

# DOMINICAN UNIVERSITY NEW YORK

## 2022-2023

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

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

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

In case of emergency, please notify:

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

*This Handbook & Planner is current as of July 2022, at the time of publication. Students and members of the University community are advised that any information contained in this handbook is subject to change at the discretion of the University. The University 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 University 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 university 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 UNIVERSITY NEW YORK

Dear Dominican University Student,

It is with great pleasure that we take this opportunity to welcome you to Dominican University New York for the 2022-2023 Academic Year. If you are a first-year student, we thank you for choosing Dominican University New York, 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 University. 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 University policies contained in this handbook, as well as any other regulations relating to life at Dominican University New York, including those contained in the University Catalog, Policy Manual, and other publications. The University reserves the right to make changes in University 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 University New York. 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 university 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 University New York Student Government Association, we would like to welcome you to the 2022-2023 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*



# 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 2022-2023

## FALL TERM 2022

Aug. 22 (Mon)	Accelerated BSN (ABSN) Fall Trimester begins
Aug. 22-23 (Mon-Tues)	Fall Semester Advisement/Testing/Registration
Aug. 24 (Wed)	University Conference/Division Meetings
Aug. 25 (Thurs)	Faculty Conference
Aug. 26-27 (Fri-Sat)	Freshman Orientation (Day/Evening Students)
Aug. 27 (Sat)	Freshman Convocation (Day/Evening Students)
Aug. 27 (Sat)	Graduate Education Quarter I/V begins
Aug. 29 (Mon)	Fall Semester begins/Graduate Nursing Fall Semester begins
Aug. 29-Sept. 1 (Mon-Thu)	Late Registration & Drop/Add for Fall Semester
Aug. 30 (Tues)	DC Online/RN-to-BSN/MBA/MSOLC Session I begins
Sept. 5 (Mon)	Labor Day— <b>UNIVERSITY CLOSED</b>
Sept. 9 (Fri)	OT, PT, and Undergraduate (WABSN) Weekend Fall Trimesters begin
Sept. 10 (Sat)	Weekend ABSN Fall Trimester begins
Oct. 25 (Tues)	DC Online/RN-to-BSN/MBA/MSOLC Session II begins
Nov. 8 (Tues)	Election Day— <b>UNIVERSITY CLOSED</b>
Nov. 6 (Sat)	Graduate Education Quarter II/VI begins
Nov. 7 (Mon)	Last day for withdrawal from Fall Semester classes
Nov. 14 (Mon.)	Honors Convocation
Nov. 17 (Fri)	Last day for January graduates to file a “Candidate for Degree” form
Nov. 23-Nov.27 (Wed-Sun)	Thanksgiving Recess— <b>UNIVERSITY CLOSED</b>
Dec. 12-16 (Mon-Fri)	Final examination week, Fall semester
Dec. 23-Jan. 2 (Fri-Sun)	<b>UNIVERSITY CLOSED</b>

## WINTERSESSION 2023

Jan. 3-Jan.13 (Mon-Fri)	Undergraduate Winter Session Classes
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## SPRING TERM 2023

Jan. 3 (Tues)	Dominican University New York Online/RN-to-BSN/MBA/MSOLC Session III begins
Jan. 5 (Thurs)	Accelerated BSN (ABSN) Spring Trimester begins
Jan. 6 (Fri)	OT, PT and Undergraduate Weekend Spring Trimesters begin
Jan. 7 (Sat)	Weekend ABSN (WABSN) Spring Trimester Begins
Jan. 11 (Wed)	Spring Semester Registration
Jan. 12 (Thurs)	University Conference
Jan. 16 (Mon)	Martin Luther King Day— <b>UNIVERSITY CLOSED</b>
Jan. 17 (Tues)	Residence Halls Open for Returning Students
Jan. 18 (Wed)	Spring Semester begins/Graduate Nursing Spring Semester begins
Jan. 18, 19, 23, 24 (Wed-Thurs, Mon-Tues)	Late Registration & Drop/Add for Spring Semester
Jan. 21 (Sat)	Graduate Education Quarter III/VII begins



Jan. 27 (Mon)	Last day for May /August graduates to file a “Candidate for Degree” form
Mar. 7 (Tues)	DU Online/RN-to-BSN/MBA/MSOLC Session IV begins
Feb 27 -Mar. 3 (Mon-Fri)	<b>SPRING RECESS-CLASSES SUSPENDED</b>
Apr. 4 (Tues)	Last day for withdrawal from Spring Semester classes
Apr. 5 (Wed)	Classes follow Monday schedule
Apr. 6-Apr. 10 (Thurs-Mon)	<b>RELIGIOUS HOLIDAYS—UNIVERSITY CLOSED</b>
May 8-12 (Mon-Fri)	Final examination week, Spring Semester

### **COMMENCEMENT WEEK 2023**

May 15-19 (Mon-Fri)	Pre-Commencement Activities
May 17 (Wed)	Service Recognition Ceremony
May 20 (Sat)	Graduation Mass and Baccalaureate Awards Ceremony
May 21 (Sun)	Commencement

### **SUMMER TERM 2023**

April 1 (Sat)	Graduate Education Quarter IV begins
May 2 (Tues)	Dominican University New York Online/RN-BSN/MBA/MSOLC Session V begins
May 6 (Sat)	Weekend ABSN Summer trimester begins
May 5 (Fri)	OT, PT and Undergraduate Weekend Summer trimesters begin
May 29 (Mon)	Memorial Day— <b>UNIVERSITY CLOSED</b>
May 30 (Tues)	ABSN Academic Year Begins
	Graduate Nursing Programs Summer Semester begins
May 31-June 15 (Wed-Thurs)	Day/Evening Summer Session I
June 19-July 20 (Mon-Thurs)	Day/Evening Summer Session II
June 6-July 27 (Mon-Thurs)	Day/Evening Summer Session III
June 6-July 27 (Mon-Thurs)	Day/Evening Summer IV / DU Online Session V
June 27 (Tues)	DUOnline/RN-to-BSN/MBA/MSOLC Session VI begins
July 4 (Sat-Mon)	Independence Day— <b>UNIVERSITY CLOSED</b>

### **ALTERNATIVE UNDERGRADUATE DELIVERY SYSTEMS AND GRADUATE PROGRAMS, 2022-2023**

#### **ACCELERATED B.S.N.**

<b>Summer Trimester I:</b>	May 31, 2022 – August 19, 2022
<b>Fall Trimester II:</b>	August 22, 2022 – December 16, 2022
<b>Spring Trimester III:</b>	January 5, 2023 - April 28, 2023

**WEEKEND ACCELERATED B.S.N., 2022-2023:**

Fall 2022 Trimester	Spring 2023 Trimester	Summer 2023 Trimester
<u>Sept. 10,11</u>	<u>Jan. 7, 8</u>	<u>May 6, 7</u>
<u>Sept. 17,18</u>	<u>Jan. 21, 22</u>	<u>May 13, 14</u>
<u>Sept. 24, 25</u>	<u>Jan. 28, 29</u>	<u>May 20, 21</u>
<u>Oct. 1,2</u>	<u>Feb. 4, 5</u>	<u>June 3, 4</u>
<u>Oct. 15, 16</u>	<u>Feb. 11, 12</u>	<u>June 10,11</u>
<u>Oct. 22, 23</u>	<u>Feb. 25, 26</u>	<u>June 17, 18</u>
<u>Nov. 5, 6</u>	<u>Mar. 4, 5</u>	<u>June 23,24</u>
<u>Nov. 6, 7</u>	<u>Mar. 11, 12</u>	<u>July 8,9</u>
<u>Nov. 12, 13</u>	<u>Mar. 18, 19</u>	<u>July 15, 16</u>
<u>Nov.19, 20</u>	<u>March 25,26</u>	<u>July 22, 23</u>
<u>Dec. 3, 4</u>	<u>Apr. 1, 2</u>	<u>July 29, 30</u>
<u>Dec. 10, 11</u>	<u>Apr. 15, 16</u>	<u>Aug. 5, 6</u>
<i>Dec. 17, 18</i> <i>(Emergency Alternate)</i>	<i>April 22, 23</i> <i>(Emergency Alternate)</i>	<i>Aug. 12, 13</i> <i>(Emergency Alternate)</i>

**UNDERGRADUATE WEEKEND COURSES, 2022-2023:**

On-Campus / Instructional Weekend	Fall 2022 Trimester	Spring 2023 Trimester	Summer 2023 Trimester
1	September 9-11	January 6-8	May 5-7
2	Sept. 30- Oct. 2	January 27-29	June 2-4
3	October 14, 16	February 10-12	June 23-25
4	October 28-30	March 3-5	July 7-9
5	November 11-13	March 24-26	July 21-23
6	December 2-4	April 14-16	August 11-13
<i>Alternate Makeup</i>	<i>December 9-11</i>	<i>April 21-23</i>	<i>August 18-20</i>

**DOMINICAN UNIVERSITY NEW YORK ONLINE /RN-TO-BSN/ MBA/ MSOLC, 2022-2023:**

<i>Session I:</i> <i>Aug. 30-Oct. 22, 2022</i>	<i>Session II:</i> <i>Oct. 25-Dec.15, 2022</i>	<i>Session III:</i> <i>Jan.3 -Feb. 23, 2023</i>
<i>Session IV:</i> <i>Mar. 7-Apr. 27, 2023</i>	<i>*Session V:</i> <i>May 2-June 22, 2023</i>	<i>**Session VI:</i> <i>June 27-Aug. 17, 2023</i>

\*DC Online Session V runs from June 6-27 in conjunction with Summer Session IV.

