \$900
Replace mattress .....	\$155
Replace bed .....	\$295
Desk top damage.....	\$75
Replace desk .....	\$255
Replace bookcase.....	\$160
Replace desk chair .....	\$125
Replace draw front of desk or dresser.....	\$70
Replace wardrobe.....	\$500
Damage to tile floor .....	Time and material
Ceiling tile replacement .....	\$45
Room window replacement .....	\$250
Window blind replacement .....	\$85
Window screen replacement .....	\$95
Paint wall .....	\$125
Paint ceiling .....	\$150
Paint entire room.....	\$500
Paint entire suite.....	\$1000
Toilet paper dispenser replacement.....	\$30.00
Paper towel dispenser replacement.....	\$57.50
Repair room electrical outlet.....	\$125
Repair room light	
Hertel Hall.....	\$100
Rosary Hall .....	\$100
Guzman Hall .....	\$275
Repair common area light.....	\$100
Repair sheetrock.....	Time and materials
Thermostat .....	\$190
Extra room cleaning upon check-out .....	\$65 per hour clean up
Dumping in common areas .....	\$250
Remove extra furniture at end of year .....	\$50 per item
Lounge chair replacement.....	\$350

## BED BUG POLICY

Bed bugs are a serious community issue and ALL students are expected to comply with all instructions given to them by Residence Life and/or Facilities within 24 hours once bed bugs have been confirmed within their living space. Please see below for more information about the procedure to confirm and remove bed bugs.

Residence Life and Facilities is committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. As soon as a student suspects that he/she may have bed bugs, they should contact their Assistant Director and at that time the Assistant Director will determine the course of action.
2. If the student sees a sighting or has a suspicion of bedbugs, the Assistant Director will contact Facilities and the exterminator will determine if there are bedbugs present (please skip to step 6.1).
3. If the student believes they have bedbug bites, the Assistant Director will inform the student that they must go to the Health Services Office to get a diagnosis.
4. Health Services will contact the Director of Residence Life that in their professional opinion whether or not it is a confirmed case of bedbugs.
5. If it is NOT a confirmed case, no further action is taken.
6. If it is a confirmed case, the following process will begin:
  - 1) Residence Life will notify Facilities as soon as possible so the exterminator can be dispatched to the location to perform a thorough inspection of the room/suite in question. Please note that should a student notify Residence Life after normal working hours, the Facilities staff will be contacted on the next work day. It is recommended that students contact Residence Life as early as possible, on a regular business day. The exterminator cannot be dispatched on weekends or holidays.
  - 2) Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will NOT be granted an immediate temporary room change, nor will they be issued a new mattress UNTIL the exterminator has completed the inspection and submitted the findings. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings.
  - 3) If the exterminator is unable to respond to the student's room to inspect within 24 hours, Residence Life may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry whatever clothing they need to take with them for the night. Upon doing that, the student should shower and put on clean clothes, and seal soiled clothing in a plastic bag until it can be properly washed. Clean laundry and linens is all the student can take to the temp room. We want to ensure that if there are bed bugs in the student's room, they do not travel to another room with the student.
  - 4) Students may not, at any time, deny the exterminator or Facilities staff access to their living space (including their bedroom, suite common space, kitchenette, bathroom, etc.)
7. Exterminator Findings
  - 1) If the exterminator finds that there are no bedbugs present in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify Residence Life immediately if there are further problems.
  - 2) If the exterminator concludes that bed bugs are present in the room or suite, Residence Life will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. Any dry cleaning expenses are the responsibility of the student.
  - 3) Only the exterminator can confirm or deny the presence of bed bugs in a room – NOT Residence Life or any outside person.
8. Bed bugs are a serious community issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

## FIRE SAFETY

Fire safety equipment such as smoke detectors, fire extinguishers, fire alarm pull boxes, and emergency exit routing signs have been installed in each residence hall. These items are there to help save your life if a fire ever occurs. Hopefully, such a situation will not happen, but if it does, your life, plus the lives of your fellow residents, could depend on one or more of these devices. Therefore, it is VITAL that these items be in working order at all times.

The College conducts regular fire drills each semester. It is a violation of College policy to stay in the building during a fire drill. Any time the alarm sounds, PLEASE leave your room immediately, closing the door behind you, and follow your specified evacuation route. DO NOT USE the elevators. Failure to evacuate within 5 minutes may result in disciplinary action.

Any individual found responsible for causing a false alarm (whether intentional or accidental), or damaging/tampering with safety equipment (including covering smoke detector heads), will face disciplinary actions. Possible sanctions include loss of residence, suspension from the College, legal action, or fines. *We advise students to be careful when using aerosol sprays, curling irons, hair dryers, etc. These items have been known to set off the fire alarms, and are prohibited in individual residence rooms in Rosary Hall.*

## PROTOCOL FOR FIRE ALARMS

If a fire alarm goes off, all students should vacate the residence center in a calm and orderly fashion.

1. All students should leave the residence center from the nearest exit and congregate at the designated area next to their residence center.
2. Once outside students should follow directions from the Residence Life Staff.
3. RAs will follow directions from the Residence Life Professional Staff until the Fire Department arrives. When the Fire Department arrives, they will control. Students are not permitted to re-enter the residence center until the all clear is given by the Fire Department.

The Office of Residence Life recommends that students do the following:

1. Keep the key to your room on a bedside table or desk.
2. Please count how many doors to the stairs.
3. Feel the door and door knob, if it is hot, do not open the door. If there is smoke, crawl on your hands and knees to the stairs.
4. Take your key with you. You may want to get back into your room where it is safer. The doors to the rooms are fire resistant.
5. Close all doors behind you. This keeps the fire from spreading.

## GUESTS

Guests (non-students) are welcome to visit the residence centers. However, to ensure the safety and welfare of all residents, the following guidelines must be adhered to. Guests must be accompanied by their hosts at all times. Guests found without their hosts will be asked to leave. All guests must be announced and leave a current, valid government issued identification card at the front desk (i.e. state issued driver's license/identification card or a passport). Under no circumstances will guests be allowed past the main lobby without an escort. Dominican College reserves the right to deny entry to guests for failure to comply with the Guest Policy, or in order to control the number of occupants in a room. Day Guests are allowed to visit from 8:00 am – 12:00 midnight. Overnight guests are permitted in accordance with the Overnight Guest Policy. Violation of the guest policy may jeopardize the host student's guest privileges and/ or housing privileges. Guests under the age of seventeen are not permitted unless accompanied by their parent or guardian. Hosts will be held responsible for any damages caused by their guests, and may be held accountable for violations of policy that occur while signed in. Please see the full text of the guest policy on the Residence Life portal page.



## VISITORS

Visitors are defined as Dominican College students who are not assigned to the specific room which they occupy. Commuter students are considered visitors in the residence halls, and are required to swipe their ID card at the security desk before entering. Commuters are not required to register with a host, when visiting during Day Guest hours (8:00am-12:00 midnight). Resident students may also be considered visitors, if they are not in their contractually assigned room. Visitors are expected to comply with the policies outlined in the Code of Conduct, and will be held responsible for their actions via the Student Conduct Process.

## OVERNIGHT GUESTS

Registering an Overnight Guest is the responsibility of the resident student (HOST) with whom that GUEST/VISITOR will be staying. BANNED individuals are not allowed to be registered as either Day, Overnight, or Weekend Guests. Resident students who, knowingly or unknowingly, attempt to register banned individuals may have their Guest Privileges revoked.

Residents may only host same sex individuals as overnight guests. Overnight guests must be registered on the Dominican College portal, Residence Life page, on the same day as their visit. HOSTS must complete the registration form between 8am and 4pm on the day of the expected visit, supplying the name, contact information, and vehicle information for the guest. Hard copies of guest passes must then be picked up between 7-11pm in the RA office of the building in which they are staying. Overnight guests are allowed to visit a maximum of seven (7) nights during a one month period or a maximum fifteen (15) nights for the semester. Overnight guests are allowed to stay no more than three (3) consecutive nights during any seven (7) day period. There is a limit of one overnight guest per resident student and per room any night. Overnight guests must vacate the residence hall by 12:00 pm the following day or be signed in as a day guest by this time. Hosts are responsible for their guests and their behavior at all times. At all times guests must follow all residence life policies and procedures.

Dominican College recognizes that freshmen are faced with a period of transition to college residential living. In order to facilitate a successful transition, the freshmen guest and visitation policy is in place. Freshmen are allowed Day Guests between the hours of 8:00 am and 12:00 midnight, 7 days a week. Overnight guests for freshmen are permitted in accordance with the Overnight Guest Policy but only on Friday and Saturday. Visitation in freshman hallways and floors is restricted same sex visitors after midnight, 7 days a week.

Both Day Guests and Overnight Guests are issued guest passes any time they register as a guest. It is expected and required that the pass is carried with them at all times and be furnished upon request by a Residence Life staff member. If the guest does not comply with this request and/or does not have a guest pass, the guest will be required to leave and the host may face disciplinary action.

## WEEKEND GUESTS

Weekend guest passes will only be issued on Friday Night. They are valid for Friday night, Saturday day, Saturday night, and Sunday day (there is no need to sign out and then sign back in multiple times). They expire on Sunday evening at 11:59pm.

If your guest is issued a weekend pass, it counts as two nights of the maximum allowance per semester, even if they decide to not stay both nights. If your guest is only staying one night, they will need to follow the regular procedure for signing in as an overnight guest. They must also follow the standard procedure for signing in as a day guest the following day. Please know that weekend passes are NOT valid during the last two weeks of the semester.

## BABYSITTING

Students are not allowed to perform babysitting responsibilities in the residence halls or other buildings on campus. Children cannot be admitted to the residence center as “overnight guests.” Any student who babysits in the residence center will be subject to disciplinary action.



## ROOMMATE COURTESY

As members of the Dominican College community, resident students are expected to respect the rights and privacy of their roommates. The needs and rights of all roommates take priority over the rights of one member of a room to have a visitor in their room for any period of time.

Residents should bring to the attention of the roommates, situations which they feel uncomfortable with including guests, visitors, or any other aspects of sharing a living environment. Residents are expected to adhere to requests from their roommates regarding their concerns on privacy and the use of their rooms. Residence Life staff members are committed to assisting and enforcing policies related to roommate courtesy.

Any resident student who has difficulty resolving conflicts related to the issue of roommate courtesy should contact their Resident Assistant for support in bringing everyone together for a discussion regarding a resolution. Repeated problems should be reported to the Assistant Director for follow up.

## ROOMMATE AGREEMENT

The roommate agreement is meant to be used as an aid to resident students for clarification and development of issues facing people sharing a residence center space. A Resident Assistant can facilitate the execution of this agreement, or roommates may choose to complete it on their own.

Sharing a room with at least one other person can be one of the major challenges of college life. "Rooming" with other people can be very rewarding and often college roommates become lifetime friends. However, just as with any other relationship, there must be a high level of trust and clear expectations.

Below are recommended topics to discuss with your roommate(s). We suggest you discuss these topics before you move in. There are no right or wrong answers, only individual preferences:

1. Whose and what wall hangings, plants, etc., will be in the room.
2. Will the room be divided? (My corner, shelf, your side, closet?)
3. How will cleaning tasks be completed? (Take turns or each person is responsible for their own areas.)
4. Time schedule? What times are reserved for sleep? Study time? Relaxation? What times do people wake up and when do people have classes? Any special needs or preference?
5. Will we have a refrigerator? If so, who takes responsibility?
6. Based on the College guest policy, how will guests be handled? Do roommates request advance notice?
7. What articles can roommates feel free to borrow or use, if any? Stereo, CDs, DVDs, laundry detergent, food, etc.? What articles are strictly off-limits?
8. Are there any special topics which need to be addressed?

## QUIET HOURS

To maintain an atmosphere conducive to academic achievement the following quiet hours have been established.

Sunday through Thursday      11:00pm – 10:00am

Friday and Saturday      12:00am (midnight) – 12:00pm (noon)

When Quiet Hours are in effect, no sound should be audible from the hallway outside your room. In all residence centers it is essential that noise be kept to a reasonable level so that residents can exercise their rights to study and sleep without disturbance. TVs and radios should be kept low enough so that they will not disturb others. We strongly recommend students use earphones. The Office of Residence Life fully recognizes the student need for recreational outlets, and is cognizant of the role TVs and radios play in leisure time activities. In line with this awareness, the Office of Residence Life permits students to possess and use these items. However, continued violation of quiet hours may result in revocation of the privilege to have these items in the residence halls.

The Office of Residence Life also observes 24 hour courtesy hours. Residents are encouraged to be courteous and respectful to their neighbors who may request quiet outside of the designated quiet hours. Residents who are careless in their responsibility towards others will face disciplinary action.

## **EXTENDED QUIET HOURS**

The week prior to Final Exams and during Final Exam week, quiet hours are extended. Because of the serious nature of Final Exams, the Office of Residence Life reserves the right to immediately remove any student who violates quiet hours during Final Exam week.

## **INFORMATION A – Z**

### **ACTIVITIES**

Programming and events are planned throughout the academic year to provide all residents with extracurricular activities and to enhance the Residence Life experience. The Residence Life staff is responsible for programming activities every semester. The RAs are required to organize at least three programs per semester. We strongly encourage all students to partake in these activities.

*Please get involved with the programs in Residence Life. We encourage students to make suggestions regarding what types of programs and activities they would be most interested in.*

### **AIR CONDITIONING/HEAT**

The thermostats in the residence halls are very sensitive. For this reason, residents are not to adjust their thermostat. If residents experience any problems with temperature, they should place a maintenance request on the Facilities web portal. If a thermostat in Guzman Hall is damaged, the charge for replacing a damaged thermostat is \$190.00. In many buildings, opening a window while running the air conditioner/heat can upset temperature control for the entire floor. Opening windows also creates conditions conducive for mold growth. Students should keep windows closed while the air conditioner/heat is operating.

### **BUILDING MEETINGS**

Building meetings are held periodically and are mandatory for all residents. Meetings are for the explanation of rules and procedures or to address problems or concerns. A hall meeting is usually held the first week of the fall semester as an orientation to building rules and procedures. Attendance is taken at all hall meetings.

### **BUS SERVICE**

Dominican College is currently served by Red and Tan line route # 20 to Nanuet and New York City. Schedules may be picked up at the Office of Residence Life. The bus runs adjacent to the residence hall on Western Highway. Transport of Rockland (TOR) also services the campus and goes directly to the Palisades Center Mall.

### **CABLE TELEVISION**

All students are welcomed to bring a television. Please note that residence rooms are not equipped with cable access. We recommend that residents bring an internet streaming device. There is a television for general use in the TV lounge of each residence center. Television viewing is available on a first come first serve basis.

