

**DOMINICAN UNIVERSITY
NEW YORK**



**2024-2025
STUDENT HANDBOOK**



**Dominican University New York
Student Handbook
2024-2025**

This handbook is current as of August 2024, 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.duny.edu/campus-life/student-resources/student-handbook/ for updated versions of all policies and procedures.

WELCOME TO DOMINICAN UNIVERSITY NEW YORK

Dear Dominican University New York Student,

It is with great pleasure that we take this opportunity to welcome you to Dominican University New York for the 2024-2025 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 the office responsible 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,

John Burke, Dean of Students/Vice President of Student Development
Jonathan Delgado, Assistant Dean of Student Development



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A WARM WELCOME FROM YOUR STUDENT GOVERNMENT ASSOCIATION

On behalf of the Dominican University New York Student Government Association, we would like to welcome you to the 2024-2025 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 in the Granito Center, e-mail us at sga@duny.edu, or contact any one of the DUNY 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 DUNY 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

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.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

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.

CLASSROOM EXPECTATIONS

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 EXPECTATIONS

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, the Student Handbook, and the publications and procedures for their major programs;
- 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, all which are located in this document. These policies can also be found at <https://www.duny.edu/campus-life/student-resources/student-handbook/> ;
- Consult the Student Code of Conduct (pages 67-94) about other aspects of student conduct in and out of the classroom.

ACADEMIC INFORMATION

REGISTRAR'S OFFICE, CONTACT INFORMATION, DEGREE, CHANGE OF PROGRAM

The Registrar's Office is responsible for the generation and maintenance of academic records including transcripts, grade reports, enrollment certifications, and class rosters. Office functions include registration, graduation certification, grade collection, and the evaluation and posting of transfer credit. Additionally, the office is responsible for compliance with numerous federal, state, and regional regulations and practices. The Registrar's Office coordinates with academic departments in scheduling classes and final exams, developing calendars, and establishing deadlines. The Registrar's Office strives to provide quality registration and related services to all of our current and former students as well as faculty and administration. We offer a friendly and personalized environment.

Change of Name/Address

Students are responsible for keeping the College informed of their current name, address and phone numbers. Changes in either name or address should be reported to the Registrar's Office.

Name change: A photo ID and documentation such as a driver's license, marriage certificate, social security card, etc. that supports the name change should be brought to the Registrar's Office and the "Change of Personal Information" form completed.

Address change: A photo ID and documentation such as a driver's license or bill that supports the change must be brought to the Registrar's Office and the "Change of Personal Information" form completed. Changes will be made after the documentation has been deemed to support the changes.

Declaration/Change of Major

Students who wish to declare or change their major are required to file an approved "Application to an Academic Program" form with the appropriate signatures. These forms are available in the division offices. After the form is completed and signed it should be brought to the Registrar's Office where the official declaration/change will be recorded. In order to promote students' completion of a degree program within a reasonable period of time, all undergraduate students must declare their major prior to completing 60 credits. Transfer students who enter Dominican with 60 or more transfer credits should, whenever possible, declare their major prior to the end of their first term at the College.

Application for the Degree and Commencement

Students completing degree requirements submit a Candidate for Degree form to the Office of the Registrar no later than the deadline date in the Academic Calendar. Degrees are awarded in January, May, and August, to students who have fulfilled all requirements and have met all financial obligations to the University.

Commencement exercises are held following the close of the Spring semester, and participation is open to students who have completed or will complete degree requirements during the current

academic year. Students who are within six credits or two courses of degree completion and who can fulfill the requirements prior to the beginning of the next academic year may participate in the Commencement exercises. However, participation in the ceremony does not constitute graduation. Also, no degree will be conferred until all academic requirements have been satisfied, and no diploma will be released until all financial requirements have been satisfied.

REGISTRATION

Undergraduate Programs

A student must be officially registered for each course. Regulations and procedures for registration are published each semester by the Office of the Registrar. An additional fee is imposed for late registration. In the traditional day/evening sessions, students are allowed to register for courses (space permitting) throughout the first week of classes in a semester. Students may also be allowed to register during the second week after consultation with the appropriate faculty advisor and, when feasible, after consultation by the advisor with the course instructor(s). After two weeks of the semester have elapsed, however, no new registrations are permitted. Any individual waiver of this policy requires the authorization of the Academic Dean or Assistant Academic Dean, who will grant the waiver only upon compelling evidence of (1) reasons beyond the student's control for the delay in registration, (2) an academic history for the student that promises success despite the already missed classes, and (3) the opinion of the course instructor(s) that the student could still succeed if diligent.