\*\*DC Online does not run in Session VI.

**EVENING TRADITIONAL AND GRADUATE NURSING, 2022-2023:**

Fall 2022	Spring 2023	Summer 2023
August 29 (Monday) Semester begins	January 18 (Wednesday) Semester Begins	May 30 (Tuesday) Semester Begins
December 12-16 Finals Week	May 9-13 Finals Week	August 3 (Thursday) Semester Ends

### **OCCUPATIONAL THERAPY, 2022-2023:**

<i>On-Campus / Instructional Weekend</i>	<i>Fall 2022 Trimester</i>	<i>Spring 2023 Trimester</i>	<i>Summer 2023 Trimester</i>
1	September 9-11	January 6-8	May 5-7
2	Set. 30-Oct. 2	January 27-29	June 2-4
3	October 14-16	February 10-12	June 23-25
4	October 28-30	March 3-5	July 7-9
5	November 11-13	March 24-26	July 21-23
6	December 2-4	April 14-16	August 11-14
<i>Alternate Makeup</i>	<i>December 9-11</i>	<i>April 21-23</i>	<i>August 18-20</i>

### **PHYSICAL THERAPY 2022-2023:**

<i>On-Campus / Instructional Weekend</i>	<i>Fall 2022 Trimester</i>	<i>Spring 2023 Trimester</i>	<i>Summer 2023 Trimester</i>
1	September 9-11	January 6-8	May 5-7
2	September 16-18	January 20-22	May 19-21
3	Sept. 30 – Oct. 2	February 3-5	June 2-4
4	October 14-16	February 17-19	June 9-11
5	October 28-30	March 3-5	June 23-25
6	November 4-6	March 17-19	July 7-9
7	November 18-20	March 31-April 2	July 21-23
8	December 2-4	April 14-16	August 4-6
<i>Alternate Makeup</i>	<i>December 9-11</i>	<i>April 21-23</i>	<i>August 11-13</i>

### **GRADUATE TEACHER EDUCATION, 2022-2023:**

<i>Quarter I, V</i>	<i>Quarter II, VI</i>	<i>Quarter III, VI</i>	<i>Quarter IV</i>
Aug. 27- 28	Nov. 5- 6	Jan. 21-22	Apr. 1-2
Sept. 10-11	Nov. 19-20	Feb. 4-5	Apr. 22-23
Sept. 24 - 25	Dec. 3-4	Feb. 18-19	May 6-7
Oct. 8 - 9	Dec. 17-18	Mar. 4-5	June 3-4
Oct. 22 - 23	Jan. 7- 8	Mar. 18-19	June 17-18
Oct. 29 - 30	Jan. 14-15	Mar. 25-26	June 24-25
<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 2022-2023 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 University.

## A PERSPECTIVE ON DOMINICAN UNIVERSITY NEW YORK

1952	Chartered as Dominican Junior University
1959	Chartered as Four-Year Liberal Arts University
1967	First Coed Freshman Class Admitted
1972	Middle States Accreditation Granted
1980	Weekend University 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
2022	Charter amended to change name to Dominican University New York

## MISSION

The aim of Dominican University New York 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 University 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 University maintains a student-centered climate and serves a diverse community of students in undergraduate and graduate programs. The University 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 University New York 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 University New York and registered by the New York State Education Department (Office of University and University Evaluation, Education Bldg., 89 Washington Ave., Albany, NY 12234, 518-474-2593):

### **CERTIFICATE PROGRAMS**

Computer Information Systems  
Computer Programming  
Personal Computers  
Graduate Certificate in Health Care Management

### **ASSOCIATE IN ARTS PROGRAM**

Liberal Arts

### **BACHELOR OF ARTS PROGRAMS**

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

### **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

Early Childhood Education/Childhood Education

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

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

## **BACHELOR OF SOCIAL WORK PROGRAM**

## **MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

## **MASTER OF SCIENCE PROGRAMS**

Family Nurse Practitioner

Occupational Therapy

Organizational Leadership and Communication

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

Childhood Education

Teacher of Students with Disabilities

Teacher of the Blind and Visually Impaired

## **DOCTOR OF NURSING PRACTICE (D.N.P.)**

## **DOCTOR OF PHYSICAL THERAPY PROGRAM (D.P.T.)**



## DIRECTORY OF OFFICES, PERSONNEL AND FACILITIES

1. DE PORRES HOUSE — Office of Admissions
 

Director of Admissions .....	Emma Fortunato
Assistant Director of Freshman Admissions .....	TBD
Freshman Admissions Counselor .....	Anaisa Acevedo
Freshman Admissions Counselor .....	Ryan Degnan
Freshman Admissions Counselor .....	Melani Salibian
2. DOYLE HOUSE
 

Assistant Director of Graduate Admissions .....	Janet Barron
Senior Assistant Director of Admissions .....	Rob Tyrrell
Transfer Counselor .....	Michelle Wendt
3. CASEY HALL Offices
 

VP of Academic Affairs and Academic Dean .....	Thomas Nowak, Ph.D.
Associate Academic Dean .....	Daphne Estwick, Ph.D.
Assistant Academic Dean .....	Kevin Hermberg, Ph.D.
Blackboard Service .....	Lisa Surless
Campus Ministry .....	Sr. Barbara McEneany, O.P.
Center for Adult Student Education, Academics .....	AnnMarie DiSiena, Ed.D.
Center for Adult Student Education, Online Learning .....	Mary McLean-Hely
Community Engagement & Leadership Development .....	Dana McStowe
Facilities Manager .....	Agron Gashi
Information Technology, ICard, Audio Visual, Blackboard, IT Support .....	Russell Diaz
Internship Coordinator/Career Counselor .....	TBD
New Student and Transition Center, Director .....	Katie Anderson
New Student and Transition Center, Student Success Advisor .....	Autumn Blankenbush
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> Accounts Payable Division of Humanities Division of Business Administration Payroll Division of Social Sciences Social Work Program Division of Teacher Education	<b>Additional Facilities:</b> The Charger Café Classrooms Computer Labs Faculty Lounge Palisades Room Student Lounge
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4. COOKE HALL— Administration Building
 

President .....	Sr. Mary Eileen O’Brien, O.P.
Chancellor for External Affairs .....	Sr. Kathleen Sullivan, O.P.
Vice President for Enrollment Management .....	Brian Fernandes
Vice President for Fiscal Affairs .....	Anthony Cipolla
Bursar .....	Elizabeth Fontes
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:**

- Division of Allied Health
- Division of Math and Sciences
- Nursing
- Occupational Therapy
- Physical Therapy

**Additional Facilities:**

- Fury Lecture Hall
- Classrooms
- Computer Labs
- Lounges
- Laboratories

6. GRANITO CENTER

- Dominican Dining Services by Chartwells..... Frank Onderdonk
- Follett University Bookstore, Manager..... Trevor Walker
- Student Health Center, Director..... Lynda Chesterman, A.N.P.
- Student Health Center, Assistant Director ..... Julie Albrecht, F.N.P.