### **COOKING**

A small first floor kitchen is provided for student use in Hertel Hall and Guzman Hall. Cleanliness must be maintained at all times. The kitchen will be closed if cleanliness is not maintained. Cooking in student rooms is not allowed.

### **EMERGENCIES**

Any and all emergencies; health, safety, or fire, must immediately be reported to the Residence Life staff member on duty. Residents are also able to report emergencies to Security. The number to the Security Rover (a Security supervisor who patrols the entire campus) is (914) 403-7531. Students are also encouraged to dial 911 in the event of an emergency.

## **ENTRY INTO STUDENT ROOMS**

The College reserves the right to enter student rooms; both announced and unannounced, for the purposes of policy enforcement, safety, and in the event of an emergency that jeopardizes the well-being of the occupant or other students in the residence hall. The College also reserves the right to enter student rooms for improvements and routine maintenance inspections. Whenever possible, these entries will be announced and occur during student vacation periods. In the case of room inspections, the College will routinely inspect college property including, but not limited to, refrigerators and cabinets.

## **EVICITION**

Dominican College sets appropriate and clear guidelines for the behavior of its students. Guidelines are established to ensure that student conduct does not adversely affect the educational mission of the College, community living, or our relationship with the surrounding community. Continuous or serious infractions of housing policies will result in the cancellation of the housing agreement and immediate removal.

## **GAMBLING**

Gambling, in accordance with local and state law, is not allowed in the residence centers. Any student found in violation may be mandated to seek counseling and/or face disciplinary action.

## **HEALTH INSURANCE**

It is strongly recommended that all students have health insurance, especially those living in residence. Plans are available on your state-specific Health Plan Marketplace ([nystateofhealth.ny.gov](http://nystateofhealth.ny.gov), for NY). More information is available in the Office of Student Development.

## **INTERNET**

Internet access is available in all student rooms. Wireless access is available throughout the residence halls.

## **LAUNDRY**

All residence halls are equipped with washers and dryers for students use. Please be considerate of others and remove clothes from washing machines and dryers as soon as the cycles are completed. Dominican College is not responsible for articles left unattended. Please inform a staff member if you experience a problem with a washer or dryer. Specific laundry instructions are posted in the laundry room.

## **MAIL**

All residents are assigned an individual mailbox within their residence center. If a student experiences difficulty with their mailbox, please inform a staff member. **DO NOT** put Dominican College on any address as it will delay mail delivery. Mail is not forwarded during semester breaks or over the summer, and addresses should be updated.

The mailing address for each building is:

Hertel Hall:	Your Name Hertel Hall 1 Campus Drive Blauvelt, NY 10913
Rosary Hall:	Your Name Rosary Hall 480 Western Highway Blauvelt, NY 10913
Guzman Hall:	Your Name Guzmán Hall 4 Campus Drive Blauvelt, NY 10913

## **MUSICAL INSTRUMENTS**

Musical instruments are permitted as long as they are not disruptive to other students.

## **NEIGHBORHOOD POLICY**

Students are part of a larger community of permanent residents and are expected to know and practice the responsibilities of a law-abiding citizen and of a considerate neighbor. A student who conducts him or herself in a manner that disrupts the surrounding community will have action taken against him or her by Dominican College. Special care should be made to avoid the area of the Dominican Sister's homes: The Villa and El Shadai, Hertel Hall's closest neighbors.

## **PARKING**

Residents are permitted to have an automobile on campus. However, students must obtain a resident parking permit. Failure to obtain a parking permit will result in revocation of parking privileges. Freshman must park their vehicles in the allotted spaces in the Rosary Hall Resident parking lot. Parking in the lower Hertel Hall parking lot is reserved for upperclassman Hertel residents only. The Guzmán parking lot is reserved for Guzmán residents. Students who fail to adhere to the parking regulations will be ticketed. Students who fail to pay their parking tickets will be unable to register for classes, and/or have their academic transcripts held.

Parking fines are \$35 per incident and \$50 for parking in handicapped parking spaces without a valid handicapped license plate, review mirror or hanging placard. Additional sanctions may include up to and not limited to booting, towing at owner's expense, and prevention from being involved in Housing Selection for the following year.

Although security will make rounds through the parking lot, parking will be at the risk of the owner of the vehicle. Repeated failure to adhere to all parking policies may result in the revocation of parking privileges and conduct sanctions. Resident students may not park in the Casey Hall commuter lot, Prusmack lot, outside of Rosary Hall, or the Hennessey Center lot during the hours of 8:00 am – 6:00 pm. Residence Life reserves the right to have vehicles towed at the expense of the vehicle owner whenever deemed necessary. Loitering is prohibited in any College parking lot.

## **PROPER USE OF RESIDENT FACILITIES**

Students are prohibited from using Dominican College resident facilities or resources for commercial activity such as creating products or services for sale.

## **PROPPED DOORS/DISABLING LOCKS**

Students are prohibited from propping exterior and common room doors or entering through such propped exterior doors. Students are also prohibited from disabling the normal functioning of a lock. Exterior doors are secured according to fire code, therefore the violation of this policy may result in more severe sanctions.

## **ROAD SIGNS**

Regulation traffic signs, street signs or road markers are not permitted in any residence hall room and possession of the aforementioned signs are a violation of New York State law. If found, signs will be removed by the Residence Hall or Public Safety staff and returned to the proper owners.

## **SECURITY**

The residence centers have 24 hour security. Security officers are to be regarded as College officials, at all times. The security officers are responsible for monitoring the access to each residence center. Security officers are required ask to see the ID of anyone entering the residence center and have the right to deny access to anyone failing to show ID. Security escorts to and from the resident parking lot are available upon request. The number for the Security Rover (a Security supervisor who patrols the entire campus) is (914) 403-7531.

## **SMOKING/INHALATION/VAPING**

Dominican College is a tobacco/smoke/vape free campus. Use of related products is prohibited anywhere on campus. This rule does not apply to city-owned streets and sidewalks. Repeated violation of this policy will result in disciplinary action. Please see the full policy statement in the Policy Manual for more information.

## **SNOW REMOVAL**

Residents are expected to move their vehicles when necessary for plowing. Vehicles parked at Hertel Hall must be moved to the back of Prusmack Hall. Vehicles parked at Guzmán Hall must be moved to the Hennessey Center. Vehicles in the main lot on Western Highway must move to the upper lot. Please pay attention to instructions for snow removal, when inclement weather is expected.

## **STEREOS/SPEAKERS**

The most common noise problem results from students playing stereos too loud. Only personal size stereos with bookshelf speakers are allowed in student rooms. Under no circumstances may speakers be placed or played in windows or halls. Large speakers and professional music equipment is not permitted in the Residence Centers. Students disturbing others will be subject to disciplinary actions, including, but not limited to, confiscation of stereo equipment, fines, and possible expulsion from the residence center.

## **TATTOOING, BODY PIERCING, AND HAIR CUTTING**

Under New York State law, it is unlawful to perform tattooing, body piercing, and haircutting without a state issued license. Due to this law and potential health risks, Dominican College prohibits students from providing these services on College property. Anyone found performing these services will be immediately reported to the proper authorities.

## **TELEPHONES**

To facilitate intra-campus communication only (faculty, administration, etc.) you are requested, but not required, to give your phone number to the Office of Residence Life. No non-emergency calls or messages can be taken at the Office of Residence Life.

## **THEFT AND DAMAGE TO PERSONAL BELONGINGS**

Each year money, clothing and valuables are stolen from student's rooms that are left unoccupied with doors unlocked or windows open. Dominican College is not responsible for such theft. Students are strongly encouraged to inventory all of their personal belongings and to record serial numbers when possible. We strongly suggest that students not bring any valuables with them to college. Students will be subject to immediate removal if they are involved with any theft and/or damage to property of another person or the College. Students are encouraged to carry homeowners/renters and/or theft insurance, which already may be part of a family policy, or can be acquired at a reasonable cost through an outside agency. [Information on Personal Property Insurance can be obtained from Gallagher Student at <https://www.gallagherstudent.com/students/student-personal-property/> or Toll-Free 877-320-4347.]

The College's insurance program is limited to coverage of College owned property. Every resident is encouraged to obtain personal injury and personal property insurance. Subject to the provisions of applicable law, the College shall not be liable directly or indirectly for personal injury, loss, and/or damage to personal property of a resident, guarantor, legal guardian, guests, or visitors caused by fire, theft, or any other cause, whether such personal injury, loss, or damage occurs in the residence hall or elsewhere on or off the College campus.

Residents shall indemnify and hold the College harmless from all loss, damage, or liability to any person arising from any nuisance made or suffered in or around the residence accommodation or facility by a resident, guests, or visitors, or from any carelessness, negligence, or improper conduct of a resident, guest, or visitor.

## **VENDING MACHINES**

Vending machines that contain snacks and beverages are available in the Residence Centers. Dominican College is not responsible for any money that may be lost as a result of a malfunction of the machines, as they are owned and maintained by third-party vendors. Please inform the on-duty staff member if you experience a problem with the vending machines. Suggestions regarding vending products are welcome.

## WINDOWS AND WINDOW SCREENS

Residents are not permitted to unlatch screens, remove windows, pass through or throw items from the windows for any reason. Room occupants will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed screens. If a screen is found removed from the window, a fine may be imposed.

## IMPORTANT PHONE NUMBERS

Switchboard .....	(845) 359-7800
Rosary Hall .....	(845) 848-5000
Rosary Hall Security .....	(845) 848-5001
Rosary RA Cell .....	(201) 376-7041
Rosary AD Cell .....	(845) 406-0918
Hertel Hall .....	(845) 848-7602
Hertel Hall Security .....	(845) 848-7603
Hertel RA Cell .....	(914) 403-8147
Hertel AD Cell .....	(845) 521-1193
Guzman Hall .....	(845) 848-7420
Guzmán Hall Security .....	(845) 848-7422
Guzman RA Cell .....	(914) 906-9219
Guzman AD Cell .....	(845) 222-7270
Office of Residence Life .....	(845) 848-7601
Health Center .....	(845) 848-7918
Campus Ministry .....	(845) 848-4051
Student Activities .....	(845) 848-4034
Student Development .....	(845) 848-4080
Counseling Office .....	(845) 848-4037
Security Rover .....	(914) 403-7531
Academic Success Center .....	(845) 848-4056
Prevention and Education Services .....	(845) 848-4030
Office of Special Services .....	(845) 848-4035
Facilities Office .....	(845) 848-4059
DC 1 Card Office .....	(845) 848-4049

# DOMINICAN COLLEGE STUDENT CODE OF CONDUCT AND DISCIPLINARY SYSTEM

## STUDENT CODE OF CONDUCT

### *Core Values of Student Conduct at Dominican College*

- **Integrity:** *Dominican College students exemplify honesty, honor and a respect for the truth in all of their dealings.*
- **Community:** *Dominican College students built and enhance their community*
- **Social Justice:** *Dominican College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.*
- **Respect:** *Dominican College students show positive regard for each other, for property and for the community.*
- **Responsibility:** *Dominican College students are given and accept a high level of responsibility to self, to others, and to the community.*

Dominican expects that each student will behave lawfully, maturely and responsibly and that the student's behavior will not be detrimental to the orderly conduct of the College's function as an educational institution or to the mission and reputation of the College.

While enrolled at Dominican College, all students are subject to the College Code of Conduct. Students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

Alleged violations of the Code of Conduct are administered through the policies and procedures of the Student Conduct System. Violations of the Code of Conduct include any violation of federal, state, or local law, as well as lack of regard for the regulations governing an academic community as outlined in the College Catalog, the Dominican College Policy Manual, and other written College documents which express College policy. Students should be aware that their conduct off campus property may also be subject to College disciplinary action if it negatively affects the mission or reputation of the College.

Students are expected to inform the Office of Student Development if they have been involved with or charged with an off-campus violation of local, state, or federal law, whether for cause or mistakenly, so that the College make take appropriate action and/or offer counseling and support.

## ARTICLE I: INTRODUCTION

Dominican College, as an institution of learning and a community of persons with a special purpose, accepts its obligation to provide for its members an atmosphere that protects and promotes its educational mission and which guarantees its orderly and effective operation. To accomplish these goals, the College must require certain standards of conduct, The "Code of Conduct". The student conduct process at Dominican College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

The Code of Conduct is not intended to define misconduct in exhaustive terms, or to replicate a criminal code and does not replace or relieve the requirements of civil or criminal laws. College regulations and civil and criminal law, though not in conflict, are often promulgated for different purposes and in different contexts. Therefore, the College has established standards of conduct related to its special educational mission. The Code of Conduct is a general statement of behavioral expectations and community standards built on the values espoused by the Dominican College Community. The Community values a scholarly, supportive, and caring environment, and affirms the uniqueness and dignity of each person. Any conduct that violates the pursuit of this environment or the dignity of another person is a violation of the Code of Conduct. The Conduct Committee, composed of representatives from the division of Student Development, meets regularly to evaluate conduct violations and sanctions, according to the established standards and cases of precedent.



The conduct of students and student organizations on the premises of the College is subject to the College Discipline System and the Code of Conduct. The College may, at its discretion, and after appropriate deliberation, however, impose disciplinary sanctions in relation to off College premises conduct, if another member of the College community is the victim of misconduct, or the misconduct takes place at a sponsored activity or event, or involves a College recognized organization. The College also reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior off College premises indicates that they may pose a substantial danger to others in the Dominican College community, or otherwise have an adverse effect upon the mission or purpose of the College or upon individual members of the College community.

All members of the College community share the obligation to respect:

1. The fundamental rights of others as citizens.
2. The rights of others based upon the nature of the educational process.
3. The rights of the institution.
4. The rights of members to fair and equitable procedures for determining when and upon whom penalties for violation of College regulations should be imposed.

## **ARTICLE II: STANDARDS OF MISCONDUCT**

The following is a list of examples of misconduct that may result in disciplinary action. It is not intended to be an exhaustive list of the type of conduct subject to disciplinary sanctions. Students are reminded that as members of the Dominican College community, they are expected to adhere to all published rules, regulations, and policies of the College, including those set forth in the Catalog as well as in Volumes II (Community Policies), V (Academic Policies) and VI (Student Life Policies) of the Dominican College Policy Manual. Students also are obligated to adhere to the laws of the city, county, state, and nation.

The College may, at its discretion impose disciplinary sanctions for other acts which it reasonably deems to be misconduct by students and/or student organizations. Moreover, the penalties issued by the College in relation to student misconduct are issued solely as a result of the relationship the College has with the student, and such discipline is not a substitute and does not relieve an individual from any other civil or criminal penalty which may be imposed for the same conduct.