To be official, any change in a course or program must be submitted by the student 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. In such cases no late-registration fee applies. 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.

Auditing Courses

Students may, with the permission of the instructor, audit courses without credit. The permission of the instructor must be obtained prior to registration, and the student must register as an auditor. The College reserves the right to cancel an audit registration if class size exceeds space available.

Graduate Programs

A student must be officially registered for each course. There is a fee for late registration.

WITHDRAWAL FROM COURSE

Withdrawal from Course: Traditional Undergraduate Programs

The symbol "W" will be entered on the transcript when the official withdrawal occurs before two-thirds of the scheduled sessions of the course have met. Withdrawal without academic penalty may be permitted also, with the concurrence of the Academic Dean and the instructor, in cases of exceptional circumstances and for serious reasons, when the time for withdrawal has elapsed and an "incomplete" may be inappropriate to the situation. The symbol "WU," which carries the same penalty as an "F" grade, will be entered on the transcript in the case of unofficial withdrawal, that

is, when a student fails to continue to pursue a course for which he/she has been registered and from which official withdrawal has not been authorized.

"Withdrawal from Course" forms are available from Academic Advisors and must be approved by the student's Advisor. Upon receipt of the completed form, the Registrar will notify the instructor of the course of the student's official withdrawal.

While withdrawing from a course on or before the withdrawal deadline will have no impact on a student's GPA, it might have an impact on the student's ability to continue receiving financial aid. A withdrawal can also potentially adversely impact a student's VA benefits, eligibility to participate in NCAA athletic events, residence hall eligibility, and, for foreign students, immigration status. Students are therefore encouraged to consult with their academic advisor and, if applicable, the Student Financial Services Office, the Athletic Department, and the Office of Admissions before withdrawing from a course. Students are considered the responsible parties for any/all transactions processed against their academic records.

Withdrawal from Course: Special Sessions and Accelerated Evening Courses

To officially withdraw from a class, the request must be made in writing and a withdrawal form must be signed by the advisor. If a student is unavailable to come in, the student may call the student's advisor stating what class the student is withdrawing from and why. The call must be followed up by a written request. The date the Registrar receives the withdrawal form signed by the advisor becomes the official date of withdrawal. No withdrawal can be made after two-thirds of the scheduled classes have met.

Withdrawal from Course: Graduate Programs

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 record.

The symbol "AW" will be entered on the transcript when the official withdrawal occurs before the student has advanced beyond two-thirds of the scheduled sessions of the course. Students should consult with their instructors and program advisors. A "WU" will be entered on the transcript in the case of an unauthorized withdrawal after the withdrawal deadline and carries the same penalty as an "F" grade.

WITHDRAWAL FROM THE UNIVERSITY

Students who are withdrawing from the University must complete the following steps:

1. Complete Withdrawing Survey accessed at <https://www.surveymonkey.com/r/LNRPRJS>.
2. Use their DUNY email account to write to their advisor and the Registrar's Office (registrarsoffice@duny.edu) to inform them that you are not returning to the University.
3. If applicable, complete Direct Lending Exit Counseling at <https://studentaid.gov/exit-counseling/> for important information regarding repayment of any federal student loans.
4. Confirm a \$0 balance by logging into my.duny.edu, clicking on "Students" and then "Student Account Center" or arranging repayment through the Student Financial Services office.

- Request Official Transcripts through www.getmytranscript.org.

LEAVE OF ABSENCE

A student may request a leave of absence from the University, which, when granted, permits the student to maintain matriculated status although not in attendance and to resume study without applying for readmission. Leave of absence status is ordinarily granted for no more than two semesters. To be official, this request must be submitted in writing to the Registrar.

Students who have been away from the College for more than one year must reapply. If accepted, they will be held to the current college and program requirements.

REFUNDS

Complete Withdrawal from the University

Students withdrawing from all courses may be entitled to full or partial refunds according to University policy, which has been formulated in accordance with Title IV Federal Regulations. The policy provides for a refund of tuition, but not fees, corresponding to the percentage of calendar days in the term during which the student is in attendance. No refunds will be given after 60% of the term has elapsed. Refund of room and board charges will be calculated in accordance with the formula specified above in the event of a voluntary withdrawal from a residence hall.