**Additional Facilities:**

- Badami Meeting & Conference Room
- Communications Studies Studio
- Corless Commuter Student Lounge
- 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 .....Josh Colon, John Galvany
- Building Manager .....Michael Rogan
- Assistant Building Manager.....Chad Duesler

**Additional Facilities:**

- Athletic Training Room
- Aerobic Studio
- Coaching Offices
- Fitness Center
- Gymnasiums
- Holt Meeting Room
- Locker Rooms
- Recruiting/Conference Room



## 8. ROSARY HALL

Academic Success Center, Director.....	Debra Moniz, Ed.D.
Academic Success Center, Asst. Director.....	Gregory DiDona
Career Development Center, Director.....	TBD
Residence Life, Director.....	Joseph Dratch
Special Services, Director.....	Margaret Giuliano
Vice President for Student Development & Dean of Students.....	John Burke
Asst. Dean for Student Development & Title IX Coordinator.....	Jonathan Delgado

### **Additional Facilities:**

Career Development Center  
Computer Lab  
Lawrence Room  
University Chapel

## 9. RESIDENCE HALL ASSISTANT DIRECTORS

Guzmán Hall.....	Gabriella Vasquez
Hertel Hall.....	TBD
Rosary Hall.....	TBD

## 10. SIENA HOUSE

VP Institutional Advancement.....	Joseph Valenti
Annual Giving and Alumni & Parent Relations.....	Joanne Sorace
Special Events.....	Mary Lichtman

## 11. SULLIVAN LIBRARY, Director..... Mary Elizabeth Schaub

### **Additional Facilities:**

Computer Lab  
Learning Commons

## 12. FORKEL HALL

Counseling Center.....	Alise Cohen
Prevention & Education Services.....	Eileen Piccininni

### **Additional Facilities:**

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 University New York. 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 University'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 University Catalog and subsequent publications;
- know basic University 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 University'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 applicable pandemic screening protocols at all times.*

## 17 THINGS EVERY UNIVERSITY 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 University New York 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 university:** 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 university, 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, contact 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 university 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 university 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 university student's life is debt that hangs over their head.

- 17. Apply for a credit or preferably a debit card...wisely:** Although advertising to university 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 university. 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 University'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 University New York 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 University 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 University 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 University. The University 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/LNRPJRS>. Students can request an official Dominican University New York 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 University 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.

## **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 university-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:

UNDERGRADUATE GRADING SCALE			GRADUATE GRADING SCALE		
Grade	% Scale	<u>Semester Hours of Credit</u>	Grade	% Scale	<u>Semester Hours of Credit</u>
A	(100-95)	4.0	A	(100-95)	4.0
A-	(94-90)	3.7	A-	(94-90)	3.7
B+	(89-87)	3.3	B+	(89-87)	3.3
B	(86-83)	3.0	B	(86-83)	3.0
B-	(82-80)	2.7	B-	(82-80)	2.7
C+	(79-77)	2.3	C+	(79-77)	2.3
C	(76-73)	2.0	C	(76-73)	2.0
C-	(72-70)	1.7	C-	--	--
D+	(69-66)	1.3	D+	--	--
D	(65-60)	1.0	D	--	--
F	(Below 60)	0.0	F	(Below 73)	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 Director of Special Sessions (Evening Session), or the DC Online office (online programs). 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 University New York 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 University, 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 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 University reserves the right to request the withdrawal of, or to dismiss, any student whose academic standing, conduct, or attitude renders continued attendance at Dominican University New York 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 University. 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**

Students are expected to attend all scheduled classes in the course for which they are 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 requirements as specified by the course instructor, the current Catalog, and/or applicable academic program handbook or manual. Student-athletes are also reminded that they must adhere to the Athletic Department’s Attendance Policy (see Volume VI, paragraph 6.5.2.2 for additional information).

Students missing 20% or more of the scheduled meetings for a course may be subject to a grade penalty at the discretion of the course instructor, up to and including administrative course withdrawal. In cases of prolonged illness when a student is unable to attend classes, it is necessary that the student contact the instructor and the faculty advisor so that advice can be provided as to the most appropriate course of action.

## **EXCUSED ABSENCES**

Certain absences may be excused by the instructor and include those that are demonstrably unavoidable because of events beyond a student's control- e.g., documented conditions or medical emergencies, significant religious holidays, scheduled athletic competitions in-season, or academic field trips or conferences. (Student-athletes are not excused for non-seasonal competition- e.g., fall baseball, practices, etc.)

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. In the case of rescheduled or playoff games, etc., students must inform their faculty of the upcoming absences as soon as possible.

Following even 'excused absences,' however, students are expected to be responsible for all material and assignments from missed classes, and for any assignments due or exams.

## **SUMMER AND WINTER COURSES**

Students planning to take summer and winter courses at the University 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 University New York 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 University 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 University New York 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.

## **RESPONSIBILITIES AND RIGHTS**

Students have the obligation to (a) observe the standards of integrity in dealing with the University 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.

## 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 University New York.

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 University.

## ACADEMIC INTEGRITY PENALTY APPEALS

A student has the right to appeal the decision for disciplinary action assigned by an instructor or the Vice President for Academic Affairs/Academic Dean. All appeals must be made in writing by the deadline stated in the letter of notification and indicating the basis for the appeal. Appeals are limited to:

1. Irregularity in the investigation;
2. The punishment, penalty, or discipline was excessive or inconsistent with the nature of the offense; or
3. New and pertinent evidence or facts that were unavailable at the time of the action.

If the student does not file the appeal within the specified deadline, the decision of the faculty member or the Office of the Vice President for Academic Affairs/Academic Dean shall be final. The burden of proof shall be on the student challenging a determination.

## 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. 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 University'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 university 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.

## 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.

## DISCRIMINATION

Dominican University New York 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 University 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 University community is deprived of educational or employment access, benefits, or opportunities because of that individual's sex or gender. The University 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 University's Sexual Misconduct Policy (see 2.1.7).

Any member of the Dominican University New York 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 University New York 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 University 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 program sponsoring the honor society chapter.

## 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 appropriate and effective use of sources, including the 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 main office is located on the lower level of Rosary Hall; a second STEM satellite office is located on the third floor of Prusmack Center. 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, Main Office, 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 74,984 print books, 237,277 e-books, 613 print periodical titles, 46,344 e-journals and 99 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 (midnight)
Friday	8:00am – 7:00pm
Saturday – Sunday	12:00pm (noon) – 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 University New York may use the materials in the library at St. Thomas Aquinas University. 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 University New York recognizes that families may need assistance in meeting the cost of a university 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 University New York's Federal school code is 002713. FAFSA is the key that opens the door to all financial aid eligibility.

## *Undergraduate Students*

Dominican University New York 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 University New York 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 University New York 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 University and a student's enrollment status.

**Federal Work-Study Program (FWS):** Students with financial need may earn money to pay for university 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 University 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 university 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 university. There is no interest subsidy and repayment begins within 60 days of disbursement.

**Federal Teach Grant: TEACH** (Teacher Education Assistance for University 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 University located in New York State. Recipients will receive \$6000 through a combination of their TAP award, ETA and match from the University. Students must file the ETA Application [www.hesc.ny.gov](http://www.hesc.ny.gov).

## **DOMINICAN GRANTS AND SCHOLARSHIPS**

**Dominican University New York Admission Scholarship/Grant:** Students are awarded an Admission Scholarship/Grant as they enter the university 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 University New York.

## **ATHLETIC GRANTS**

Athletic grants are available to students who have demonstrated good athletic ability, and maintain the required grades. A Dominican University New York 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 University 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 University New York 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 University New York. 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 University 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 University'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 university) 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 University New York 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 University 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 University Catalog or the Dominican University New York 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 university.
- 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 university'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 University 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 University New York 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 University 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 University 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 university 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. 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 University New York 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 Nursing 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 University New York community with opportunities to become involved in shared pursuits of social justice and charity within the University 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 University New York'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 University at the Student Leadership Awards Ceremony. Both emerging leaders and established student leaders are recognized during this annual event.

## **COUNSELING SERVICES**

The University 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 University New York'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 University New York.

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 University New York 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 University New York 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 University New York 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 University New York Student Handbook and are required to attend the three leadership conferences during the academic year. 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 portal. 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-1 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 University New York students. Club Officers must maintain at least a 2.25 cumulative grade point average at Dominican University New York.
- Advisors must be Dominican University New York faculty or staff members.

The chartered clubs and other student organizations on campus are:

*This list is current as of the end of Spring 2022 and is subject to change.*

### CLUB

Anime & Gaming  
Aquino Players  
Booklings  
Campus Ministry  
Caribbean Dance Crew  
DU STAR (Students Together Assisting Refugees)  
Debating Society  
Entrepreneurship Club  
History Club  
International Students' Association (ISA)  
In-Tune  
Photographer's Click  
Radio DC "The Voice"  
Rotaract  
Sabor Latino  
SNADU (Student Nursing Association of DU)  
Social Work Club

### CATEGORY

Special Interest Group  
Performance Group  
Special Interest Group  
Outreach / Special Interest Group  
Cultural / Performance Group  
Outreach / Special Interest Group  
Debate Team  
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

SOTA (Student Occupational Therapy Association)*	Academic-based Interest Group
SPTA (Student Physical Therapy Association)*	Academic-based Interest Group
Verbal Asylum	Special Interest Group

## ORGANIZATION

CAB - Charger Activities Board

SGA - Student Government Association

SAAC - Student Athletic Advisory Committee

*\*Graduate Student Club*

## 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 portal. 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 University New York students in all matters that relate to them as DC students in particular and university 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 Senator, Commuter Affairs Senator, Equity & Inclusion Senator, Public Relations Senator, and Service Engagement Senator. The Representative Branch includes the Class Senator 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 for students to share their experiences and concerns about life at Dominican University New York.