1. Academic Dishonesty or Misconduct
2. Alcohol and Other Drug Violations
3. Animals
4. Assault, Fighting, or Physical Abuse of Another Person
5. Bullying, Cyberbullying
6. Cohabitation
7. College Materials, Services, or Property
8. Complicity
9. Computing Equipment, Services, and Resources
10. Disruptive Conduct
11. Endangering the Safety of Others/Fire Safety
12. Failure to Comply
13. False Information, Fraud, and Forgery
14. Guests and Hosting Gatherings
15. Discrimination, Harassment, and Retaliation
16. Hate Crimes
17. Hazing
18. Misappropriation

19. Notification of Criminal Arrest
20. Off-Campus Conduct Violations
21. Parking
22. Residence Hall Regulations
23. Sexual Misconduct
24. Smoking/Inhalation/Vaping
25. Solicitation
26. Student Dress Code
27. Theft
28. Weapons
29. Violation of College Policy

**Note:** A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. If so, simultaneous prosecutions may result. Students should be aware that student status does not insulate them from awareness of and compliance with other laws.

## **SECTION 1: ACADEMIC DISHONESTY OR MISCONDUCT**

A statement of the Dominican College Policy on Academic Integrity is found in Volume V of the Policy Manual. Failure to comply with this policy may be deemed as misconduct by the College. Though subject to other process and penalties than those described in this Code, violations of Academic Integrity are types of misconduct that are important for students to understand and avoid. Therefore, all students must familiarize themselves with the College's Academic Integrity policy. All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work, and neither give, nor receive, unauthorized assistance. Violations of this section are handled by the Academic Standards Committee, composed of faculty and academic administrators from various areas of study.

## **SECTION 2: ALCOHOL AND OTHER DRUG VIOLATIONS**

Dominican College's students, faculty, and staff are our most valuable resource and their health and safety are matters of serious concern. The misuse and/or abuse of alcohol and drugs are of great concern to the college and its educational mission as well as to the well-being of the community as a whole. Because of this concern, and our intent to comply with applicable federal, state, and local laws, the College has formulated the following policy.

**2.1 Alcohol:** We recognize that throughout one's college experiences, students may be exposed to alcohol use. It is our hope to educate students to make responsible choices. Please make good choices and please be aware that we are here both to help our community make responsible choices and to abide by state and local laws. It is the goal of Student Development to provide students with an atmosphere that supports their academic progress. Student Development, Residence Life, and Campus Safety will take necessary actions to ensure the environment remains secure and productive. Dominican College expects all students to acknowledge, understand, and abide by the rules and regulations of the College, as well as federal and state laws regarding the use, sale, and distribution of alcohol.

- 2.1.1 No individual, regardless of age, may possess, consume, and/or be in the presence of alcoholic beverages on the Dominican College campus, unless at a function approved by the President of the College. [*Dominican College is a Dry Campus.*]
- 2.1.2 Alcohol paraphernalia is not allowed, and its presence is grounds for a room search.
- 2.1.3 Alcohol containers, either opened or unopened, for display are not permitted.
- 2.1.4 Residents in the presence of alcohol or alcohol paraphernalia in the residence halls, whether consuming alcohol or not, may be in violation of this policy.
- 2.1.5 Residents who invite guests, whether it is a resident or non-resident, who brings alcohol into their building/suite/room, may be in violation of this policy.
- 2.1.6 Public intoxication is prohibited. Anyone violating this policy may be arrested or transported to the hospital at his/her own expense.
- 2.1.7 Sale/distribution and/or purchase of alcohol is prohibited on College property.

**2.2 Illegal Drugs & Controlled Substances:** Dominican College is committed to a drug-free environment. Students are expected to abide by all federal, state, and local laws regarding illegal drugs and controlled substances. Please note that while New York State law permits the possession of controlled quantities of marijuana, the federal government still identifies marijuana as an illegal drug under the Controlled Substances Act. The use and possession of marijuana is therefore prohibited in all forms and for all purposes, and will be adjudicated under this section. The College's failure to address marijuana use in accordance with the Drug-Free Schools and Communities Act of 1989 may result in the revocation of federal funding, including federal financial aid.

- 2.2.1 Possession of, and/or presence of illegal drugs or controlled substances is prohibited.
- 2.2.2 Possession of, and/or presence of drug paraphernalia including but not limited to, wrappers, pipes, homemade smoking devices, hookahs, or any items modified or adapted so that they can be used to consume drugs are not permitted on college property.
- 2.2.3 Non-prescribed medication or syringes prohibited.
- 2.2.4 The sale/distribution, purchase, and/or cultivation of a controlled substance is prohibited.
- 2.2.5 The smell of marijuana, and/or the presence of residue is considered evidence of use, cause for further investigation, and all parties present may be held responsible. For your own protection, please remove yourself from a situation where drugs are present.
- 2.2.6 Residents who invite guests, who bring illegal drugs and/or drug paraphernalia into their building/suite/room may be in violation of this policy.
- 2.2.7 The act of using illicit drugs introduces a clear and present danger. Confrontation of an active incident may be treated more seriously.

**NOTE:** We care about our students, and if we believe you are a danger to yourself or to others because of alcohol and/or other drug use, we will send you to a hospital for evaluation. Dominican College does not arrange for, or monitor, and will not assume responsibility or liability for an individual who is intoxicated.

At all times, consumption of alcohol off campus should not interfere with the rights of other individuals, the educational goals of the College, or the living environment of the residence halls. Intoxicated residents attempting to enter the building or found within the residence halls who are in a state that presents a safety concern for his/herself or others within the hall, EMTs will be called to assess the student and take him/her to the Emergency Room for medical care at his/her expense. Intoxicated residents will be responsible for any cleaning fees and labor charges from cleaning services for any necessary clean up due to their intoxication.

The federal law provides a tool for colleges and universities to work together with parents and students to help reduce the abuse of alcohol and other drugs. The 1998 Higher Education Act includes an explicit provision that authorizes colleges and universities to inform parents and guardians of alcohol and drug violations by their son or daughter on campuses. Dominican College makes use of this tool.

**2.3 Good Samaritan Provision:** Whenever a student assists an intoxicated individual in procuring the assistance of local or state police, security staff, residence life staff, or other medical professionals, neither the intoxicated individual, nor the individual who assists will be subject to disciplinary action (such as probation or removal from the residence hall) with respect to the alcohol incident. This provision does not preclude disciplinary action regarding other violations, such as theft, sexual harassment/assault, vandalism, etc. Individuals who are combative or not cooperative with the student, staff member, law enforcement or medical professionals assisting will not be eligible for this provision.

This provision offers a health-related response to the incident rather than a disciplinary consequence and does not excuse or protect those individuals that deliberately or repeatedly violate the Alcohol Policy. In order for this policy to apply, the intoxicated student must agree to timely referral to Prevention and Education Services for completion of alcohol education activities, and/or an assessment referral depending on the level of concern for the student's health and safety. Additionally, the College reserves the right to notify parents and/or guardians of alcohol and/or other drug incidents in accordance with our policies. Serious or repeated incidents will prompt a higher degree of response. Failure to comply with and complete recommended follow-up by Prevention and Education Services may result in disciplinary action and could prompt the imposition of a medical withdrawal. The Good Samaritan provision does not limit the authority of law enforcement personnel or Residence Life staff to act as required at the time of an alleged violation.

If a person is exhibiting signs of alcohol poisoning and/or a drug overdose and his/her friends want to help, they **MUST**

1. **CALL for help.** Contact 911 and notify a College official that a person is in need of medical assistance; AND
2. **STAY with your friend.** The first person who called 911 (and, if applicable, up to two additional persons) must remain with the person in need of medical assistance; AND
3. **COOPERATE with authorities.** The first person who called 911 (and if applicable, up to two additional persons) must cooperate with medical assistance, law enforcement personnel, and any campus officials on the scene.

*Any member of the Dominican College Community who follows the procedures stated above will not be subject to disciplinary measures for the occasion on which he or she gives assistance.*

### **SECTION 3: ANIMALS**

Animals, with the exception of animals that provide assistance (i.e. seeing-eye dogs), and pets as outlined in the Guide to Residence Life, are not permitted on campus except as permitted by law.

### **SECTION 4: ASSAULT, FIGHTING, OR PHYSICAL ABUSE OF ANOTHER PERSON**

Physical abuse or assault of any person on College owned or controlled property, or at a College sponsored or supervised function; or conduct that threatens or endangers the health or safety of a person is prohibited, including but not limited to:

- 4.1 Inflicting bodily harm upon any person;
- 4.2 Taking any action for the purpose of inflicting harm upon any person;
- 4.3 Threatened use of force upon any person;
- 4.4 Subjecting another person to unwanted physical contact. Examples include, but are not limited to pushing, shoving, punching, kicking, and biting.

### **SECTION 5: BULLYING, CYBERBULLYING**

Bullying and Cyberbullying are repeated and/or aggressive teasing, taunting, harassing, graphic written statements, or communications by cell phone, calls/texting, internet threats, including the sending of messages by e-mail or via social networks that are threatening, humiliating, harmful, or discriminatory are prohibited conduct. *Bullying is not protected by freedom of expression.*

### **SECTION 6: COHABITATION**

Cohabitation, which is defined as the sexual union between two individuals without the benefit of marriage, is not permitted at the College. Guests of the opposite sex of their hosts may not sleep in the same room regardless of their relationship. Cohabitation with a sexual partner is inconsistent with the Dominican College philosophy, purpose of the residence hall, and is not permitted. Please see the guest policy for more information.

### **SECTION 7: COLLEGE MATERIALS, SERVICES OR PROPERTY**

A student shall not misuse, abuse, and or vandalize any College material, service or property. Specific violations of this standard include, but are not limited to:

- 7.1 Destroying, damaging, misusing, or defacing any College building, facility, or property, or any private property on-campus or being used for a College-sponsored event;
- 7.2 Destroying, damaging, misusing, reproducing, or defacing any laboratory equipment, athletic equipment, or any material issued or owned by the College;
- 7.3 Impairing or otherwise hindering another's use of a College material, service, or property;
- 7.4 Littering on or in any College property, facility, or building;

## **SECTION 8: COMPLICITY**

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct or any other written College policy. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove oneself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

## **SECTION 9: COMPUTING EQUIPMENT, SERVICES, AND RESOURCES**

All students utilizing the College's computing equipment, services and resources, including its PCs, network, and computer labs, must adhere to the College's Information Technology policies.

## **SECTION 10: DISRUPTIVE CONDUCT**

A student shall not impair, interfere with, or obstruct the orderly operations, conduct, process, or function of the College or any of its students, faculty members, College officials, or guests. Disruption of operations of the College is defined as an action or combination of actions, by an individual or a group that unreasonably interferes with, hinders, obstructs, or prevents the regular and essential operation of the College or infringes upon the rights of others to freely participate in its programs and services.

Specific violations of this standard include, but are not limited to:

- 10.1** Committing or threatening to commit any act of violence against self or other/threatening the health, safety, and/or welfare of another;
- 10.2** Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or anyone else;
- 10.3** Interfering with the freedom of movement of another person;
- 10.4** Invading the privacy of another person;
- 10.5** Interfering with the right of another to enter, use, leave, or enjoy any College building, facility, property, service, resource, or activity;
- 10.6** Interfering with a faculty member, College official, and/or law enforcement official in the performance of their duty;
- 10.7** Interfering with the freedoms of speech, religion, or association of another;
- 10.8** Trespassing or the unauthorized entering or accessing, either by oneself or assisting another, of any College building, facility, property, service, resource, or activity;
- 10.9** Climbing or scaling the exterior of any College building;
- 10.10** Instigating or otherwise encouraging others to engage in a fight, riot or other disruption
- 10.11** Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior including but not limited to music, television, and/or conversation, or abusive/obscene language or gestures towards any community member;
- 10.12** Exhibiting public nudity or lewd behavior
- 10.13** Urinating in any public area of College buildings, facilities, or property
- 10.14** Destroying, damaging, misusing, or defacing the personal property of others.

## **SECTION 11: ENDANGERING THE SAFETY OF OTHERS/FIRE SAFETY**

A student shall not endanger the lives or safety of others. Specific violations of this standard include, violation of local, state, federal or campus fire policies, including, but not limited to:

- 11.1** Intentionally or recklessly causing a fire which damages College or personal property or which causes injury;
- 11.2** Creating a safety hazard, including but not limited to obstructing fire escape routes such as hallways or stairwells, the propping open of stairwell doors, the introduction of open flame or heat source, and covering smoke detectors;
- 11.3** Tampering with, misusing or damaging fire or safety equipment, such as alarms, pull stations, heat sensors, smoke detectors, sprinkler heads, hoses, and fire extinguishers;

- 11.4 Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any Dominican College facility or building; or
- 11.5 Disobeying a command by any College official, faculty member, or law enforcement official in connection with a fire, alarm, or other safety or security matter;
- 11.6 Triggering a fire alarm by the use of prohibited items and/or activities, as outlined in the Residence Life Handbook.
- 11.7 Falsifying a fire alarm or emergency by simulating an alarm or otherwise encouraging an evacuation/emergency response.

## **SECTION 12: FAILURE TO COMPLY**

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable College policy or regulation. Specific violations include, but are not limited to:

- 12.1 Failing to comply with, or respond to the directive of any Dominican College staff member, faculty member, law enforcement official, or first responder;
- 12.2 Failure to or refusal to respond to a request to report to an administrative office.
- 12.3 Failing to comply with the terms of any Dominican College agreement, policy, or procedure, emergency or fire safety guideline;
- 12.4 Failing to meet the terms of on any imposed conduct sanction, failure to complete a specified condition or assignment of a sanction, or violating the Student Code of Conduct when on disciplinary probation;
- 12.5 Failing to comply with any applicable federal, state, or local laws or regulations;
- 12.6 Failing to advise the College of an on or off-campus criminal charge(s) pending, or convictions.
- 12.7 Failure to comply with the terms of disciplinary probation/deferred suspension and/or violation of other college policy during a term of disciplinary probation/deferred suspension related to a conduct violation.

## **SECTION 13: FALSE INFORMATION, FRAUD AND FORGERY**

Responsibility for one's own actions is a cornerstone principle of a living and learning community, as well as necessary in the development of personal character. Furnishing false information to the College or others with intent to deceive is contrary to such responsibility and to the well-being of the College community.