University policy requires that a request in writing or in person be made to the Registrar; the date the Registrar receives this notice is the date of official withdrawal. In the event that a student fails to follow the proper withdrawal procedure, the refund will be based on the last day of recorded attendance in class. In the event of a complete withdrawal from the College, a processing fee will be charged.

Partial Withdrawal from the University

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

Weekend and Accelerated Evening Withdrawals

For weekend sessions, refunds will be granted as follows:

Before the first class meeting	100%
After the first, but before the second weekend	80%
After the second, but before the third weekend	50%
After the third weekend	No refund

For accelerated evening sessions, refunds will be granted as follows:

On or before the first day of the course	100%
Before the second week begins	80%

Before the third week begins	50%
After the third beginning of the third week	No refund

Special Session (Winter/Summer) Withdrawals:

On or before the first day of the session	100%
After the first day of the session	No refund

For more information regarding refund calculations, please inquire at the Student Financial Services office.

TREATMENT OF FINANCIAL AID WHEN A STUDENT WITHDRAWS

Dominican University New York will provide a fair and equitable refund to all students who leave school prior to the completion of an enrollment period for which they are charged. Students who withdraw from school are subject to the Tuition Refund Policy issued by the Student Financial Services Office at the start of each semester or term.

If a student is awarded financial aid to attend the University and ceases attendance or withdraws prior to the completion of an enrollment period, a ‘return of funds’ calculation must be performed to determine the amount of aid a student has earned and may keep based on Federal Title IV, State of New York, and/or Institutional policies and regulations.

Policies for Return of Funds

- Federal Title IV ‘return of funds’ calculation is determined in accordance with the Return of Title IV Funds policy. Changes to federal law may affect this policy.
- State ‘return of funds.’ In all cases the refund to the state must represent its ‘fair share’ of the total available refund as determined by the Institutional refund policy.
- Institutional ‘return of funds’ calculation is determined based on the same rate the student will be charged in accordance with the Institutional Refund Policy as prescribed by the Student Financial Services Office.

Procedures for Determining the Federal Return of Title IV Funds

Procedures for determining the Return of Title IV Funds are federally mandated. The law specifies how a school must determine the amount of Federal Title IV program assistance that a student earns if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, TEACH Grants, Direct (Stafford) Loans, Direct PLUS Loans, Direct Grad PLUS and Federal Supplemental Educational Opportunity Grants (FSEOG). The amount of financial aid that a student earned is determined on a pro rata basis based on the withdrawal date. For example, if a student completes 30% of the payment period, 30% of the financial aid originally scheduled to receive is earned. Once a student completes more than 60% of the payment period, all of the financial aid scheduled to receive for that period is earned. If a student did not receive all of the funds earned, a Post-withdrawal disbursement may be due to the student. Dominican University New York must get the student’s permission before it can disburse these funds.

The procedures for determining the calculation are as follows:

1. Determine the Withdrawal Date
2. Calculate the percentage of the enrollment period completed
3. Calculate the amount of Title IV Assistance the student can keep
4. Determine the amount of Title IV funds to be returned or repaid to the financial aid programs in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct Plus/Grad Plus Loan, Federal Pell Grant, Federal SEOG Grant, Teach Grant, other federal sources of aid.

If the student officially withdraws (with proper notification): The withdrawal date is the date Dominican University New York determines the student either began the withdrawal process, or the date the student provided official notification to Dominican, in writing or orally, of his or her intent to withdraw.

If the student unofficially withdraws (ceases attendance without proper notification): The withdrawal date is the date the University documents as the student's last date of attendance at an approved academic related activity.

If a student has questions about Title IV program funds, information is also available on the Web at www.studentaid.ed.gov.

Procedure for Determining the Return of State Funds

New York State Tuition Assistance Program (TAP) requires the University to report tuition liability to the NYS Higher Education Services Corporation. As TAP is driven by the cost of tuition, the TAP reduction is relative to withdrawal date and liability incurred.

Procedure for Determining the Return of Institutional Funds

Dominican University New York scholarship and/or grants that have been disbursed to a student's account will be returned to the University at the same rate that the student is charged. For example: A student who is billed 75% of tuition for the semester will receive a minimum of 75% of the Dominican University semester award.