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 Student Engagement Lounge 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/westnyack](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 University New York 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 immunity (vaccine record, documentation of illness, or serologic testing) for Measles, Mumps, and Rubella; and must submit a form to the University Health Center acknowledging having had an immunization for Meningitis or indicating that they are aware of the risks of not having such an immunization. Meningitis Vaccine is required for all Athletes and Resident students. New students can locate documentation of immunization at their former high school, university, and/or health care provider. This documentation must be submitted to the University Health Center by August 1st (Fall semester), January 1st (Spring semester), or May 1st (Summer semester). Failure to do so will result in a registration hold being placed on your student account. 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 required immunizations. The University 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 University New York to assist both working and student mothers with the transition back to work and school following the birth of a child. The University 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 141 Prusmack Hall. This room is provided for the exclusive use of Dominican University New York 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 University New York 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 University
  - 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 University New York 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 University New York.

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

## FERPA ANNUAL NOTICE TO STUDENTS

By Federal law and University 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 University 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 University within forty five days of the day the University 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 University 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 University 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 University amend the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University 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 University decides not to amend the record as requested by the student, the University 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 University 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 University 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):

**University 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 University 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 University 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 University to perform institutional services and functions that it would otherwise use employees of the University to perform.

The University 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 University.** 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 University 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 University New York 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., 20222-5920.

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 University New York 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 University announcements are posted on bulletin boards and/or electronically on the University'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 University 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 University community is appreciated by the New York Blood Center.

### **BOOKSTORE**

The University 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/dominicanuniversitystore/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 University sessions.

### **CHANGE OF ADDRESS**

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

## UNIVERSITY FACT BOOK

The University Fact Book, which includes demographic and statistical information about the University, 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 University New York Policy to use the Internet and/or university 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 University New York computing resources is restricted to purposes related to the University's mission of education and public service. Access to University computing resources is a privilege granted to students in support of their studies and other University sanctioned activities. Access to University computing resources may be forfeited and additional punitive actions will be incurred for policy violations.

As a condition of use of any University 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 University computer system. Students will not install any software on University computers for any reason. Students will not modify computer setup information or any computer system settings.
4. To respect the intent of all University 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 University 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 University.
  - b. Cause any harm to the University.
  - c. Cause a hindrance to the daily operation of the University.
  - 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 University computing resources.

- f. Fail to attribute properly the authorship of computerized material or represent others' work as their own.
- g. Use a University resource to produce any form of output that could be used to intimidate, harass or insult any other member of the University Community (e.g. Pornography, hate materials or any culturally insensitive material).

## **STUDENT RULES AND OBLIGATIONS FOR USE OF UNIVERSITY 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 University New York owned computers and to Internet access within the Residence Halls.

To use the high-speed Internet access service all resident students at Dominican University New York 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 university 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 university 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 university 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 University New York Dining by Chartwells. To eat at the dining hall you must use your Dominican University New York 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](http://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](http://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 University, 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 University New York 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 University Dining by Chartwells.

The **Granito Center** is Dominican University New York'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 University are required to see the Office of the Registrar for an interview regarding their university 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 University, all persons are encouraged to contact University officials and/or tune to the Rockland County emergency radio station at 1640 AM. University 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 University’s emergency notification system. Students are strongly encouraged to enroll in the *Omnilert* system to receive important updates. Sign up at <https://dc.omnilert.net> or at the University’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 University community, who provides false emergency information (fire, physical threat, bomb scare) will be subject to permanent removal from the University 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 – 7:00pm
Saturday	9:00am – 5:00pm
Sunday	12:00pm (noon) –6:00pm

**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 University. 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 University New York 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 University parking regulations will result in a fine. Further penalties will be imposed for consistent abuse.

***The University 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 University New York 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 University 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 University 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 University is not responsible for damage to a vehicle resulting from a towing or immobilization device.

### ***Parking Ban***

Flagrant violations of the University 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 University'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 University New York 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 University New York 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 University. Organizers of and attendees at all events, such as conferences, meetings, lectures, social events, cultural events, and athletic events, including property rentals using University property, will be required to abide by the Dominican University New York Tobacco-Free Policy. This policy applies to all members of the University 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 University 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 University New York community.

Employees and students who do not comply with this policy will be subject to appropriate disciplinary actions that accompany noncompliance with other University 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 University 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 University 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 University Mass Notification System, *Omnilert*, will be notified by via SMS text message or email. Instructions on how to enroll in the *Omnilert* University 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
WGNV .....	1220 AM	WHUD .....	100.7 FM	WRCR .....	1300 AM

The main University 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.lastname  
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.



# DOMINICAN UNIVERSITY NEW YORK

## RESIDENCE LIFE AND PERSONNEL

### DIRECTOR'S WELCOME

Welcome to Residence Life at Dominican University New York!

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 University'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 University New York 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 University New York, you are agreeing to abide by these policies and procedures. As a member of the Dominican University New York 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 University New York'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 University New York.

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 university 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 university 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 the University 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 University 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, university property, candles, hookahs, and any other item that violates the Dominican University New York 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 University 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 University New York 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 University, 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 University, 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 University. The University 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 University, 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 University 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 university 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](http://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 university. Decisions will be sent via university 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 University will actively seek to consolidate vacancies within the University 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 University 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 University New York. 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 University New York 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 University New York 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 University New York'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 University New York employee.
23. Engaging in disruptive behavior.
24. Failure to follow the reasonable directions of any Dominican University New York 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 University 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 University New York 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 University conducts regular fire drills each semester. It is a violation of University 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 University, 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 University New York 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 University New York 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 University New York 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 University New York recognizes that freshmen are faced with a period of transition to university 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 University New York 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 university life. "Rooming" with other people can be very rewarding and often university 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 University 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 University New York 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 University 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 University 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 University will routinely inspect university property including, but not limited to, refrigerators and cabinets.

## EVICITION

Dominican University New York 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 University, 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 University New York 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 University New York 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<br>Hertel Hall<br>1 Campus Drive<br>Blauvelt, NY 10913      |
| Rosary Hall: | Your Name<br>Rosary Hall<br>480 Western Highway<br>Blauvelt, NY 10913 |
| Guzman Hall: | Your Name<br>Guzmán Hall<br>4 Campus Drive<br>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 University New York. Special care should be made to avoid the area of the Dominican Sister's homes: The Villa and El Shaddai, 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 University parking lot.

## **PROPER USE OF RESIDENT FACILITIES**

Students are prohibited from using Dominican University New York 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 University 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 University New York 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 University New York prohibits students from providing these services on University 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 University New York 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 university. Students will be subject to immediate removal if they are involved with any theft and/or damage to property of another person or the University. 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 University's insurance program is limited to coverage of University owned property. Every resident is encouraged to obtain personal injury and personal property insurance. Subject to the provisions of applicable law, the University 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 University campus.

Residents shall indemnify and hold the University 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. Further, the University will not act as arbiter or mediator in the event of disputes related to theft or damage to personal property.

## **VENDING MACHINES**

Vending machines that contain snacks and beverages are available in the Residence Centers. Dominican University New York 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 UNIVERSITY NEW YORK

## STUDENT CODE OF CONDUCT AND DISCIPLINARY SYSTEM

### STUDENT CODE OF CONDUCT

#### *Core Values of Student Conduct at Dominican University New York*

- **Integrity:** *Dominican University New York students exemplify honesty, honor and a respect for the truth in all of their dealings.*
- **Community:** *Dominican University New York students built and enhance their community*
- **Social Justice:** *Dominican University New York 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 University New York students show positive regard for each other, for property and for the community.*
- **Responsibility:** *Dominican University New York 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 University's function as an educational institution or to the mission and reputation of the University.

While enrolled at Dominican University New York, all students are subject to the University Code of Conduct. Students are responsible for knowing the information, policies and procedures outlined in this document. The University 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 University Catalog, the Dominican University New York Policy Manual, and other written University documents which express University policy. Students should be aware that their conduct off campus property may also be subject to University disciplinary action if it negatively affects the mission or reputation of the University.

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 University make take appropriate action and/or offer counseling and support.

### ARTICLE I: INTRODUCTION

Dominican University New York, 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 University must require certain standards of conduct, The "Code of Conduct". The student conduct process at Dominican University New York 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. University regulations and civil and criminal law, though not in conflict, are often promulgated for different purposes and in different contexts. Therefore, the University 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 University New York 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 University is subject to the University Discipline System and the Code of Conduct. The University may, at its discretion, and after appropriate deliberation, however, impose disciplinary sanctions in relation to off University premises conduct, if another member of the University community is the victim of misconduct, or the misconduct takes place at a sponsored activity or event, or involves a University recognized organization. The University 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 University premises indicates that they may pose a substantial danger to others in the Dominican University New York community, or otherwise have an adverse effect upon the mission or purpose of the University or upon individual members of the University community.