- 13.1 **False Information:** A student shall not furnish false information to the College or participate in other similar forms of dishonesty in College regulated affairs, including knowingly making false oral or written statements to any College official or disciplinary committee. Specific violations of this standard include, but are not limited to:
  - 13.1.1 Making a false or misleading oral or written statement to any College official or faculty member when the student knew or should have known the statement was false;
  - 13.1.2 Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of him/herself or another;
  - 13.1.3 Falsely reporting the presence of an explosive or incendiary device, or fire or other safety hazard;
  - 13.1.4 Falsely reporting a crime or a violation of this Code of Conduct; and
  - 13.1.5 Possessing any form of false identification.
- 13.2 **Fraud and/or Forgery**
  - 13.2.1 Forgery, reproduction, alteration, destruction, defacing, counterfeiting, or misuse of College property (including but not limited to documents, records, keys), DC1 cards, other identification cards, or other papers;
  - 13.2.2 Counterfeiting or misuse of personal account information to assume or attempt to assume the identity of another person, for any purpose.



## SECTION 14: GUESTS AND HOSTING GATHERINGS

Students are responsible for the behavior of their guests and must ensure that guests comply with Dominican College policies and regulations, including the standards in this Code of Conduct. Students and their guests in the College's Residence Halls are responsible for abiding by the Guest Policy as stated in the Guide to Residence Life.

- 14.1 Residents are responsible for all activities that occur within their room and associated common areas at all times.
- 14.2 Guests in violation of any departmental or College policy while in student housing or other areas of the College will be asked to leave the residence hall immediately, and may be banned from the building and/or campus in the future. Conduct procedures may be initiated against the student hosting the guest.
- 14.3 Gatherings in any residence hall space are not to exceed the maximum fire code occupancy for that space.

## SECTION 15: DISCRIMINATION, HARASSMENT, AND RETALIATION

Dominican College takes positive action to insure that students and employees are treated in compliance with applicable laws and regulations governing non-discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, marital or military status, family status, veteran status (including Vietnam era veterans), or genetic disposition in accordance with federal law, New York State law, and applicable local laws. Dominican College students are prohibited from discriminating or harassing other members of the College community, which includes students, faculty, and staff of Dominican College.

Dominican College strives to *promote and maintain* a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to:

- 15.1 repeated, unwanted/unsolicited contact that includes, but is not limited to: face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; verbal or written abuse, threats, harassment, or coercion;
- 15.2 any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person;
- 15.3 substantial interference with the working, educational or personal environment of the individual; or
- 15.4 persistent offensive, threatening communication through the internet, via e-mail, texting, social networks or other electronic devices.

*Students and all members of the Dominican College community are encouraged and expected to exercise judgment and respect for one another with regard to personal privacy and interactions, both in person and via other means of communication.*

*Zero tolerance extends to those who retaliate for complaints of harassment. Dominican College views retaliatory harassment to be just as severe as the initial harassment itself. For additional information and resources on harassment, please refer to the Dominican College Policy Manual.*

## SECTION 16: HATE CRIMES/BIAS INCIDENTS

Dominican College takes hate crimes and bias-related incidents very seriously. All members of the Dominican College Community are entitled to a learning and/or working environment free of discrimination based on race, color, creed, national origin, religion, ancestry, gender identity and expression, sex, sexual orientation, or physical or mental disability. Dominican College will not tolerate conduct that violates this standard.

In addition to applicable criminal statutes, Hate Crimes and "Bias Incidents" are also violations of the Dominican College Code of Conduct. A "Bias Incident" is defined as behavior or actions discriminating against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability or veteran status (including Vietnam era veterans).

Those committing a hate crime must understand that the penalties for hate crimes are very serious under local penal law, and further penalties will be imposed under the Code of Conduct.



## SECTION 17: HAZING

Dominican College has a long-standing commitment to promoting a safe and respectful environment for its community. The administration opposes and will not tolerate any form of hazing by any individuals, groups, teams, or registered student organizations.

Dominican College defines hazing to include any action or situation created by a student, administrator, faculty or staff member, visitor, licensee, invitee or organization, on or off the Dominican College campus, which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a person for the purpose of initiation or entrance into or affiliation with any organization or group operating within the College; or b) creates an environment within the College Campus that is demonstrably embarrassing to a person and violates human dignity.

Examples of hazing include, but are not limited to:

- 17.1 any brutality of a physical nature, such as whipping, beating, paddling, branding;
- 17.2 forced calisthenics;
- 17.3 exposure to the elements, wearing more or less clothing than the temperature or weather permits;
- 17.4 forced/encouraged consumption of any food, liquor, drug, or other substance;
- 17.5 other forced activity which would adversely affect the physical or mental health or safety of the student;
- 17.6 any activity which would subject the student to mental stress, such as sleep deprivation, encouraged exclusion from social contact, forced/encouraged conduct which would result in extreme embarrassment, or forced/encouraged activity which could adversely affect the mental health or dignity of the student, forced/encouraged defacing or stealing of property.

The College may refer violations to the appropriate authorities for prosecution. In addition to any penalty prescribed by the New York Penal Law (see below), the College's penalty for violation of the Anti-Hazing policy shall be as follows:

- 17.7 For individual administrators, students, faculty or staff members, violation will result in suspension, expulsion, or other appropriate disciplinary action depending on the severity of the situation;
- 17.8 For visitors, licensees or invitees, violations will result in ejection from the campus;
- 17.9 For any group or organization, the violation will result in the rescission of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus as the case may be.

New York Hazing Law:

- 1. Hazing in the first degree: 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, the person 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. Hazing in the first degree is a class A misdemeanor;
- 2. Hazing in the second degree: A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

## SECTION 18: MISAPPROPRIATION

Dominican College students and sanctioned student organizations may not represent themselves as having the authority to enter into contracts or agreements that affect Dominican College in any way. Only the President of Dominican College and the Vice President for Financial Affairs and Chief Fiscal Officer, or their specific designees, are empowered to sign contracts that bind the College.

## **SECTION 19: NOTIFICATION OF CRIMINAL ARREST/SUMMONS**

A student is responsible for notifying the Office of Student Development of any off campus arrest or summons within 72 hours. When the Vice President for Student Development/Dean of Students or designee is informed of the arrest/summons of a student, the College will send a letter to the student requiring that the student make an appointment for an interview with the Vice President for Student Development and Dean of Students. During this interview, the facts involved in the student's arrest/summons, the student's obligation to keep the College informed of the progress of the criminal charge(s), and the student's obligation to advise the College of the final disposition of the criminal charge(s) will be discussed with the student. The College may withdraw any student when felony charges are pending against that student, or when the continued presence of the student on-campus poses a threat to safety or the rights, welfare, or property of another, subject to the procedures set forth in the College Discipline System.

## **SECTION 20: OFF-CAMPUS CONDUCT VIOLATIONS**

Dominican College reserves the right to address violations of local, state and/or federal law.

- 20.1** A student who has been charged or found guilty of a violation should be aware that the College may also sanction the student.
- 20.2** A student's off-campus behavior that negatively affects the safety of the community or the mission or reputation of the College is subject to College conduct action.

## **SECTION 21: PARKING**

It is the responsibility of each student, faculty/staff member and visitor to be familiar with the locations on campus where parking is permitted and any/all rules pertaining to parking on campus. The campus map designates where students, faculty/staff and visitors may park.

Dominican College assumes no responsibility or liability for fire, theft, damage to or loss of any vehicle or any article left therein.

- 21.1** Failure to register vehicle: all students who wish to park on campus require parking stickers which can be obtained from the Parking Center in Casey Hall. Stickers must be displayed on the lower left front windshield. Commuter students should use the lots located behind Casey Hall, Prusmack Center, or the Main lot on Western Highway. Resident vehicles are assigned to the main lot or to the lots behind Guzman Hall or in front of Hertel Hall. Parking permits, procedures and regulations are available in the Parking Center in Casey Hall, which can be reached at 845-848-4062.
- 21.2** Consistent disregard (5 or more violations in an academic year) for parking and/or driving regulations as established in the Parking and Traffic Guide.

## **SECTION 22: RESIDENCE HALL REGULATIONS**

A residence hall resident shall comply with all provisions of this Code of Conduct and the Residence Life Rules, Regulations, and Policies outlined in the Residence Life Policies and Procedures section of this handbook. For additional rules and responsibilities that supplement the Code of Conduct, see the Housing Contract and Residence Hall Student Rights and Responsibilities. Residents are responsible for the behavior of their guests and for ensuring that guests comply with all Dominican College policies, rules and regulations.

## SECTION 23: SEXUAL MISCONDUCT

Dominican College (“the College”) is committed to providing a safe and inclusive environment for all members of the College community that is free from sexual misconduct. The College is committed to providing options, support, and assistance to victims/survivors of sexual misconduct to ensure that each member of the College community can freely participate in all College programs, activities, and employment.

The College prohibits sexual misconduct, an umbrella term that is used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent. Specific violations of this standard include, but are not limited to:

- 23.1 Sex Discrimination/Gender Discrimination:** Actions that deprive a member of the College community of educational or employment access, benefits, or opportunities because of that individual’s sex or gender.
- 23.2 Sexual Harassment/Gender-Based Harassment (Hostile Environment):** Unwelcome verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual’s work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment.
- 23.3 Sexual Harassment/Gender-Based Harassment (Quid Pro Quo):** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct results in adverse educational or employment action or the threat of such action or limits or denies an individual’s educational or employment access, benefits, or opportunities.
- 23.4 Sexual Assault:** Unwanted or unwelcome touching of a sexual nature, including hugging, kissing, fondling, oral sex, anal intercourse, vaginal intercourse, or other intentional sexual contact that occurs without clear, knowing, valid, and voluntary consent and/or by force.
- 23.5 Stalking:** A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that makes that person afraid or concerned for his or her safety.
- 23.6 Dating Violence:** Violence or the threat of violence committed by a person who is or has been in a social relationship of a romantic and/or intimate nature with the survivor/victim.
- 23.7 Domestic Violence:** A pattern of abusive behavior in a social relationship of a romantic and/or intimate nature that is used by one partner to gain or maintain control over another intimate partner.
- 23.8 Sexual Exploitation:** Non-consensual and/or abusive sexual advantage taken towards an individual to benefit anyone other than the individual being exploited. Sexual exploitation includes, but is not limited to invasion of sexual privacy, engaging in voyeurism, and non-consensual video- or audio-taping of sexual activity.

Sexual harassment and assaults violate the standards of conduct expected of every member in the Dominican College community. Dominican College does not recognize a victim’s signed consent, waiver, or release as an absolute defense to a claim of sexual assault. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law as well as internal College discipline. In all cases, Dominican College will abide by and cooperate with local, state, and federal sanctions. Dominican College disciplinary action may include suspension, dismissal, or expulsion depending on the severity of the situation. In most cases where an investigation is appropriate, interim sanctions will be assigned, for the duration of the investigation. Dominican College wants all survivors of sexual misconduct, including assault, stalking, and domestic and intimate partner violence to be aware of the many resources we offer to support them. Sexual misconduct may occur between people of different sexes, the same sex, and may occur regardless of a person’s gender identity, gender expression, or sexual orientation. *Zero tolerance extends to those who retaliate for complaints of sexual misconduct.*

*Dominican College views retaliation to be just as severe as the initial harm itself, irrespective of the outcome of an investigation.*

## Students' Bill of Rights

All students have the right to:

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

\*Parties who do not identify an advisor independently will be assigned an advisor by the College at the hearing stage of an investigation. Advisors are employees/consortium members who are trained to consult with participants and conduct proper cross-examination.

*The health, safety and well-being of our students are the College's primary concern. If you or someone you know is a survivor of any act of sexual violence, stalking or intimate partner violence; you are strongly encouraged to seek immediate assistance. Help is available 24/7 by calling 911 and/or the Center for Safety & Change Rape Crisis Center at 845-634-3344 or <https://www.centerforsafetyandchange.org/>*

*You are strongly encouraged to contact the Office of Student Development as soon as reasonably possible to report any sexual misconduct that may have occurred at 845-848-5012 or in person in Rosary Hall. The Amnesty Provision protects reporting parties and bystanders from judicial consequences when making a disclosure, in good faith, which confirms or implies the consumption of alcohol and/or drugs.*

*For additional information and resources on Sexual Misconduct, including the full policy and procedures, options for recourse, and services, please refer to the Dominican College Policy Manual or [www.dc.edu/health-safety-wellness/sexual-misconduct-title-ix/](http://www.dc.edu/health-safety-wellness/sexual-misconduct-title-ix/)*

## **SECTION 24: SMOKING/INHALATION/VAPING**

Smoking and the sale or use of any tobacco and/or vapor products, including but not limited to, cigarettes, electronic cigarettes, cigars, cigarillos, pipes, vapor pipes, bongs, hookahs, oral tobacco (spit and spit-less, smokeless, chew, snuff) or any other tobacco material or device is strictly prohibited on the grounds of the campus, and on off-campus properties owned, leased or rented by the College.

City-owned streets and sidewalks are excluded from this policy.

Organizers of and attendees at all events, such as conferences, meetings, lectures, social events, cultural events, and athletic events, including property rentals using College property, will be required to abide by the Dominican College Tobacco-Free Policy.

This policy applies to all members of the College community, including but not limited to, faculty, students, and staff. This includes those employed through contract agencies, contractors, vendors, and contracted parties. This policy applies to all guests, visitors, and any other individuals while on College property.

Effective implementation of the Tobacco Free Policy depends upon the courtesy, respect and cooperation of all members of the Dominican College community. Employees and students who do not comply with this policy will be subject to disciplinary action.

## **SECTION 25: SOLICITATION**

The advertisement, solicitation or sale of any item or service on College property is prohibited unless the prior approval of the VPSDDS or designee has been secured.

## **SECTION 26: STUDENT DRESS CODE**

Students are expected to dress appropriately and to present a general appearance of good taste and grooming, appropriate to the situation. Extreme modes of dress (i.e., transparent clothing, bare chests or midriffs, overtly sexual clothing, gang colors or logos, obscene slogans or pictures, depiction of or references to drugs or drug paraphernalia, bedroom wear, etc.) that interfere with health\* or academic work are not in keeping with the standards expected of Dominican College students and will subject a student to possible disciplinary action.

Classroom instructors, fieldwork and clinical supervisors, and College staff in charge of College events have the right to refuse entrance to students dressed in inappropriate attire. Students who repeatedly dress inappropriately will be referred to the Vice President for Student Development and Dean of Students for possible disciplinary action.