STUDENT RECORDS

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act of 1974. No records are released to third persons except as provided in that Act. A full statement of procedures for access to records and challenge of contents is available in Volume II, Subsection 2.1.5 of the Dominican University New York Policy Manual and from the Office of the Registrar on request.

The Registrar's Office receives the files of the newly admitted students from the Office of Admissions (freshmen, transfers and graduates) when they are complete. When required, transfer credit information is then entered into the student's permanent transcript. The student file consists of hard copies of registration cards, drop/add forms, application to an academic program form, advisor update information, permission for off-campus study forms, CLEP and Institutional Exam

credit authorization, academic letters, transfer credit evaluation, admission application and acceptance letter. The file is kept in a secure area of the Registrar's Office.

When a student graduates, their file is moved to a secured storage area and specific items are maintained for seven years. If a student withdraws before graduating, their file is kept in the inactive files for seven years.

Access to Student Information

It is the policy of Dominican University New York to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) in protecting the rights of students by limiting personal information in education records that it will disclose.

The Student Development Office requires students to acknowledge receipt of FERPA guidelines and that office maintains all Student Waiver forms. Copies of the receipt shall be provided to Registrar and Academic Dean Offices.

TRANSCRIPT AND CERTIFICATION REQUESTS

Transcript Requests

Official Transcripts can be requested online or in person from the Office of the Registrar. Transcripts can be issued to the student or to a third party. Transcript requests are generally processed within three business days, though processing time may increase during registration or at the end of a semester.

If a transcript is being picked up in person, a PHOTO ID must be shown. There is a \$5 charge for each Official Transcript. Cash, check or money orders are accepted. The student must have no delinquent indebtedness to the College for an Official Transcript.

To order an Official Transcript online:

1. Go to www.getmytranscript.org and select "Dominican University New York."
2. Click on "Order A Transcript Now."
3. Follow the transcript ordering process.
4. You will be required to submit a paperless consent form or a signed consent form through the mail or by fax or email to the National Student Clearinghouse before your order is processed.
5. You will be charged a \$5 transcript fee for each transcript ordered and a \$2.50 processing fee for each recipient. A credit card (MasterCard, Visa, American Express or Discover) is required to make payment.
6. Check your e-mail for updates on the status of your transcript order.

Students are responsible for checking grade reports and transcripts carefully and for notifying the Registrar if any errors are noted.

Certification/Verification Requests

Current students needing certification or verification of their enrollment status for purposes such as insurance, educational loans or other applications should make such a request in person or in

writing at the Registrar's Office. Requests for certifications or verifications are only for the terms that the student attended the College. Requests for the current semester can be processed only after the student has registered. There is no charge for this service. A graduate of the College wishing degree certification should make the request in writing, with signature, and submit any required forms to the Registrar's Office. There is no charge for this service.

VETERANS' AFFAIRS

Students attending Dominican University New York under the terms of one or more of the laws enacted to assist veterans or the children of veterans should work closely with the Veterans' Administration Office. Other questions can be brought to the attention of the Student Financial Services Office.

ACADEMIC POLICIES RELATED TO REGISTRATION AND STUDENT STATUS

Classification of Students

Class standing is determined by the number of semester hours which a student has satisfactorily completed. 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.

Matriculated/Non-Matriculated Status

A student who has made formal application with the Office of Admissions and has been notified that all the requirements for acceptance as a candidate in a degree program have been met is considered to be matriculated.

An undergraduate non-matriculated student may take a limited number of courses at the University (12 credits maximum) but is not classified as a candidate in a degree program. The non-matriculated undergraduate student is expected to complete all assignments and is graded in the same manner as a matriculated student. If the student subsequently wishes to become a candidate for a degree, a formal application must be made with the Office of Admissions. Courses completed by non-matriculated students may, if appropriate to the degree program, be credited toward the degree.

Graduate non-matriculated students should confer with each graduate program for information regarding the number of courses they may take at the University. Admission and enrollment as a non-matriculated student in no way implies admission to a degree program. Students wishing to change their status from non-matriculated to matriculated must reapply and meet all University and program specified requirements. Each program specifies the maximum number of credits from non-matriculated status that may be applied to a degree program.

CREDIT SYSTEM

As per the regulations of the New York State Commissioner of Education, it is expected that there will be a minimum of two hours of supplementary assignments for each hour of seat time or virtual seat time in all courses. A semester hour means an academic credit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments. That is, 12.5 hours of in-class seat time and 25 hours of supplemental assignments are required for each semester hour. A semester hour, therefore, represents the amount of credit that would be earned in a course meeting for fifty minutes once a week for fifteen weeks.