All members of the University 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 University 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 University New York community, they are expected to adhere to all published rules, regulations, and policies of the University, 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 University New York Policy Manual. Students also are obligated to adhere to the laws of the city, county, state, and nation.

The University 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 University in relation to student misconduct are issued solely as a result of the relationship the University 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. University 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 University 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 University New York 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 University. 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 University'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 University New York'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 university 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 University has formulated the following policy.

**2.1 Alcohol:** We recognize that throughout one's university 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 University New York expects all students to acknowledge, understand, and abide by the rules and regulations of the University, 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 or consume alcoholic beverages on the Dominican University New York campus, unless at a function approved by the President of the University. [*Dominican University New York 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 Students in the presence of alcohol or alcohol paraphernalia on campus, whether consuming alcohol or not, may be in violation of this policy.
- 2.1.5 Students who invite guests, whether student or non-student, who bring 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 University property.

**2.2 Illegal Drugs & Controlled Substances:** Dominican University New York 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 University'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 university 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 University New York 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 University, 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 universities 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 universities and universities to inform parents and guardians of alcohol and drug violations by their son or daughter on campuses. Dominican University New York 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 University 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 University 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 University New York 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 University owned or controlled property, or at a University 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 University. 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 University New York philosophy, purpose of the residence hall, and is not permitted. Please see the guest policy for more information.



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

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

- 7.1 Destroying, damaging, misusing, or defacing any University building, facility, or property, or any private property on-campus or being used for a University-sponsored event;
- 7.2 Destroying, damaging, misusing, reproducing, or defacing any laboratory equipment, athletic equipment, or any material issued or owned by the University;
- 7.3 Impairing or otherwise hindering another's use of a University material, service, or property;
- 7.4 Littering on or in any University 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 University 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 University's computing equipment, services and resources, including its PCs, network, and computer labs, must adhere to the University'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 University or any of its students, faculty members, University officials, or guests. Disruption of operations of the University 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 University 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 University building, facility, property, service, resource, or activity;
- 10.6 Interfering with a faculty member, University 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 University building, facility, property, service, resource, or activity;
- 10.9 Climbing or scaling the exterior of any University 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 University 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 University 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 University New York facility or building; or
- 11.5** Disobeying a command by any University 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 University 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 University New York 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 University New York agreement, policy, or procedure, emergency or fire safety guideline;
- 12.4** Failing to meet the terms of any imposed conduct sanction, failure to complete a specified condition or assignment of a sanction;
- 12.5** Failing to comply with any applicable federal, state, or local laws or regulations;
- 12.6** Failing to advise the University 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 university 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 University or others with intent to deceive is contrary to such responsibility and to the well-being of the University community.

- 13.1 False Information:** A student shall not furnish false information to the University or participate in other similar forms of dishonesty in University regulated affairs, including knowingly making false oral or written statements to any University 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 University 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 University property (including but not limited to documents, records, keys), DCI 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 University New York policies and regulations, including the standards in this Code of Conduct. Students and their guests in the University'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 University policy while in student housing or other areas of the University 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 University New York 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. Dominican University New York students are prohibited from discriminating or harassing other members of the University community, which includes students, faculty, and staff of Dominican University New York.

Dominican University New York strives to *promote and maintain* a university 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 University New York 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 University New York 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 University New York Policy Manual.*

## **SECTION 16: HATE CRIMES/BIAS INCIDENTS**

Dominican University New York takes hate crimes and bias-related incidents very seriously. All members of the Dominican University New York 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 University New York 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 University New York 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 University New York 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 University New York 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 University New York 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 University; or b) creates an environment within the University 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 University may refer violations to the appropriate authorities for prosecution. In addition to any penalty prescribed by the New York Penal Law (see below), the University’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 University New York students and sanctioned student organizations may not represent themselves as having the authority to enter into contracts or agreements that affect Dominican University New York in any way. Only the President of Dominican University New York and the Vice President for Financial Affairs and Chief Fiscal Officer, or their specific designees, are empowered to sign contracts that bind the University.

## **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 University 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 University informed of the progress of the criminal charge(s), and the student's obligation to advise the University of the final disposition of the criminal charge(s) will be discussed with the student. The University 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 University Discipline System.

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

Dominican University New York 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 University 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 University is subject to University 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 University New York 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 University New York policies, rules and regulations.

## SECTION 23: SEXUAL MISCONDUCT

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

The University 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 University 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 University New York community. Dominican University New York 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 University discipline. In all cases, Dominican University New York will abide by and cooperate with local, state, and federal sanctions. Dominican University New York 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 University New York 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 University New York 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 University 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 University'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 University New York 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 University.

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 University property, will be required to abide by the Dominican University New York Tobacco-Free Policy.

This policy applies to all members of the University 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 University property.

Effective implementation of the Tobacco Free Policy depends upon the courtesy, respect and cooperation of all members of the Dominican University New York 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 University 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 University New York students and will subject a student to possible disciplinary action.

Classroom instructors, fieldwork and clinical supervisors, and University staff in charge of University 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 University 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 University, its guests, and all members of the University 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 University, another student, a guest, a person attending a University sponsored event, or any other person;
- 29.2** The unauthorized taking or use of any University 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 University New York property or at a University sanctioned activity is strictly prohibited. Dominican University New York 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 UNIVERSITY POLICY

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

The University 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 University.

- 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 University 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 University 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 University 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 University Materials, Services, or Property
- Misappropriation
- Residence Hall Regulation Violations
- Smoking (outdoors)
- 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 UNIVERSITY DISCIPLINE SYSTEM**

### **SECTION 1: INTRODUCTION**

The conduct system of Dominican University New York is administered by the VPSDDS or that officer's designated representative. The system consists of the VPSDDS, the Assistant Dean for Student Development, the University 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 University 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 University 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 University New York Academic Integrity Policy. In cases when students' misconduct is inextricably mixed with academic issues, the process outlined in the University'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 University 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 University 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.

A student's disciplinary record contains documentation of all cases in which the student is named as a victim, alleged party, student of concern, or witness. This record is available in the Office of Student Development. Please allow at least 72 hours, as records must be redacted to protect the privacy of all students and community members. Requests from external institutions or agencies must be accompanied by a signed release or explicit permission from the student of interest.

Students who believe that the Code of Conduct has been violated should submit an incident report on the University website, detailing the allegations and relevant information, here: <https://www.dc.edu/health-safety-wellness/security/report-incident-concern/>. The University 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 University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University'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 UNIVERSITY**

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 University are provided a copy of the *Student Code of Conduct* annually in the form of a link on the University 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 University 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 University.

The University 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 University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

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

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 University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

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

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

## SECTION 4: NOTIFICATIONS

Dominican University New York 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 University 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 University 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 University 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 university credit.
- 4.3 Athletic program notification: The University may notify an athletic program of a conduct situation when the conduct in question violates the student-athlete code of conduct, or concerns the welfare of a student-athlete.

## 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 University 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 University. When a student has been separated from the University, 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 University 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 University Disciplinary Committee at the discretion of the University 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 University New York 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 University 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 University.
- 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 University 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 University 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 University 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 University. 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 University facilities for a specified period of time, and other privileges as appropriate. The privilege of the use of the University 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 discipline 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 University 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 University facilities. The privilege of the use of University 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 University property or the property of members of or visitors to the University 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 University Residence Halls. It may be imposed upon a student when a University 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 University. 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 University. 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 University 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 University. 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 University. 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 University New York Student Code of Conduct incorporates language adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

# 2022

# 2023

# 2024



# AUGUST

"It is best to learn as we go, not go as we have learned." – Leslie Jeanne Sahler

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## PRIORITY THIS WEEK:



THIS WEEK

22

MONDAY

flag v. – becoming weak; droop. The team's spirit was flagging toward the end of the game.