\*Until further notice, this section also applies to face masks/coverings under specific circumstances. At the time of publication, face masks are required of individuals who have not been vaccinated against COVID-19. In addition, certain educational and social settings may require face masks, when close proximity with others cannot be avoided (i.e. labs and clinical simulations). Furthermore, the College will defer to the policies in place at all clinical, practicum, and student teaching sites with regard to face coverings.

## **SECTION 27: THEFT**

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the College, its guests, and all members of the College community. Specific violations of this standard include, but are not limited to:

- 29.1** The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the College, another student, a guest, a person attending a College sponsored event, or any other person;
- 29.2** The unauthorized taking or use of any College owned or contracted service;
- 29.3** Possession of lost or misplaced items: Any lost or misplaced item that is found shall immediately be turned in to the Public Safety and Security office;
- 29.4** Assuming or attempting to assume the identity of another person (identity theft) for any purpose; for example, using the DC1 Card of another student to purchase goods.

## SECTION 28: WEAPONS

The possession, use, storage or threat to use a weapon, explosive, or any other lethal material by unauthorized individuals on Dominican College property or at a College sanctioned activity is strictly prohibited. Dominican College considers the following items to be “weapons” for purposes of this policy:

- 30.1** Any firearm (including but not limited to, facsimile weapons, pistols, rifles, shotguns, or ammunition for any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- 30.2** Any BB gun, pellet gun, air rifle, paint gun, or instrument that may cause injury;
- 30.3** Any sword (decorative or not), billy club, dirk knife, gravity knife, or other knives, switchblade, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain, ice pick, Taser, martial arts weapon, or any other deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- 30.4** Any explosive or chemical device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this policy. Violators of this policy are subject to appropriate discipline and/or criminal prosecution.

## SECTION 29: VIOLATION OF COLLEGE POLICY

Students must adhere to and not violate any written College policy or regulations contained in any official publication or administrative announcement of Dominican College, including but not limited to Volumes II and VI of the Dominican College Policy Manual.

### ARTICLE III: DISCIPLINARY ACTION

#### Section 1:

Disciplinary sanctions may be assigned anytime the Vice President for Student Development/Dean of Students (hereafter referred to as the VPSDDS) and/or that officer’s designated representative feels inappropriate behavior has occurred. Sanctions include, but are not limited to:

- 1.1 fines,
- 1.2 disciplinary warning and/or probation,
- 1.3 assignment of community service hours,
- 1.4 revocation of guest privileges,
- 1.6 termination of the housing agreement and expulsion from the residence hall,
- 1.7 or dismissal from the College.

The College may also pursue legal remedies against students, when appropriate, by means of civil action and/or criminal prosecution. The VPSDDS reserves the right to administer Disciplinary Action and assign sanctions in all cases to the extent the VPSDDS deems is appropriate and reasonably warranted under the circumstances.

The following is a list of specific disciplinary actions. It is not intended to be a comprehensive list of all possible violations or occurrences. As such, at the discretion of the VPSDDS, other offenses may also fall within the three categories below:

**Category A** offenses are those where the student’s conduct warrants possible removal from the residence halls, and further subjects the student to possible suspension, dismissal, or expulsion from the College.

- Academic Dishonesty
- Alcohol Violations, Three or more offenses or possession of a keg or of other large containers
- Assault/Fighting/Physical Abuse
- Bullying/Cyberbullying
- Criminal Arrest

- Damaging College Property, repeated or excessive
- Dating Violence, Domestic Violence
- Disruptive Conduct
- Drug Violations
- Endangering the Safety of Others/Fire Safety
- False emergency information (e.g. Reporting false fire alarm or false bomb scare)
- Physical Assault
- Harassment and Discrimination
- Hate Crimes
- Hazing
- Sexual Harassment
- Sexual Misconduct
- Tampering with fire equipment or deliberately triggering a false fire alarm
- Theft
- Weapons possession

**Category B** offenses are serious conduct violations. Violations of this nature may be assigned various sanctions including but not limited to possible suspension, disciplinary probation, fines, and educational assignments.

- Alcohol, First and Second Offenses
- Complicity
- Damaging College Property
- Failure to Comply
- Failure to Exit Building during a Fire Alarm
- False information, Fraud, and Forgery
- Off-Campus Conduct Violations
- Prohibited Items
- Violation of College Policy

**Category C** offenses are disruptive to the quality of life and order on campus. These violations may result in sanctions including but limited to warnings, policy reminders, community service, fines, and educational assignments.

- Cohabitation
- Guest Policy Violations
- Improper Use of Computer Equipment, Services and Resources
- Misuse of College Materials, Services, or Property
- Misappropriation
- Residence Hall Regulation Violations
- Smoking
- Solicitation
- Student Dress Code

**Minimum standard sanctions are as follows:**

- Alcohol, 1st violation: \$75 fine, education class
- Alcohol, 2nd violation: \$150 fine, education class, 2 hours community service
- Illegal Drugs & Controlled Substances, 1st violation: \$150 fine, education class, parental notification, disciplinary probation



- Covered smoke detectors, 1st violation: \$150 fine (per covered head), disciplinary probation for 1 academic year
- Setting off fire alarm: \$250 fine, disciplinary warning
- Parking violations (excessive): \$75 fine, disciplinary warning
- Social host, 1st violation: \$75 fine, disciplinary warning

**These sanctions are the baseline for any conduct proceedings, and do not take into account any additional violations or circumstances that may characterize an event. Please note that judicial history is taken into account in the adjudication process, thus, multiple offenses will be considered in the final determination of sanctions.**

## **ARTICLE IV: STRUCTURE OF THE COLLEGE DISCIPLINE SYSTEM**

### **SECTION 1: INTRODUCTION**

The conduct system of Dominican College is administered by the VPSDDS or that officer's designated representative. The system consists of the VPSDDS, the Assistant Dean for Student Development, the College Disciplinary Committee, the Academic Dean's Office (in cases involving academic integrity charges and disruptive classroom conduct), the Office of Residence Life, the Office of Public Safety and Security, and Athletics (as appropriate).

All College community members – faculty, administration, staff and students – have the right and are encouraged to report violations to the Vice President for Student Development/Dean of Students and/or the Academic Dean.

When an alleged violation of the Code of Conduct is reported to a College official, the allegation will be referred to the appropriate office for resolution. Non-academic, behavioral allegations will be referred to the Office of Student Development. Academic related misconduct is addressed and adjudicated in accordance with the Dominican College Academic Integrity Policy. In cases when students' misconduct is inextricably mixed with academic issues, the process outlined in the College's Student Code of Conduct and Conduct System will be followed.

Except in unusual circumstances, accused students will receive a written notification of the accusation(s) against them, an investigation by the appropriate College official(s), and as necessary, an opportunity to present information and witnesses if the information is in dispute, to determine the facts and a fair and impartial decision by the College based on the total information available. The VP Student Development/Dean of Students or his/her designee may issue interim disciplinary action at her/her discretion pending full investigation of a complaint or incident.

Students who believe that the Code of Conduct has been violated should submit an incident report on the College website, detailing the allegations and relevant information, here: <https://www.dc.edu/health-safety-wellness/security/report-incident-concern/>. The College promptly investigates all reported violation(s), in order to issue appropriate sanctions or remedies in a timely manner.

There is no time limit on reporting violations of the *Student Code of Conduct*; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Development and/or to the Office of Public Safety. Please refer to Article II, Section 2.3 for the Good Samaritan Policy.

### **SECTION 2: HEARING OFFICERS OF THE COLLEGE**

In most circumstances, the Office of the Student Development, the VPSDDS or designee, will serve as the Hearing Officer for all violations with the exception of Academic Integrity. For violations of Academic Integrity, the VP for Academic Affairs or designee will oversee the process.

## SECTION 3: JURISDICTION

Students at the College are provided a copy of the *Student Code of Conduct* annually in the form of a link on the College website and/or in the Student Handbook and Planner. Hard copies are available upon request from the Office of Student Development. Students are responsible for having read and abiding by the provisions of the *Student Code of Conduct*.

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll [and/ or obtain official transcripts and/or graduate] and all sanctions must be satisfied prior to reenrollment eligibility. In the event of serious misconduct committed while a student is still enrolled but reported after the degree has been conferred, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on the campus, at College sponsored events and may also apply off-campus when the VPSDDS or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- 3.1 Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- 3.2 Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- 3.3 Any situation that is detrimental to the educational mission and/or interests of the College;

The *Student Code of Conduct* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The *Student Code of Conduct* applies to visitors to and guests of the College; community members who serve as hosts may be held accountable for the conduct of their visitors/guests. Visitors to and guests of the College may seek resolution of violations of the *Student Code of Conduct* committed against them by members of College community.

College email is Dominican College's primary means of communication with students. Students are responsible for all communication delivered to their official College email address. SMS text messages may also be sent when there is a mobile phone number on file.

## SECTION 4: NOTIFICATIONS

Dominican College reserves the right to make certain notifications, within the provisions of FERPA or with the consent of a student, with regard to violations of the Code of Conduct.

- 4.1 Parental notification: The College may notify the parents/guardians of dependent students regarding any conduct situation which poses a serious threat to their student or others, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations.
- 4.2 Academic program notification: The College may notify an academic program of a conduct situation when it may pose a threat to the student or others in the context of a curricular field placement, clinical placement, student teaching placement, or elective internship for college credit.

## SECTION 5: SANCTIONS

The VPSDDS or that officer's designee may assign a conduct sanction for violations of the Code of Conduct under the following circumstances:

- 5.1 The facts justify that an appropriate sanction be applied immediately; or
- 5.2 The student admits the facts of a case by either failing to respond to the accusations or by confirming involvement.
- 5.3 After investigation and fact-finding, the conduct officer establishes by a preponderance of evidence that a violation has occurred [evidence that a violation is more likely than not, to have occurred].
- 5.4 The VPSDDS or that officer's designee may impose any sanction provided for in the College Sanctions (as set forth in Section 8 herein.)
- 5.5 The VPSDDS or that officer's designee shall further serve as the liaison with students who have been placed on disciplinary probation or separated from the College. When a student has been separated from the College, the VPSDDS or that officer's designee shall be responsible for informing the student of the procedure for re-instatement. The VPSDDS or that officer's designee has the responsibility and authority to carry out or direct summary suspension of students. The VPSDDS or that officer's designee also has authority to place holds on a student's further registration. A Disciplinary Officer releases information concerning the status of a discipline case to persons involved in the case. These may include the accuser, the witnesses, the student development staff, and other appropriate College officials.

In all cases where the facts or severity of the sanction are in dispute, students will be notified in writing of meeting and appeal procedures and other possible sanctions for violations.

## SECTION 6: PROCEDURES FOR CONDUCT MEETINGS

Cases of alleged violations of the Student Code of Conduct are resolved by either an Administrative Review Resolution or by the College Disciplinary Committee at the discretion of the College and its designated officers.

### 6.1 Administrative Review and Resolution

- 6.1.1 The student will receive notice of an alleged violation of the Code of Conduct and a request to meet via the Dominican College e-mail system sufficiently in advance of the meeting to afford a reasonable opportunity to prepare a presentation. The notice shall state the specific regulation that the student is alleged to have violated. Students have the right to have an (1) advisor present during disciplinary proceedings. The role of an advisor is as a consultant to the student subject; advisors are not permitted to speak on behalf of students. Disciplinary meetings are not scheduled at the convenience of advisors.
- 6.1.2 In matters resolved through the administrative review process, a hearing officer investigates reported violations of the code of conduct. This generally involves reviewing reports of the incident, meeting with students to discuss the matter, gathering additional information from witnesses or other knowledgeable parties, and otherwise exploring the circumstances of the event.
- 6.1.3 At the conclusion of an investigation the College hearing officer has the authority to determine, based on a preponderance of evidence, whether or not a violation has occurred, and if so, to determine which sanctions or outcomes are appropriate under the circumstances.
- 6.1.4 Students are then provided with a written notification of the administrative resolution, including any violation, sanction or other actions being required by the College.
- 6.1.5 If involved students decline to participate in the process outlined above, a decision will be rendered "in absentia," and the student will be notified according to the same protocol.
- 6.1.6 All notices related to conduct matters are sent via College email. Alerts may also be sent via SMS text message, when there is a mobile phone number on file.

## SECTION 7: APPEALS

**7.1** A student who wishes to appeal a decision of the Hearing Officer must submit a written request for an appeal within five (5) business days of notification of the decision. Requests for appeal will be reviewed by the VPSDDS or designee and granted only if one or more of the following criteria exist:

- 7.1.1 The hearing officer had a conflict of interest or bias that affected the outcome of the matter.
- 7.1.2 Procedural defect in the original hearing that would substantively affect the outcome of the administrative process).
- 7.1.3 Presence of new evidence, unavailable at the time of the initial hearing.

The request shall be directed to the office indicated in the notification of the decision. At the discretion of the VPSDDS, an appeal may stay the imposition of a sanction. The designated official will inform the student of the result of the request for appeal, and where appropriate, the outcome of the appeal process. Where necessary, the designated official may choose to refer the appeal to the College Disciplinary Committee. During the appeal, the sanctions imposed shall be sustained and carried out while the appeal is pending. In cases of sexual misconduct, both the complainant and respondent parties have the right to request an appeal. Possible outcomes of an appeal include:

- 1. Uphold the original determination(s) and outcome(s);
- 2. Modify the sanction(s); or,
- 3. Remand the case for further investigation with corrective instructions to the original hearing officer(s).

## SECTION 8: SANCTIONS FOR VIOLATION OF REGULATIONS

Some of the most common sanctions and outcomes are listed below. Failure to comply with sanctions or other requirements may result in additional charges or violations, restriction from extracurricular activities, or in holds being placed on student accounts.

When considering sanctions to be imposed, a range of factors may be considered, including but not limited to:

- The nature and severity of the incident;
- The disciplinary history of the student;
- The developmental needs of the student;
- The level of accountability and responsibility taken by the student;
- The level of cooperation from the student;
- The interests of the community and those impacted by the violation and;
- Any other aggravating, mitigating or relevant factors.

Disciplinary Sanctions may include:

- 8.1 Disciplinary Warning:** Disciplinary warning is a notice to a student that previous conduct was questionable and that future breaches of conduct will be treated more severely.
- 8.2 Disciplinary Probation:** The status of disciplinary probation is assigned for a specific period of time. While on disciplinary probation, a student is encouraged to seek advice and counsel from appropriate College offices. Disciplinary officers or the Disciplinary Committee may set forth terms of probation, including terms that restrict the student's participation in extracurricular activities. Disciplinary probation status may affect qualification for some awards, prizes, or student aid, particularly those stipulating conduct acceptable to the College. Sanctions for subsequent violations of the Code of Conduct, during a period of disciplinary probation, may be more severe. Disciplinary probation is recorded on the student's disciplinary record.

- 8.3 Disciplinary Suspension:** Disciplinary suspension is an action that excludes the student from registration, class attendance, residence on-campus, use of the College facilities for a specified period of time, and other privileges as appropriate. The privilege of the use of the College facilities is withdrawn by this action unless specific permission is obtained from the VPSDDS or that officer's designee. Parents are notified of the suspension status. Disciplinary suspension is recorded on the disciplinary record. Upon termination of the period of suspension, the student shall be considered for registration in compliance with academic admission standards then in effect. Established proof of a further incident of misconduct, after the student is readmitted, may result in dismissal or expulsion.
- 8.4 Deferred Disciplinary Suspension:** Deferred Suspension is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a student is again found responsible for violating the Code of Student Conduct, the suspension may take place immediately.
- 8.5 Disciplinary Dismissal:** Disciplinary dismissal is the withdrawal of a student's privilege of registration, class attendance, residence on the campus, and use of College facilities with no promise (implied or otherwise) that the student may return at any future time. Parents of a student are notified of the disciplinary dismissal status. Disciplinary dismissal is recorded on the student's transcript.
- 8.6 Disciplinary Expulsion:** Disciplinary expulsion is the permanent withdrawal of a student's privilege of registration, class attendance or residence on campus and use of College facilities. The privilege of the use of College facilities is withdrawn by this action unless specific permission is obtained from the VPSDDS. Parents of a student are notified of the disciplinary expulsion status. Disciplinary expulsion is recorded on the student's transcript.
- 8.7 Loss of Privilege:** Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time consistent with the violation committed and the education of the student (e.g. housing privilege). Loss of privilege is recorded in the confidential disciplinary records of the VPSDDS or that officer's designee. Loss of privilege may be imposed separately or in addition to any other sanction(s). Please note that certain charges may result in access restrictions as an interim sanction, for the duration of an investigation, for the protection of all parties involved.
- 8.8 No Contact Order:** No contact orders are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no contact orders are not to contact each other using ANY means. This includes, but is not limited to comments, words or gestures in person, through postal mail, email, social networking sites, or by having others (friends, acquaintances, family members etc.) act on his/her behalf. Please note that certain charges may result in contact restrictions as an interim sanction, for the duration of an investigation, for the protection of all parties involved.
- 8.9 Restitution:** Requires a student to reimburse by transfer of property, money or services for destruction, damages to, or misappropriation of College property or the property of members of or visitors to the College community. Such reimbursement shall be charged to any student who alone, or through group activities, organizes or knowingly participates in the events causing the damages or costs. Restitution is recorded in the confidential disciplinary records of the VPSDDS or that officer's designee. Restitution may be imposed separately or in addition to any other sanction(s).
- 8.10 Fines:** Fines may be imposed in accordance with published schedules. Fines may be imposed separately or in addition to any other sanction.
- 8.11 Counseling Consultation or Referral for Services:** Requires a student to attend a referral for counseling or other services. Students assigned this sanction will be required to make the appointment and attend the consultation by a specified deadline. The counseling office is permitted to notify the VPSDDS or designee when the mandated referral has been completed, but will maintain confidentiality regarding the content of all consultations.

- 8.12 Other Educational Sanctions:** Educational sanctions are meant to help students learn from their mistakes. Other educational sanctions such as required community service, required attendance at educational activities, letters of apology, or independent assignments may be imposed consistent with the nature and severity of the violation(s). Other educational sanctions may be imposed separately or in addition to other sanction(s). Educational sanctions may be converted to disciplinary sanctions, when unfulfilled by their deadlines; specifically, community service hours are converted to monetary fines at the conversion rate of minimum wage, after the first missed deadline.
- 8.13 Residential Summary Suspension:** A residential summary suspension requires that a student immediately leave the College Residence Halls. It may be imposed upon a student when a College official, designated by the President, has reasonable cause to believe the student is an immediate threat to the safety of oneself or other persons or property or is an immediate threat to disrupt essential operations of the College. The official may rely upon information supplied by others. Any student summarily suspended from the residence halls that returns to the residence halls during the period of summary suspension shall be subject to disciplinary dismissal or disciplinary expulsion as well as arrest for criminal trespass. Permission to be on campus for a specific purpose must be granted in writing by the VPSDDS or that officer's designee or the President of the College. Any student subject to residential summary suspension shall be required to remain away from the residence halls until a disciplinary meeting is held. The meeting shall, customarily, be held within five days of the notice of suspension.
- 8.14 Summary Suspension:** A summary suspension requires that a student immediately leave the campus. It may be imposed upon a student when a College official, designated by the President, has reasonable cause to believe the student is an immediate threat to the safety of oneself or other persons or property or is an immediate threat to disrupt essential operations of the College. The official may rely upon information supplied by others. Any summarily suspended student who returns to the campus during the period of summary suspension shall be subject to disciplinary dismissal or disciplinary expulsion as well as arrest for criminal trespass. Permission to be on campus for a specific purpose must be granted in writing by the VPSDDS or that officer's designee or the President of the College. Any student subject to summary suspension shall be required to remain off campus until a disciplinary meeting is held. The meeting normally shall be held within five days of the notice of suspension.

*\*The Dominican College Student Code of Conduct incorporates language adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*



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# 2023

[illegible]



# AUGUST

"You can stand tall without standing on someone. You can be a victor without having victims." — Harriett Woods

JULY 2021						
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AUGUST 2021						
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SEPTEMBER 2021						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

23

MONDAY

*nebulous adj. – cloudy; vague. Your theories are too nebulous; please clarify them.*

24

TUESDAY

25

WEDNESDAY

26	THURSDAY	
27	FRIDAY	Freshmen Move-In
-vid-, -vis- (see) — video, evident, provide, providence, vide, visible, revise, supervise, vista, visit, vision		
28	SATURDAY	
29	SUNDAY	Upperclassmen Move-In

# SEPTEMBER

"Let me tell you the secret that has led me to my goal.  
My strength lies solely in my tenacity." — Louis Pasteur

AUGUST 2021						
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SEPTEMBER 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

30

MONDAY

31

TUESDAY

1

WEDNESDAY

SGA: Freshman Election Materials  
Available (Online)  
Welcome Week

Welcome Week

Welcome Week

*burly adj. – big and sturdy. He easily hoisted the logs atop his burly shoulder.*

<div>2</div> <div>THURSDAY</div>		Welcome Week 2:00 PM - 4:00 PM - Fall Club Fair (Campus Quad) 8:00 PM - CAB: Hypnotist
<div>3</div> <div>FRIDAY</div>		Welcome Week 2:00 PM - 4:00 PM - Leadership Conference
<div>4</div> <div>SATURDAY</div>		
<div>5</div> <div>SUNDAY</div>		

-poly- (many) — polyphony, polygon, polychrome, polytheist, polygamy, polyp

# SEPTEMBER

"When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid." — Audre Lorde

AUGUST 2021						
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SEPTEMBER 2021						
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OCTOBER 2021						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

6

MONDAY

Labor Day  
Rosh Hashanah begins at sundown

crevice n. – crack; fissure. The mountain climbers found footholds in the crevices in the mountainside.

7

TUESDAY

8

WEDNESDAY

Commuter Appreciation Day

<div>9</div> <div>THURSDAY</div>		8:00 PM - CAB: Outdoor Movie
<div>10</div> <div>FRIDAY</div>		SGA: Freshman Election Materials Due (Online) 1:00 PM - 1:30 PM - 9/11 Prayer Service (Memorial Tree Outside Granito) 1:30 PM - 9/11 Service Activity
<div>11</div> <div>SATURDAY</div>		Patriot Day
<div>12</div> <div>SUNDAY</div>		

re- (back, again) — return, report, review, retract, regain, reiterate, retell, revive, revise, regenerate, regurgitate

# SEPTEMBER

"The foolish man seeks happiness in the distance; the wise grows it under his feet." — James Oppenheim

AUGUST 2021						
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SEPTEMBER 2021						
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OCTOBER 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

13

MONDAY

**alleviate v.** – make less severe. Aspirin should alleviate the pain of your sore throat.

14

TUESDAY

2:15 PM - CAB: Stuff-a-Plush

15

WEDNESDAY

Yom Kippur begins at sundown



16		10:00 AM - 10:00 PM - SGA: Freshman Elections Voting Day (Online)
THURSDAY		
17		
FRIDAY		
	-ward (in the direction of) — westward, backward, toward, downward, leeward, landward	
18		Family Day & Fire in the Sky
SATURDAY		
19		
SUNDAY		

# SEPTEMBER

"No person is your friend who demands your silence or denies your right to grow." — Alice Walker

AUGUST 2021						
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OCTOBER 2021						
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## PRIORITY THIS WEEK:



Founder's Week

**docile** adj. – *teachable; obedient. As docile as he seems, the lion was once very ferocious.*

Founder's Week

*First day of autumn*  
Founder's Week

23		Founder's Week
THURSDAY		
24		Founder's Week
FRIDAY		
	<b>-hypo-</b> ( <i>below, beneath</i> ) — <i>hypodermic, hypocrite, hypotenuse, hypothermia, hypothesis</i>	
25		
SATURDAY		
26		
SUNDAY		

# SEPTEMBER

"Our lives improve only when we take chances — and the first and most difficult risk we can take is to be honest with ourselves." — Walter Anderson

AUGUST 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

27

MONDAY

**dexterous** adj. – skillful. *The dexterous magician entertained the crowd with his sleight of hand.*

28

TUESDAY

29

WEDNESDAY

30	THURSDAY		
1	FRIDAY	<p>pseudo- (false) — pseudonym, pseudopodia, pseudomorph, pseudoscience, pseudo-event</p>	
2	SATURDAY		
3	SUNDAY		

# OCTOBER

"Mistakes are the portals of discovery." — James Joyce

SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

4

MONDAY

reCHARGEr Week: Mental Health  
Awareness Week

*winsome adj. – charming. She was elected homecoming queen because of her winsome attitude.*

5

TUESDAY

Commuter Appreciation Day  
reCHARGEr Week: Mental Health  
Awareness Week  
1:30 PM - 3:30 PM - Internship Fair  
(Hennessy Center - Auxilliary  
Gym)  
6:30 PM - 10:30 PM - CAB: Buried  
Alive Haunted Attraction

6

WEDNESDAY

reCHARGEr Week: Mental Health  
Awareness Week

7	THURSDAY	reCHARGEr Week: Mental Health Awareness Week 7:00 PM - Senior Year Experience Kick-off
8	FRIDAY	reCHARGEr Week: Mental Health Awareness Week
9	SATURDAY	
10	SUNDAY	

**-hood** (*order, condition*) — *manhood, adulthood, parenthood, falsehood, sisterhood*



# OCTOBER

"I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles." — Christopher Reeve

SEPTEMBER 2021						
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NOVEMBER 2021						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

11

MONDAY

Columbus Day  
Spirit Week

savory adj. – tasty. *The family feasted on Aunt Helen's savory fried chicken.*

12

TUESDAY

Spirit Week  
2:15 PM - SGA: Coffee with the President

13

WEDNESDAY

Spirit Week

14	THURSDAY	Spirit Week 8:00 PM - SAAC's Charger Madness
15	FRIDAY	Spirit Week
16	SATURDAY	
17	SUNDAY	

**-neuro-** (nerve) — *neuron, neurosurgeon, neurosis, neurology, neuralgia, neurotomy*

# OCTOBER

"You're not obligated to win. You're obligated to keep trying to do the best you can every day." — Marian Wright Edelman

SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

18

MONDAY

Mawlid al-Nabi begins at sundown

**affinity** n. – kinship. He felt a special affinity for anyone who struggled with foreign languages as he did.

19

TUESDAY

20

WEDNESDAY

<div>21</div> <div>THURSDAY</div>		8:00 PM - 10:00 PM - CAB: Escape Rooms
<div>22</div> <div>FRIDAY</div>		
<div>23</div> <div>SATURDAY</div>		
<div>24</div> <div>SUNDAY</div>		

-tom-, -tomy- (cut) — atom, tonsillectomy, appendectomy, dichotomy, anatomy, lobotomy

# OCTOBER

"Work while you have the light. You are responsible for the talent that has been entrusted to you." — Henri-Frédéric Amiel

SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

25

MONDAY

noxious adj. – harmful. The building was evacuated because of the noxious gases.

26

TUESDAY

27

WEDNESDAY

28		
THURSDAY		
29		
FRIDAY		
	-hema- (blood) — hematic, hematite, hematology, hematoma, hemal, hematosis	
30		
SATURDAY		
31		Halloween
SUNDAY		

# NOVEMBER

"Use what talents you possess: the woods would be very silent if no birds sang there except those that sang best." — Henry van Dyke

OCTOBER 2021						
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DECEMBER 2021						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

1

MONDAY

2

TUESDAY

3

WEDNESDAY

Commuter Appreciation Day

*furtive* adj. — *stealthy*. The girl gave a *furtive* glance to the teacher's open grade book.