23

TUESDAY

24

WEDNESDAY

25	THURSDAY	
26	FRIDAY	Freshmen Move-In
27	SATURDAY	
28	SUNDAY	Upperclassmen Move-In

-cap-, -cip- (head) – decapitate, captain, capital

# AUGUST

"Luck is a matter of preparation meeting opportunity." – Oprah Winfrey

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## PRIORITY THIS WEEK:



THIS WEEK

29

MONDAY

SGA: Freshman Election Materials Available (Online)  
Welcome Week  
10:00 AM - 1:00 PM - Student Engagement Open House (Casey Hall, Room 1)

*belfry n. – bell tower. Several times a year, the church belfry needed to be cleaned of cobwebs.*

30

TUESDAY

Welcome Week  
10:00 AM - 1:00 PM - Student Engagement Open House (Casey Hall, Room 1)

31

WEDNESDAY

Welcome Week

1		Welcome Week 5:00 PM - 8:00 PM - Fall Club Fair & BBQ (Campus Quad)
THURSDAY		
2		Leadership Conference Welcome Week
FRIDAY		
	-agog ( <i>leader</i> ) – <i>demagogue, pedagogue, synagogue</i>	
3		
SATURDAY		
4		
SUNDAY		

# SEPTEMBER

"The thing always happens that you really believe in; and the belief in a thing makes it happen." – Frank Lloyd Wright

AUGUST 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

5

MONDAY

Labor Day

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

6

TUESDAY

CAB: Water Event

7

WEDNESDAY



8		8:00 PM - CAB: Outdoor Movie
THURSDAY		
9		SGA: Freshman Election Materials Due (Online) 1:00 PM - 1:30 PM - 9/11 Prayer Service (Memorial Tree Outside Granito)
FRIDAY		
		-demos- (people) – democracy, demagogue, epidemic
10		
SATURDAY		
11		Patriot Day
SUNDAY		

# SEPTEMBER

"Whether you believe you can do a thing or not, you are right." – Henry Ford

AUGUST 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

12

MONDAY

13

TUESDAY

14

WEDNESDAY

9/11 Service Activity  
CAB: National Video Game Day

kismet n. – destiny; fate. Jane believes the way they met was kismet.

15		10:00 AM - 10:00 PM - SGA: Freshman Elections Voting Day (Online)
THURSDAY		
16		
FRIDAY		
	-cy (state of being) – democracy, obstinacy, accuracy	
17		Family Day & Fire in the Sky
SATURDAY		
18		
SUNDAY		

# SEPTEMBER

"If you don't like something, change it. If you can't change it, change your attitude. Don't complain." – Maya Angelou

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## PRIORITY THIS WEEK:



THIS WEEK

19

MONDAY

Founder's Week

**bifurcate v.** – divide into two. Once another employee is hired, the company will bifurcate the bookkeeper's duties.

20

TUESDAY

Founder's Week

21

WEDNESDAY

Founder's Week

22		First day of autumn Founder's Week
THURSDAY		
23		Founder's Week Preaching in Action Liturgy & Service: Packaging 10,000 Meals
FRIDAY		
		-rid-, -ris- (to laugh) – derision, risibility, ridiculous
24		
SATURDAY		
25		Rosh Hashanah begins at sundown
SUNDAY		

# SEPTEMBER

"Think it more satisfactory to live richly  
than die rich." – Sir Thomas Browne

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## PRIORITY THIS WEEK:



THIS WEEK

26

MONDAY

**explicate v.** – explain in detail. The students explicated each step of their science project.

27

TUESDAY

8:00 PM - CAB: Bingo (Granito Center Extension)

28

WEDNESDAY

<div>29</div> <div>THURSDAY</div>		8:00 PM - Hispanic Heritage Party
<div>30</div> <div>FRIDAY</div>		
<div>1</div> <div>SATURDAY</div>		
<div>2</div> <div>SUNDAY</div>		

-via- (way) – deviation, viaduct, trivial



# OCTOBER

"There are two ways of spreading light – to be the candle or the mirror that reflects it." – Edith Wharton

## SEPTEMBER 2022

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### PRIORITY THIS WEEK:



THIS WEEK

3

MONDAY

Mental Health Awareness Week

**largess n.** – generosity. My grandpa showed great largess when he gave me his restored hot rod.

4

TUESDAY

Yom Kippur begins at sundown  
Mental Health Awareness Week

5

WEDNESDAY

Mental Health Awareness Week

6		Mental Health Awareness Week 8:00 PM - CAB: Hispanic Movie Night
THURSDAY		
7		Mawlid al-Nabi begins at sundown Mental Health Awareness Week
FRIDAY		
		dia- (across) – diagonal, diameter, diagram
8		
SATURDAY		
9		
SUNDAY		

# OCTOBER

"Be yourself. Who else is better qualified?" – Frank J. Giblyn II

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## PRIORITY THIS WEEK:



THIS WEEK

10

MONDAY

11

TUESDAY

12

WEDNESDAY

Columbus Day  
Spirit Week

*ameliorate v. – improve. Foreign aid is badly needed to ameliorate the effects of the drought.*

Spirit Week

Spirit Week

13	THURSDAY	<div>Spirit Week</div> <div>8:00 PM - SAAC's Charger Madness</div>
14	FRIDAY	<div>Spirit Week</div> <div>-diurn- (day) – diary, diurnal, journey</div>
15	SATURDAY	
16	SUNDAY	

# OCTOBER

"I am not afraid of storms, for I am learning  
how to sail my ship." – Louisa May Alcott

SEPTEMBER 2022

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NOVEMBER 2022

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**PRIORITY THIS WEEK:**



THIS WEEK

17

MONDAY

*acumen n. – keenness of intellect. She has considerable financial acumen.*

18

TUESDAY

CELD: Service Activity  
8:00 PM - Domestic Violence  
Awareness Month Speaker

19

WEDNESDAY

Commuter Appreciation Day

20	THURSDAY		
21	FRIDAY	dis-, dif- (not) – discord, differ, distrust	
22	SATURDAY		
23	SUNDAY		

# OCTOBER

"We make a living by what we get, but we make a life by what we give." – Winston Churchill

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## PRIORITY THIS WEEK:



THIS WEEK

24

MONDAY

apathy n. – lack of interest. Student apathy forced the club to dissolve.

25

TUESDAY

NSTC: Major Information Day  
8:00 PM - CAB: Halloween High-Stakes Bingo

26

WEDNESDAY



27	THURSDAY		NSTC: Major Information Day
28	FRIDAY	<p>-doc-, -doct- (to teach) – docile, document, doctor</p>	
29	SATURDAY		
30	SUNDAY		

# NOVEMBER

"Learn to listen. Opportunity could be knocking at your door very softly." – Frank Tyger

OCTOBER 2022

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DECEMBER 2022

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**PRIORITY THIS WEEK:**



THIS WEEK

31

MONDAY

1

TUESDAY

2

WEDNESDAY

Halloween

CAB: Spin to Win, Trick or Treat

**demagogue n.** – leader who appeals to popular prejudices to gain power.  
The demagogue blamed immigrants for the lack of jobs.

3	THURSDAY		
4	FRIDAY	<i>-domin- (to rule) – dominate, domain, dominant</i>	CELD: Weekend of Service
5	SATURDAY		CELD: Weekend of Service
6	SUNDAY		Standard time begins CELD: Weekend of Service

# NOVEMBER

"Do not follow where the path may lead. Go instead where there is no path and leave a trail." – Ralph Waldo Emerson

OCTOBER 2022

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DECEMBER 2022

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30	31					

**PRIORITY THIS WEEK:**



THIS WEEK

7

MONDAY

*gourmand n. – lover of fine food. Jeff became a real gourmand after years of peanut butter sandwiches .*

8

TUESDAY

Election Day

9

WEDNESDAY

10	THURSDAY		
11	FRIDAY	<p><i>Veterans Day</i></p>	
12	SATURDAY		
13	SUNDAY		

-dynam- (power, strength) – dynamic, dynamite, dynamo

# NOVEMBER

"Talk about a dream; try to make it real." – Bruce Springsteen

## OCTOBER 2022

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## NOVEMBER 2022

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## DECEMBER 2022

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### PRIORITY THIS WEEK:



THIS WEEK

14

MONDAY

**assuage v.** – make less severe. The government has tried to assuage the public's fears.

15

TUESDAY

16

WEDNESDAY

17	THURSDAY		
18	FRIDAY	-ess (female) – goddess, lioness, actress, priestess	
19	SATURDAY		
20	SUNDAY		

# NOVEMBER

"The lips know only shallow tunes. The heart is where great symphonies are born." – Calvin Miller

## OCTOBER 2022

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## NOVEMBER 2022

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## DECEMBER 2022

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### PRIORITY THIS WEEK:



THIS WEEK

21

MONDAY

*foible n. – minor weakness. While the employee's résumé is outstanding, his late arrival is a foible.*

22

TUESDAY

Residence Halls Close  
(Thanksgiving Break)

23

WEDNESDAY



24		Thanksgiving
THURSDAY		
25		
FRIDAY		
	ego- ( <i>I, self</i> ) – egoist, egotist, egocentric	
26		
SATURDAY		
27		Residence Halls Open (Thanksgiving Break)
SUNDAY		