Election Day



4		
THURSDAY		
5		
FRIDAY		
	-proto- (first) — protoplasm, prototype, protocol, protagonist, protozoan, proton, protohuman, protomorphic	
6		
SATURDAY		
7		Standard time begins
SUNDAY		

# NOVEMBER

"The battles that count aren't the ones for gold medals. The struggles within yourself — that's where it's at." — Jesse Owens

OCTOBER 2021						
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DECEMBER 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

8

MONDAY

**shoddy** adj. – inferior. The carpenter went out of business due to his shoddy workmanship.

9

TUESDAY

10

WEDNESDAY

11	THURSDAY		Veterans Day
12	FRIDAY	<p>-fid-, -fide-, -feder- (faith, trust) — confident, fidelity, confident, infidel, federal, confederacy</p>	
13	SATURDAY		
14	SUNDAY		

# NOVEMBER

"Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome." — Booker T. Washington

OCTOBER 2021						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

15

MONDAY

Honors Convocation

**clamor n.** – noise; shout. *It was difficult to hear over the clamor in the train station. The children clamor for more dessert.*

16

TUESDAY

CELD: Service Activity

17

WEDNESDAY

18	THURSDAY		8:00 PM - Verbal Asylum
19	FRIDAY	<p>-phon- (sound) — symphony, telephone, phonetic, phonograph, euphony, cacophony</p>	
20	SATURDAY		
21	SUNDAY		

# NOVEMBER

"The point is not to pay back kindness,  
but to pass it on." — Julia Alvarez

OCTOBER 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

22

MONDAY

*sapient adj. – wise. Grandmother was often consulted because she was  
sapient in her advice.*

23

TUESDAY

Residence Halls Close  
(Thanksgiving Break)

24

WEDNESDAY

25		Thanksgiving
THURSDAY		
26		
FRIDAY		
	-ine (nature of) — masculine, genuine, medicine, opaline, Benedictine	
27		
SATURDAY		
28		Hanukkah begins at sundown Residence Halls Open (Thanksgiving Break)
SUNDAY		



# DECEMBER

"There is only one corner of the universe  
you can be certain of improving ... and that's  
your own self." — Aldous Huxley

NOVEMBER 2021						
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DECEMBER 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

29

MONDAY

*cajole v. – coax. His friends tried to cajole him into participating in their prank.*

30

TUESDAY

1

WEDNESDAY

2		Winter Wonderland
THURSDAY		
3		
FRIDAY		
-plac-, -pac- (please) — placid, placebo, placate, complacent, pacify		
4		
SATURDAY		
5		
SUNDAY		

# DECEMBER

"Dream as if you'll live forever. Live as if you'll die today." — James Dean

NOVEMBER 2021						
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DECEMBER 2021						
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## PRIORITY THIS WEEK:



THIS WEEK

6

MONDAY

*quash v. – crush. Her dreams of medical school were quashed when she failed her entrance exams.*

7

TUESDAY

8

WEDNESDAY

9		
THURSDAY		
10		
FRIDAY		
	-mono- (one) — monopoly, monologue, monorail, monotonous, monomania, monocular, monogamous, monolithic, monotone	
11		
SATURDAY		
12		
SUNDAY		

# DECEMBER

"My life is my message." — Mahatma Gandhi

NOVEMBER 2021						
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DECEMBER 2021						
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JANUARY 2022						
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**PRIORITY THIS WEEK:**



THIS WEEK

13

MONDAY

**explicate v.** – explain. The students were instructed to explicate their points of view.

14

TUESDAY

15

WEDNESDAY

16		
THURSDAY		
17		Residence Halls Close (Winter Break)
FRIDAY		
	-sed-, -sess-, -sid- (sit) — sediment, session, obsession, possess, preside, president, reside, subside	
18		
SATURDAY		
19		
SUNDAY		

# DECEMBER

"There is nothing like a dream to create the future." — Victor Hugo

NOVEMBER 2021						
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DECEMBER 2021						
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JANUARY 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

20

MONDAY

**umbrage n.** – offense. He took umbrage that he was not cast as the lead role in the play.

21

TUESDAY

First day of winter

22

WEDNESDAY

23	THURSDAY	
24	FRIDAY	
25	SATURDAY	Christmas
26	SUNDAY	Kwanzaa begins



# DECEMBER

"I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go." — Langston Hughes

NOVEMBER 2021						
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DECEMBER 2021						
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JANUARY 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

27

MONDAY

**quiescent** *adj.* – quiet; still. The crowd grew quiescent during the death-defying trapeze act.

28

TUESDAY

29

WEDNESDAY

30		
THURSDAY		
31		
FRIDAY		
	-vale-, -vali-, -valu- (strength, value) — equivalent, valiant, validity, evaluate, value, valor	
1		New Year's Day
SATURDAY		
2		
SUNDAY		

# JANUARY

"Take the first step in faith. You don't have to see the whole staircase; just take the first step." — Martin Luther King Jr.

DECEMBER 2021						
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JANUARY 2022						
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FEBRUARY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

3

MONDAY

**trepidation** n. – apprehension; involuntary trembling. He entered the dimly lit cave with trepidation.

4

TUESDAY

5

WEDNESDAY

6		
THURSDAY		
7		
FRIDAY		
	pre- (before) — prelude, preposition, premonition, premature, predict, predecessor, preview, premier, precedent	
8		
SATURDAY		
9		
SUNDAY		

# JANUARY

"I try to avoid looking forward or backward, and try to keep looking upward." — Charlotte Brontë

DECEMBER 2021						
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JANUARY 2022						
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FEBRUARY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

10

MONDAY

**sultry** adj. – hot and humid. He could not adjust himself to the sultry climate of the tropics.

11

TUESDAY

12

WEDNESDAY

13	THURSDAY		
14	FRIDAY	semi- (half) — semitone, semicircle, semiweekly, semiannual, semiformal, semiconscious, semifinal	
15	SATURDAY		
16	SUNDAY		

# JANUARY

"A ship in harbor is safe, but that is not what ships are built for." — William Shedd

DECEMBER 2021						
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FEBRUARY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

Martin Luther King Jr. Day

annotate v. – comment; make explanatory notes. The director chose to annotate the script for the benefit of the actors.

Residence Halls Open (Winter Break)  
Transfer Orientation

THIS WEEK

17

MONDAY

18

TUESDAY

19

WEDNESDAY

20	THURSDAY	
21	FRIDAY	1:00 PM - 5:00 PM - Leadership Conference
22	SATURDAY	
23	SUNDAY	

-vol- (will) — malevolent, benevolent, volunteer, volition



# JANUARY

"We could never learn to be brave and patient, if there were only joy in the world." — Helen Keller

DECEMBER 2021						
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JANUARY 2022						
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FEBRUARY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

24

MONDAY

**scrupulous adj.** – *conscientious; extremely thorough. I hired a scrupulous assistant for the position.*

25

TUESDAY

2:15 PM - Spring Club Fair

26

WEDNESDAY

27		
THURSDAY		
28		
FRIDAY		
-fy (make) — beautify, fortify, simplify, magnify, glorify, testify		
29		
SATURDAY		
30		
SUNDAY		

# FEBRUARY

"The man who wants to lead the orchestra must turn his back on the crowd." — James Crook

JANUARY 2022						
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FEBRUARY 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

31

MONDAY

**refurbish v. – renovate.** *The plan to refurbish the old building was met with much enthusiasm.*

1

TUESDAY

*Lunar New Year*

2

WEDNESDAY

*Groundhog Day  
Commuter Appreciation Day*

3		
THURSDAY		
4		
FRIDAY		
5		
SATURDAY		
6		
SUNDAY		

sub- (under, below) — subterranean, subway, subtract, substandard, subordinate, submarine, submerge, subterfuge, substantial

# FEBRUARY

"Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life." — Sandra Carey

JANUARY 2022						
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FEBRUARY 2022						
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MARCH 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

7

MONDAY

*emollient n. – soothing remedy. He applied an emollient to the sunburned area.*

8

TUESDAY

2:15 PM - CAB: Stuff-a-Plush

9

WEDNESDAY



# FEBRUARY

"Leadership is practiced not so much in words as in attitude and in actions." — Harold Geneen

JANUARY 2022						
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FEBRUARY 2022						
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MARCH 2022						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

14

MONDAY

*Valentine's Day*

**cauterize v.** – burn or sear a wound. The blood vessels needed to be cauterized in order to stop the bleeding.

15

TUESDAY

16

WEDNESDAY

17	THURSDAY		
18	FRIDAY		
19	SATURDAY		
20	SUNDAY		

-ous (full of, having) — gracious, nervous, pompous, courageous, vicious



# FEBRUARY

"Truth is powerful and it prevails." — Sojourner Truth

JANUARY 2022						
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FEBRUARY 2022						
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MARCH 2022						
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**PRIORITY THIS WEEK:**



**DOMINICAN  
COLLEGE**

THIS WEEK

21

MONDAY

*Presidents' Day*

*gratis adj. – free. The company gave one trip gratis to every salesman.*

22

TUESDAY

*Washington's Birthday*

23

WEDNESDAY

24		
THURSDAY		
25		
FRIDAY		
	-form- (form, shape) — uniform, conform, formulary, perform, formal, formula	
26		
SATURDAY		
27		
SUNDAY		

# MARCH

"When you cease to dream, you cease to live." — Malcolm S. Forbes

FEBRUARY 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

28

MONDAY

*tawdry adj. – cheap and gaudy. He won a few tawdry charms at the carnival.*

1

TUESDAY

Commuter Appreciation Day

2

WEDNESDAY

Ash Wednesday

3		
THURSDAY		
4		
FRIDAY		
	-mor-, -mort- (mortal, death) — mortal, immortal, morality, mortician, mortuary, mortify, mortgage	
5		
SATURDAY		
6		
SUNDAY		

# MARCH

"To tend, unfailingly, unflinchingly, towards a goal is the secret of success." — Anna Pavlova

FEBRUARY 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

7

MONDAY

**adamant** adj. – *unyielding; firm in opinion. The teacher was adamant about homework being done.*

8

TUESDAY

9

WEDNESDAY

10	THURSDAY	4:00 PM - 5:00 PM - ASB Commissioning Ceremony (Rosary Chapel)
11	FRIDAY	Residence Halls Close (Spring Break)  <i>syn- (together) — synthetic, synchronize, synthesis, synchronous, syndicate, syndrome, synonym, synopsis, syntax</i>
12	SATURDAY	
13	SUNDAY	Daylight saving time begins

# MARCH

"It is better to ask some of the questions than to know all the answers." — James Thurber

FEBRUARY 2022						
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MARCH 2022						
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APRIL 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

14

MONDAY

Alternative Spring Break

**effulgent** *adj.* – brilliantly radiant. The windows of the skyscraper reflected the effulgent rays of the setting sun.

15

TUESDAY

Alternative Spring Break

16

WEDNESDAY

Alternative Spring Break

THURSDAY	17	<i>St. Patrick's Day</i> Alternative Spring Break
FRIDAY	18	Alternative Spring Break
SATURDAY	19	
SUNDAY	20	<i>First day of spring</i> Residence Halls Open (Spring Break)

un- (not) — unfit, unequal, undone, unequivocal, unearned, unconventional, uncooked, unharmed, unattended



# MARCH

"Just don't give up trying to do what you really want to do. Where there's love and inspiration, I don't think you can go wrong." — Ella Fitzgerald

FEBRUARY 2022						
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MARCH 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

21

MONDAY

**invalidate v.** – weaken; destroy. She wanted to invalidate his argument with facts contradicting what he'd said.

22

TUESDAY

23

WEDNESDAY

24		
THURSDAY		
25		
FRIDAY		
	-archy (chief, first, rule) — monarchy, oligarchy, hierarchy, anarchy, patriarchy	
26		
SATURDAY		
27		
SUNDAY		

# MARCH

"I am what time, circumstance and history have made of me, certainly, but I am also much more than that. So are we all." — James Baldwin

FEBRUARY 2022						
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MARCH 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

28

MONDAY

*wary adj. – very cautious. The old man grew wary of his daughter's motives.*

29

TUESDAY

11:30 AM - 1:30 PM - Career Fair (Hennessy Center)

30

WEDNESDAY

11:30 AM - 1:30 PM - Healthcare Career Fair (Hennessy Center)

31		
THURSDAY		
1		April Fools' Day
FRIDAY	-ician (specialist) — technician, musician, beautician, physician, statistician, clinician, electrician	
2		Ramadan begins at sundown
SATURDAY		
3		
SUNDAY		

# APRIL

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel." — Maya Angelou

MARCH 2022						
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APRIL 2022						
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MAY 2022						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

THIS WEEK

4

MONDAY

5

TUESDAY

6

WEDNESDAY

Commuter Appreciation Day

*juxtapose v. – place side by side. Comparison will be easier if you juxtapose the two items.*

7	THURSDAY	
8	FRIDAY	Relay for Life
9	SATURDAY	
10	SUNDAY	Palm Sunday

-itis (infection) — appendicitis, tonsillitis, bursitis, arthritis, gastroenteritis, colitis

# APRIL

"Minds are like parachutes — they only function when open." — Thomas Dewar

MARCH 2022						
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APRIL 2022						
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MAY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

11

MONDAY

12

TUESDAY

13

WEDNESDAY

**obtuse** adj. – *lacking in intellect. Because he was so obtuse, he could not follow the teacher's reasoning.*

14	THURSDAY	
15	FRIDAY	Good Friday Passover begins at sundown
16	SATURDAY	
17	SUNDAY	Easter



# APRIL

"The future belongs to those who believe in the beauty of their dreams." — Eleanor Roosevelt

MARCH 2022						
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MAY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

18

MONDAY

Residence Halls Open (Easter Break)

**sedentary adj.** – *inactive; characterized by too little exercise. She led a sedentary life filled with TV watching.*

19

TUESDAY

Earth Week

20

WEDNESDAY

21		
THURSDAY		
22		Earth Day
FRIDAY	<p><b>-scrib-</b> (write) — scribble, inscribe, scribe, describe, conscription, transcribe, subscribe, prescribe, manuscript</p>	
23		SGA: Community Clean-Up
SATURDAY		
24		
SUNDAY		

# APRIL

"Great things are not done by impulse, but a series of small things brought together." — Vincent Van Gogh

MARCH 2022						
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MAY 2022						
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## PRIORITY THIS WEEK:



DOMINICAN  
COLLEGE

THIS WEEK

25

MONDAY

*thwart v. – prevent from taking place. He felt that everyone was trying to thwart his plans.*

26

TUESDAY

Leadership Awards

27

WEDNESDAY

*Laylat al-Qadr begins at sundown*

28		2:30 PM - 5:30 PM - Spring Fest (Campus Quad)
THURSDAY		
29		Last Day of Club Programming 1:00 PM - 5:00 PM - Leadership Summit
FRIDAY		
		-logy (study, science) — biology, anthropology, geology, neurology, entomology, philology, mythology
30		
SATURDAY		
1		
SUNDAY		

# MAY

"Perseverance is failing 19 times and succeeding the 20th." — Julie Andrews

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MAY 2022						
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JUNE 2022						
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## PRIORITY THIS WEEK:



**DOMINICAN  
COLLEGE**

*Eid al-Fitr begins at sundown*

*inundate v. – flood. The celebrity was inundated with requests for his autograph.*

THIS WEEK

2

MONDAY

3

TUESDAY

4

WEDNESDAY

5		Cinco de Mayo
THURSDAY		
6		Service Recognition Brunch
FRIDAY		
		<i>-dict- (say) — dictionary, predict, malediction, dictation, dictator, interdict, contradict, edict, verdict, benediction, abdicate</i>
7		
SATURDAY		
8		Mother's Day
SUNDAY		

# MAY

"Snowflakes are one of nature's most fragile things, but just look at what they can do when they stick together." — Vesta Kelly

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JUNE 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

9

MONDAY

**loquacious** adj. – talkative. He is very loquacious and spends hours on the telephone.

10

TUESDAY

11

WEDNESDAY

12	THURSDAY	
13	FRIDAY	
14	SATURDAY	Residence Halls Close
15	SUNDAY	

-neo- (new) — neologism, neophyte, Neolithic, neoclassic, neoPlatonist, neonatal



# MAY

"One man can be a crucial ingredient on a team, but one man cannot make a team." — Kareem Abdul-Jabbar

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MAY 2022						
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JUNE 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

16

MONDAY

repugnance n. – loathing. She looked at the criminal with repugnance.

17

TUESDAY

18

WEDNESDAY

19		
THURSDAY		
20		
FRIDAY		
	ad- (to) — adhesive, adapt, addendum, addition, adherent, advent, advocate	
21		
SATURDAY		
22		Commencement
SUNDAY		

# MAY

"A creative man is motivated by the desire to achieve, not by the desire to beat others." — Ayn Rand

APRIL 2022						
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MAY 2022						
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JUNE 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

23

MONDAY

*rescind v. – void. Because of public resentment, the legislature had to rescind the new law.*

24

TUESDAY

25

WEDNESDAY

26		
THURSDAY		
27		
FRIDAY		
	-centri- (center) — centrifugal, centripetal, centrist, concentric, decentralize, eccentric	
28		
SATURDAY		
29		
SUNDAY		

LANGUAGE ARTS *MLA style of documentation*

<b>YOUR WORKS-CITED LIST</b>	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
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According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

<b>ANY CITATION</b> (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
<b>PAGE ON A WEBSITE</b>	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
<b>ARTICLE IN A JOURNAL FROM A WEBSITE</b> (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
<b>ARTICLE IN A PERIODICAL</b> (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
<b>BYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
<b>UNBYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
<b>ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE</b>	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
<b>ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE</b>	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
<b>EDITORIAL</b>	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

# LANGUAGE ARTS *MLA style of documentation*

<b>BOOK</b> (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
<b>BOOK BY ONE AUTHOR</b>	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
<b>TWO OR MORE BOOKS BY THE SAME AUTHOR</b>	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
<b>BOOK BY TWO OR THREE AUTHORS</b>	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
<b>BOOK BY FOUR OR MORE AUTHORS</b>	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
<b>BOOK BY A CORPORATE AUTHOR</b>	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
<b>BOOK BY AN ANONYMOUS AUTHOR</b>	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
<b>BOOK WITH AN AUTHOR AND AN EDITOR</b>	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
<b>A WORK IN AN ANTHOLOGY</b>	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
<b>AN EDITION OTHER THAN THE FIRST</b>	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
<b>SIGNED ARTICLE IN A REFERENCE BOOK</b>	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



# LANGUAGE ARTS *APA style of documentation*

## YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

## BASIC RULES

According to the seventh edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2014 article would appear before a 2015 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

## BASIC FORMS FOR SOURCES IN PRINT

**An article in a periodical (such as a journal, newspaper, or magazine)**

- Author, A. A., Author, B. B., & Author, C. C. (publication year, month day). Title of article.

*Title of Periodical, volume number* (issue number), pages.

*You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well* → *Title of Periodical, volume number* (issue number), pages.

**A nonperiodical (such as a book, report, brochure or audiovisual media)**

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Edition). Publisher.

*Do not include the location of the publisher in the citation.*

**Part of a nonperiodical (such as a book chapter or an article in a collection)**

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.),

*Title of book* (pages of chapter). Publisher.

*When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.*

## BASIC FORMS FOR ELECTRONIC SOURCES

**A web page**

- Author, A. A. (Date of publication or revision). *Title of page*. Site name. URL

**An online journal or magazine**

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number* (issue number), page range. doi:00000000/000000000000

*Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.*

**An online journal or magazine (with no DOI assigned)**

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number* (issue number), page range. URL

**E-mail**

*Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 2015).*

# LANGUAGE ARTS *APA style of documentation*

## EXAMPLES



### Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles.

*Journal of Comparative and Physiological Psychology*, 55, 893-896.

### Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

*Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation:*

- In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

### Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

### An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

### A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

### A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Merriam-Webster.
  - New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.
- For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).*

### A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814).

### A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

### An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopaedia britannica* (Vol. 26, pp. 501-508). Encyclopaedia Britannica.

### An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. <http://www.buddhistethics.org/2/inada1>

### A web page

- Daly, B. (1997). *Writing argumentative essays*. <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>





## **ANNUAL FIRE SAFETY AND SECURITY REPORT**

The safety and well-being of all members of our community are of great concern to Dominican College. Many departments and employees are dedicated to making the campus a safer place to live and work. A safe environment depends on the cooperation and involvement of individuals like you. We encourage all members of the Dominican College community to access and use the Annual Security Report as a guide for safe practices on and off campus.

The Dominican College Public Safety and Security Department prepares the Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full text of this report can be located at <https://www.dc.edu/health-safety-wellness/security>. This report is prepared in cooperation with local law enforcement agencies surrounding our main campus, as well as with the offices of Student Development, Residence Life, Facilities and Financial Aid. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

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

Each year, by October 1, the web link to this report is sent via College email to all enrolled students, faculty and staff and is posted on the Dominican College website. Hard copies may be obtained at the Dominican College Public Safety and Security Office in Casey Hall, the Student Development Office in Rosary Hall and the Human Resources Office in Cooke Hall or by calling 845-848-4061.

## **REPORTING AN INCIDENT/CONCERN**

Dominican College is committed to the appropriate and timely response and resolution to all reports of distress, misconduct, discrimination, and/or harassment. If you witness or experience something of concern you should file an incident report. All members of the college community have access to the Incident Reporting Form on the Dominican College website <http://www.dc.edu/campus-life/report-incident-concern/>. You may be contacted regarding your submission, if further information is needed for follow-up.

If you are concerned for the welfare of a student, your report may be routed to the CARE Team, which is an interdisciplinary group of staff members, who work collaboratively to meet the needs of students who may need additional support. Some signs of distress include, but are not limited to: changes in mood/sleep/appetite/personal hygiene, increase in alcohol/drug use, difficulty concentrating/remembering, irritability/anger/restlessness. If you observe these characteristics in a friend, roommate, or student, check in on them; if you need help, you can email [DCCARES@dc.edu](mailto:DCCARES@dc.edu), directly.

Students who witness or experience instances of discrimination or harassment may also contact the VPSSDDS or Assistant Dean for Student Development. In the event of an emergency, please call 911 and/or the Dominican College Public Safety and Security Department at 845-848-4061.



# EMERGENCY ACTION SHEET

SECURITY 914-403-7531

## LOCKDOWN

A lockdown is called in response to a threat or hazard inside a campus building.

### NOTIFICATION METHODS INCLUDE:

- ♦ **Primary:** Omnilert, Intercom,
- ♦ **Back-up:** Air Horn, Whistle, Yelling

## ALERT

**"LOCKDOWN! LOCKDOWN!"**

**—OR—**

**"ACTIVE SHOOTER AT <LOCATION>. LOCK-DOWN!"**

**Response is to RUN, HIDE, FIGHT**

## HAZARDOUS MATERIAL EXPOSURE

If emergency medical treatment is required **CALL 911**—then call **Security at 914-403-7531** and inform them of what has happened and the location.

If the spill exceeds your capabilities in size, training or personal protective equipment contact **Facilities at 845-848-4058**.

## CHEMICAL SPILL ON BODY

- ♦ Do not try to neutralize any chemical.
- ♦ Flood exposed area with running water for at least 15 minutes.
- ♦ Remove any contaminated clothing and shoes while in shower.
- ♦ Place contaminated clothing in a plastic bag.
- ♦ Report the spill to a supervisor.
- ♦ MSDS should accompany injured person for medical treatment.

## BIOLOGICAL SPILL ON BODY

- ♦ Remove any contaminated clothing.
- ♦ Wash contaminated area with thoroughly with soap and water.
- ♦ Remove any contaminated clothing and place the clothing in a plastic bag.
- ♦ Report the spill to a supervisor.

## HAZARDOUS MATERIAL IN EYE

- ♦ Rinse eyeball and under eyelids with water for 15 minutes.
- ♦ Hold eyelids open to ensure thorough washing.
- ♦ Remove any contaminated clothing and place the clothing in a plastic bag.

## HOW TO RESPOND TO AN ALERT OF AN ACTIVE SHOOTER IN YOUR VICINITY

**Facility and Staff must quickly determine the most reasonable way to protect employees and visitors.**

### RUN / Evacuate

- ♦ If evacuation is not possible, hide in the nearest secure room.
- ♦ Move to the nearest room that can be locked.
- ♦ Lock doors and windows. Close blinds/curtains.
- ♦ Blockade door with heavy piece of furniture, if possible.
- ♦ Turn off lights and cell phone ringers.
- ♦ Lie Down on the floor or crouch below the window line
- ♦ Be out of the active shooter's view.
- ♦ Call 911, if possible.
- ♦ Remain silent.

### HIDE / Barricade

- ♦ If there is an accessible escape path, attempt to evacuate the premises.
- ♦ Have an escape route and plan in mind.
- ♦ Evacuate regardless of whether others will follow if you are certain your escape route is safe.
- ♦ Leave all belongings behind.
- ♦ Help others to escape if possible.
- ♦ Call 911 when safe.
- ♦ Do not attempt to move wounded people.

### NOTE—When law enforcement arrives:

- ♦ Remain calm and follow all instructions.
- ♦ Raise hands and keep them visible to police.
- ♦ Avoid quick movements toward officers.
- ♦ Avoid pointing, screaming or yelling.
- ♦ Do not stop or ask officers for help or direction when evacuating.

### FIGHT / Confront

**AS A LAST RESORT, AND ONLY AS A LAST RESORT WHEN YOU CAN NOT FLEE ONLY THEN TAKE ACTION**

**In the event there is no escape and you are confronted by an active shooter or anyone who threatens bodily harm:**

- ♦ Act as aggressively as possible against him/her and be ready to "dodge and weave" if necessary.
- ♦ Throw items (staplers, chairs, anything nearby) and improvise weapons (letter openers, scissors, glass objects).
- ♦ Yell, stomp and take any menacing action you can think of.
- ♦ Commit to your actions! It could save your and others' lives!

# DOMINICAN COLLEGE EMERGENCY ACTION SHEET

## SECURITY 914-403-7531

### FIRE

- ♦ Activate the building's fire alarm system. **CALL 911.**
- ♦ Immediately exit the building, via stairways—if possible, close doors behind you. **Do not lock doors.**
- ♦ Do not use elevators.
- ♦ Contact Security at 914-403-7531.
- ♦ Remain outside at the designated assembly locations.
- ♦ Help EEV account for all persons.
- ♦ Do not re-enter the affected area until notified by campus security it safe to return.

### EVACUATION

#### NOTIFICATION

##### Building Fire Alarm and Omnilert Mass Notification

Respond to **EVERY** alarm. **NEVER** assume an alarm is false or a test unless it is announced as such.

- ♦ Pull nearest fire alarm station or **CALL 911.**
- ♦ Alert people in the immediate area of the danger.
- ♦ Exit via stairways—**DO NOT** use Elevators!
- ♦ If possible close the doors behind you—**DO NOT** lock the doors.
- ♦ Assemble in the designated assembly areas and notify the Emergency Evacuation Volunteer if you believe there is still in the building.
- ♦ Remain outside until notified by Campus Security that it is safe to return.

### UTILITY / MECHANICAL EMERGENCIES

If there is potential danger to building or occupants, **Contact Security at 914-403-7531.**

#### POWER OR LIGHTING FAILURE

- ♦ Immediately notify the Facilities Team at **845-848-4058.**
- ♦ **DO NOT** use an open flame devices or candles.
- ♦ If the power does not return within (30 minutes), then evacuate the classroom. Follow Evacuation procedures.

#### FLOODING

- ♦ Immediately STOP using all electrical equipment.
- ♦ **Call Facilities at 845-848-4058.**
- ♦ Notify AD if the flood in in the dorm.

#### GAS LEAK AND NOXIOUS ODORS

- ♦ If you smell gas, or it is determined there is a gas leak, evacuate the building immediately.
- ♦ Immediately notify **Campus Security at 914-403-7531,** advise them of the situation.
- ♦ **STOP WHAT YOU ARE DOING.** Do not switch lights or electrical appliances on/off or use cell phones.
- ♦ Evacuate the area and wait for instructions from the Campus Security/IC. **DO NOT use elevators.**

### MEDICAL EMERGENCY

- ♦ Assess the scene for safety, number of victims and types of emergency.
- ♦ For any medical emergency that requires transport to hospital **CALL 911.**
- ♦ Call **Security at 914-403-7531,** advise them of the situation.
- ♦ Post one person at the elevator or doorway to lead the medical team to the person in distress.
- ♦ **DO NOT** move seriously injured persons unless they are in danger.
- ♦ Provide medical care only if you have the proper training.

#### FIRST AID KITS

- ♦ Casey Hall Café
- ♦ Casey Hall Facilities Office
- ♦ Cooke Hall Kitchen
- ♦ Deporres Hall
- ♦ Doyle Hall
- ♦ Granito Dinning Area
- ♦ Hennessy Center
  - Front Desk
  - Fitness Room
- ♦ Sienna House
- ♦ Casey Hall Café
- ♦ Casey Hall Facilities Office
- ♦ Cooke Hall Kitchen
- ♦ Deporres Hall
- ♦ Doyle Hall
- ♦ Granito Dinning Area

#### DEFIBRILLATOR (AED)

- ♦ Guzman Hall
- ♦ Hennessy
- ♦ Granito Center
- ♦ Prusmack Center
- ♦ Casey Hall
- ♦ Hertel Hall
- ♦ Rosary Hall
- ♦ Forkel Hall
- ♦ Cooke Hall

#### STOP THE BLEED KITS

- ♦ Hennessy Center (2)
- ♦ Granito Health Center
- ♦ Hertel Hall
- ♦ Rosary Hall
- ♦ Guzman Hall

### BOMB THREAT

- ♦ Remain calm and try to obtain as much information about the bomb and the caller. ([Use bomb threat Report Form](#))
- ♦ Do not use 2-way radios. Make notifications via phone. Immediately after the call.
- ♦ Keep call online as long as possible and **DO NOT** argue with or upset the caller.
- ♦ Call 911 and then contact **Security at 914-403-7531.**
- ♦ **Follow the directions of Security or First responders.**

### SEVERE WEATHER

- ♦ Security or Facilities will monitor the situation and notify the Dominican community of impending severe weather actions.
- ♦ Directions will be provided, via the **Omnilert** system, on any required delays, closures or the need to shelter.
- ♦ The Dominion community should follow the directions given via the Omnilert system and update to the Dominican College website.

SECURITY: 845-848-4061 | FACILITIES: 845-848-4058 | 24 HR. SECURITY: 914-403-7531 | EMERGENCIES: 911