# NOVEMBER

"The most wasted of all days is one without laughter." – E.E. Cummings

OCTOBER 2022						
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NOVEMBER 2022						
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DECEMBER 2022						
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## PRIORITY THIS WEEK:



THIS WEEK

28

MONDAY

**retrogress v.** – move backward. The project's failure forced the team to retrogress.

29

TUESDAY

30

WEDNESDAY

1		Winter Wonderland
THURSDAY		
2		
FRIDAY		
-counter- (against) – counteract, counterspy, encounter		
3		
SATURDAY		
4		
SUNDAY		

# DECEMBER

"The way to get ahead is to start now." – William Feather

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

5

MONDAY

**clamor n.** – noise. *It was difficult to hear over the clamor in the train station.*

6

TUESDAY

7

WEDNESDAY

8		
THURSDAY		
9		
FRIDAY		
10		
SATURDAY		
11		
SUNDAY		

-leg-, -lect- (to read, to choose) – legible, eligible, election, select

# DECEMBER

"If you hear a voice within you saying 'You are not a painter,' then by all means paint, and that voice will be silenced." – Vincent van Gogh

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

12

MONDAY

*coterie n. – often exclusive group of persons with a similar purpose. The coterie of authors liked to discuss their favorite books.*

13

TUESDAY

14

WEDNESDAY

15		
THURSDAY		
16		Residence Halls Close (Winter Break)
FRIDAY	-luc• (light) – elucidate, lucid, translucent	
17		
SATURDAY		
18		Hanukkah begins at sundown
SUNDAY		

# DECEMBER

"Genius is 1% inspiration and 99% perspiration." – Thomas Edison

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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**PRIORITY THIS WEEK:**



THIS WEEK

19

MONDAY

**augury n.** – omen; prediction. *Dan hoped his early victory was an augury of a winning season.*

20

TUESDAY

21

WEDNESDAY

*First day of winter*



22	THURSDAY	
23	FRIDAY	
24	SATURDAY	
25	SUNDAY	Christmas

-erg- (work) – energy, ergonomic, ergometer, metallurgy

# DECEMBER

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

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

26

MONDAY

Kwanzaa begins

penury n. – poverty. The decrepit buildings gave the area a mark of penury.

27

TUESDAY

28

WEDNESDAY

29	THURSDAY	
30	FRIDAY	
31	SATURDAY	
1	SUNDAY	New Year's Day

*-fid-, -fide-, -feder- (faith, trust) – confidante, fidelity, confident, infidel, federal, confederacy*

# JANUARY

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

DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

2

MONDAY

temerity n. – reckless boldness. She had the temerity to call me a liar.

3

TUESDAY

4

WEDNESDAY

5		
THURSDAY		
6		
FRIDAY		
	-phon- (sound) – symphony, telephone, phonetic, phonograph, euphony, cacophony, telephone	
7		
SATURDAY		
8		
SUNDAY		

# JANUARY

"My life is my message." – Mahatma Gandhi

DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

9

MONDAY

10

TUESDAY

11

WEDNESDAY

**umbrage n.** – *resentment at a perceived slight or insult. He took umbrage at not landing the lead role.*

12	THURSDAY		
13	FRIDAY		
14	SATURDAY		
15	SUNDAY		

-ine (nature of) – masculine, genuine, medicine, opaline, Benedictine

# JANUARY

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

DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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## PRIORITY THIS WEEK:



Martin Luther King Jr. Day

zephyr n. – soft breeze. The zephyr helped cool the farm laborers.

Residence Halls Open (Winter Break)  
Transfer Orientation

10:00 AM - 1:00 PM - Student Engagement Open House (Casey Hall, Room 1)

THIS WEEK

16

MONDAY

17

TUESDAY

18

WEDNESDAY



19	THURSDAY	
20	FRIDAY	Leadership Conference
21	SATURDAY	
22	SUNDAY	Lunar New Year

-plac-, -pac- (please) – placid, placebo, placate, complacent, pacify

# JANUARY

"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

DECEMBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

23

MONDAY

**knell n.** – solemn sound of a bell. The funeral knell made the stormy day even grimmer.

24

TUESDAY

2:15 PM - 3:30 PM - Spring Club Fair

25

WEDNESDAY

26	THURSDAY		
27	FRIDAY	ante- (before) – antecedent, antediluvian, antenuptial	
28	SATURDAY		
29	SUNDAY		

# FEBRUARY

"In great attempts, it is glorious even to fail." – Vincent T. Lombardi

JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

30

MONDAY

31

TUESDAY

1

WEDNESDAY

Commuter Appreciation Day

*mollify v. – soothe; soften in feeling. He tried to mollify the wailing infant with a walk around the block.*

2		Groundhog Day
THURSDAY		
3		
FRIDAY		
-anthrop- (man) – anthropology, misanthrope, philanthropy		
4		
SATURDAY		
5		
SUNDAY		

# FEBRUARY

"Everyone can be great because everyone can serve." – Martin Luther King Jr.

JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

6

MONDAY

**maladroit adj.** – awkward; tactless; inept. His *maladroit* response to criticism upset would-be voters.

7

TUESDAY

8

WEDNESDAY

9	THURSDAY		100 Days to Graduation
10	FRIDAY	aqua- (water) – aqueduct, aquatic, aquarium	
11	SATURDAY		
12	SUNDAY		Lincoln's Birthday

# FEBRUARY

"I change myself, I change the world." – Gloria Anzaldúa

JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

13

MONDAY

*mutable adj. – changeable. A folding screen creates a mutable partition in a large room.*

14

TUESDAY

*Valentine's Day*  
2:15 PM - CAB: Stuff-a-Plush

15

WEDNESDAY



16	THURSDAY	
17	FRIDAY	<p>-astr- (<i>star</i>) – astronomy, astrology, astronaut, astrophysics, astrolabe</p>
18	SATURDAY	
19	SUNDAY	

# FEBRUARY

"A strong, positive self-image is the best possible preparation for success." – Joyce Brothers

JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

20

MONDAY

21

TUESDAY

22

WEDNESDAY

Presidents' Day

**adroit** adj. – clever; skillful. The dancer was adroit enough to succeed in both tap and ballet.

Ash Wednesday  
Washington's Birthday

23		
THURSDAY		
24		Residence Halls Close (Spring Break)
FRIDAY		4:00 PM - 5:00 PM - ASB
		Commissioning Ceremony
		(Rosary Chapel)
	-aud-, -audit- (hear) – audible, auditorium, audience	
25		
SATURDAY		
26		
SUNDAY		

# MARCH

"No one is useless in this world who lightens the burdens of another." – Charles Dickens

FEBRUARY 2023						
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MARCH 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

27

MONDAY

28

TUESDAY

1

WEDNESDAY

Alternative Spring Break

Alternative Spring Break

Alternative Spring Break

**bovine** adj. – cow-like; dull. *The travelers wore bovine expressions while waiting in the airport.*

<div>2</div> <div>THURSDAY</div>		Alternative Spring Break
<div>3</div> <div>FRIDAY</div>		Alternative Spring Break
<div>4</div> <div>SATURDAY</div>		
<div>5</div> <div>SUNDAY</div>		Residence Halls Open (Spring Break)

auto- (self) – autocracy, automobile, autobiography

# MARCH

"Never give up, for that is just the place and time that the tide will turn." – Harriet Beecher Stowe

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MARCH 2023						
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APRIL 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

6

MONDAY

**ribald** adj. – *crude; profane. His ribald stories offended the wedding guests.*

7

TUESDAY

NSTC: Major Declaration Day

8

WEDNESDAY

Commuter Appreciation Day

9		NSTC: Major Declaration Day
THURSDAY		
10		
FRIDAY		
	-belli- (war) – bellicose, belligerent, rebellious	
11		
SATURDAY		
12		Daylight saving time begins
SUNDAY		

# MARCH

"Leadership is action, not position."  
— Donald H. McGannon

FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

13

MONDAY

*anomalous adj. – deviating from the normal. Her anomalous teaching methods inspired students who had tired of lectures.*

14

TUESDAY

15

WEDNESDAY

Alpha Lambda Delta Honor Society  
Induction



16	THURSDAY		
17	FRIDAY	<p>bene-, bon- (well, good) – benefactor, benevolence, bonus</p>	St. Patrick's Day
18	SATURDAY		
19	SUNDAY		

# MARCH

"A wise man will make more opportunities than he finds." – Francis Bacon

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## PRIORITY THIS WEEK:



THIS WEEK

20

MONDAY

21

TUESDAY

22

WEDNESDAY

First day of spring

**irascible** adj. – easily angered. Her frequent outbursts show she's becoming more irascible with time.

Ramadan begins at sundown

23	THURSDAY	
24	FRIDAY	Spring Musical
25	SATURDAY	Spring Musical
26	SUNDAY	

biblio- (book) – bibliography, bibliophile, Bible

# MARCH

"Even if you are on the right track, you'll get run over if you just sit there." – Will Rogers

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## PRIORITY THIS WEEK:



THIS WEEK

27

MONDAY

**effusive** adj. – *excessively enthusiastic; gushy. Their effusive welcome was flattering but uncomfortable.*

28

TUESDAY

29

WEDNESDAY

30	THURSDAY	
31	FRIDAY	
1	SATURDAY	April Fools' Day
2	SUNDAY	Palm Sunday

bi- (two) – bicameral, biennial, bicycle

# APRIL

"If you can imagine it, you can create it. If you can create it, you can become it." – William Arthur Ward

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## PRIORITY THIS WEEK:



THIS WEEK

3

MONDAY

**ebullient adj.** – exhilarated; enthusiastic. The contestant was in an ebullient mood after winning the grand prize.

4

TUESDAY

5

WEDNESDAY

Passover begins at sundown  
Residence Halls Close (Easter Break)

6		
THURSDAY		
7		Good Friday
FRIDAY		
8		
SATURDAY		
9		Easter
SUNDAY		

# APRIL

"We can do anything we want as long as we stick to it long enough." – Helen Keller

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## PRIORITY THIS WEEK:



THIS WEEK

10

MONDAY

Residence Halls Open (Easter Break)

*spurious* **adj.** – false; not genuine. They made spurious claims of personal injury.

11

TUESDAY

Commuter Appreciation Day

12

WEDNESDAY



<div>13</div> <div>THURSDAY</div>		
<div>14</div> <div>FRIDAY</div>		
	-brev- (short) – brevity, abbreviate, breviary	
<div>15</div> <div>SATURDAY</div>		
<div>16</div> <div>SUNDAY</div>		<div>Laylat al-Qadr begins at sundown</div>

# APRIL

"I have nothing to offer but blood, toil, tears, and sweat." – Winston Churchill

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## PRIORITY THIS WEEK:



Earth Week

**fortuitous adj.** – happening by chance. The collapse of its competitors brought fortuitous gains to the company.

Earth Week

Earth Week

THIS WEEK

17

MONDAY

18

TUESDAY

19

WEDNESDAY

20	THURSDAY	Earth Week
21	FRIDAY	Eid al-Fitr begins at sundown Earth Week
22	SATURDAY	Earth Day Earth Week SGA: Community Clean-Up
23	SUNDAY	

# APRIL

"Life is a promise; fulfill it." – Mother Teresa

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## PRIORITY THIS WEEK:



THIS WEEK

24

MONDAY

*beatific adj. – having a blissful appearance. The woman's beatific smile made her look years younger.*

25

TUESDAY

26

WEDNESDAY

Leadership Awards

27		2:30 PM - 5:30 PM - Spring Fest (Campus Quad)
THURSDAY		
28		Last Day of Club Programming Leadership Summit
FRIDAY		
	cata- (down, break) – catastrophe, cataract, catapult	
29		
SATURDAY		
30		
SUNDAY		

# MAY

"The reward of a thing well done is to have done it." – Ralph Waldo Emerson

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## PRIORITY THIS WEEK:



THIS WEEK

1

MONDAY

*halcyon adj. – idyllic; calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.*

2

TUESDAY

3

WEDNESDAY

4		
THURSDAY		
5		Cinco de Mayo
FRIDAY		
6		
SATURDAY		
7		
SUNDAY		

# MAY

"It may be those who do most dream most." – Stephen Leacock

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## PRIORITY THIS WEEK:



THIS WEEK

8

MONDAY

**facetious adj.** – *inappropriately flippant. He showed his disapproval with facetious remarks.*

9

TUESDAY

10

WEDNESDAY



11	THURSDAY	
12	FRIDAY	<i>-chronos- (time) – chronology, anachronism, chronicle</i>
13	SATURDAY	Residence Halls Close
14	SUNDAY	Mother's Day

# MAY

"Other people may not have had high expectations for me ... but I had high expectations for myself." – Shannon Miller

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JUNE 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

15

MONDAY

**feckless adj.** – ineffective; worthless. His girlfriend's father felt he was feckless, even though he tried to find a job.

16

TUESDAY

17

WEDNESDAY

18	THURSDAY		
19	FRIDAY	circum- (around) – circumnavigate, circumspect, circumscribe	
20	SATURDAY		
21	SUNDAY		Commencement

# MAY

"I would rather fail in a cause that will ultimately triumph than to triumph in a cause that will ultimately fail." – Woodrow Wilson

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JUNE 2023						
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## PRIORITY THIS WEEK:



THIS WEEK

22

MONDAY

*choleric adj. – irritable; short-tempered. The children's exuberant play rankled their choleric neighbor.*

23

TUESDAY

24

WEDNESDAY

25	THURSDAY		
26	FRIDAY	civi- (citizen) – civilization, civilian, civil	
27	SATURDAY		
28	SUNDAY		

BASIC RÉSUMÉ WRITING

The Functional Résumé Format	
<p><i>The functional format is useful for graduating students who do not have extensive job experience. This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships, and in life.</i></p> <p><i>These are the 5 basic parts →</i></p>	<ul style="list-style-type: none"><li>{1} <b>Header:</b> your name, address, phone number, email address.</li><li>{2} <b>Job objective:</b> a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).</li><li>{3} <b>Qualifications:</b> a brief list or statement highlighting your background, your strengths, and what you want your employer to know about you. This can be optional.</li><li>{4} <b>Skills/Achievements:</b> a description of your abilities, accomplishments, and areas of competence. These can also be grouped under headings, such as <i>Office Skills</i>, <i>Technical Experience</i>, or <i>Planning/Organization</i>.</li><li>{5} <b>Education:</b> a list of all formal education, workshops, seminars, internships, school-related activities, and on-the-job training (if any). The most recent should come first.</li></ul>

Remember:

- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper; A neutral color, such as white or ivory, is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion, or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

Use Action Words to Describe Skills			
accomplished	charted	evaluated	issued
activated	classified	executed	launched
administered	coordinated	formulated	lectured
advanced	communicated	gathered	managed
advised	completed	generated	organized
analyzed	computed	guided	outlined
applied	critiqued	implemented	refined
arranged	delegated	improved	reorganized
assembled	designed	initiated	streamlined
attained	determined	instituted	trained
automated	developed	instructed	updated
budgeted	devised	introduced	utilized
calculated	established	invented	wrote

# SUCCESS SKILLS *basic résumé writing*

## SAMPLE RÉSUMÉ

### Joe Anybody

**Campus Address**

44 Residence Hall Drive  
Campus Town, OH 45628  
(123) 987-6543  
j.anybody@e-mail.com

**Permanent Address**

1234 Oak Street  
Anytown, MD 21113  
(555) 123-4567  
<http://www.mywebsite.html>

**OBJECTIVE**

A web design position that allows me to utilize my computer graphic and illustration skills and apply my knowledge of the online sales industry.

**EDUCATION**

*State University, Campus Town, OH*  
School of Technology  
B.S. in Computer Graphic Design  
Visual Communications Design minor

May 2016  
Major GPA: 3.25/4.0  
GPA: 3.6/4.0

**EXPERIENCE**

*Design Assistant, internship*

May-August 2015

Wicked Web Design, Cincinnati, OH

- Created templates for multi-use applications
- Designed and updated client websites
- Reorganized digital file storing system

*Webmaster*

August 2015-present

Kappa Sigma Fraternity, Campus Town, OH

- Designed and maintained website
- Established internal e-mail server
- Collaborated on intercampus fraternity website

**TECHNICAL SKILLS**

CSS, HTML, Java Script, PhotoShop, Illustrator, Microsoft Office

**MEMBERSHIPS**

- Kappa Sigma Fraternity
- Student Volunteer Outreach Summit
- Campus Town Big Brothers/Big Sisters

**REFERENCES**

Available upon request



## **ANNUAL FIRE SAFETY AND SECURITY REPORT**

The safety and well-being of all members of our community are of great concern to Dominican University. 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 University community to access and use the Annual Security Report as a guide for safe practices on and off campus.

The Dominican University 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 University email to all enrolled students, faculty and staff and is posted on the Dominican University website. Hard copies may be obtained at the Dominican University 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 University 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 University community have access to the Incident Reporting Form on the Dominican University 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 VPSDDS or Assistant Dean for Student Development. In the event of an emergency, please call 911 and/or the Dominican University Public Safety and Security Department at 845-848-4061.



## 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 UNIVERSITY 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 Dominican community should follow the directions given via the Omnilert system and updates to the Dominican website.

SECURITY: 845-848-4061 | FACILITIES: 845-848-4058 | 24 HR. SECURITY: 914-403-7531 | EMERGENCIES: 911