The Vice President for Academic Affairs/Academic Dean is responsible for periodically reviewing current New York State Department of Education requirements for the assignment of credit hours and for ensuring that Dominican University New York's credit system remains in compliance with these requirements. Any course deviating from any of the course formats noted below must first receive written permission from the Vice President for Academic Affairs/Academic Dean.

Three-credit Courses

The majority of courses at Dominican carry three semester hours of credit, and thus meet for 2.5 hours a week for 15 weeks (either as two 75-minute class sessions or one 150-minute class session with an additional 10 or 15 minutes being provided as a mid-class break). The course meeting schedules are adjusted accordingly for the abbreviated Special Winter and Summer Sessions, with in-class instruction and supplemental assignments structured as to maintain compliance with the Commissioner's Regulations. Any other adjustments to a course's meeting schedule need to be approved in writing by the Vice President for Academic Affairs/Academic Dean.

DUNY Online and Accelerated Evening Courses

The exception to the 50 minutes/credit mandate is the DUNY Online program. As approved by the New York State Department of Education, DUNY Online three-credit courses are 5.5 hours short of the required 37.5 hours of virtual seat time. To compensate for this reduced seat time, 15% of the final grade for each course consists of a substantial "Independent Component" (i.e., X-HRS) made up of additional embedded activities and an assignment that go beyond the course's standard reading, writing, and other homework assignments. For example, a topic which may normally be covered in the traditional on-campus version of a course may largely be covered independently through an additional research paper (in addition to other homework assignments) that is not part of the course's on-campus counterpart. In most cases, this "Independent Component" will take the form of an in-depth and monitored research project on a topic agreed upon by the student and instructor. Some courses, primarily Math and Accounting courses, offered over 16-week "double" sessions do not require the addition of X-HRS.

Four-credit Science Courses

Four-credit science courses typically consist of a three-hour lecture (either two 75-minute class sessions or one 150-minute session) and a separate three-hour hands-on laboratory experience ("lab").

Five-credit Nursing courses

Five-credit Nursing courses consist of a three-hour lecture (either two 75-minute class sessions or one 150-minute session) and a separate six-hour “Clinical Lab.” Full-time day and evening students usually register for 12 to 17 semester hours each semester. Full-time study in the DC Online program is equated with a minimum of nine credits per each two-session term (Fall I and II, Spring I and II, and Summer I and II).

COURSE OVERLOAD

Full-time day and evening students register for 12 to 16 semester hours each semester. Permission of the advisor is required to carry more than 16 semester hours in a single term and is reserved for students whose cumulative GPA is 2.75 or higher. Permission of both the advisor and the Academic Dean’s Office is required to carry more than 18 semester hours at a time, and this also requires a cumulative GPA of 2.75 or higher.

CREDIT FROM EXTERNAL SOURCES AND ALTERNATIVE APPROACHES

Once enrolled, students are expected to complete all of their course work at Dominican University New York. There are, however, several other ways that students may earn credit toward the degree requirements:

Advanced Placement

Incoming freshmen, who have completed Advanced Placement (A.P.) study and/or college-level coursework, may be eligible for “advanced standing” at Dominican and, following a review of credits, for exemption from coursework at the College. Students who have completed A.P. study, and who have earned a grade of “3” or above on the A.P. Test of the College Entrance Examination Board, should request that an official grade report on the test be sent directly to the Office of the Academic Dean. Students who have completed college-level coursework with a grade of “C” or above should have the sponsoring college or university send an official transcript to the Office of Admissions.

Credit by Examination

College Level Examination Program (CLEP)

Students who have gained college-level mastery in areas of knowledge for which no college credit has been earned may validate their achievement by means of an examination. The University will award credit for successful achievement on certain external examinations when accompanied by successful performance on a University-administered essay in the examination subject area. The University recognizes Regents College Examinations and also the College Level Examination Program of the College Entrance Examination Board.

Examinations completed before admission to the University are evaluated as part of the admissions process. After admission to the University, the student consults with the student’s advisor in order to determine which examinations may be appropriate to degree plans and receives authorization from the Office of the Academic Dean prior to taking any examination. Since duplicate credit will not be awarded, the CLEP General Examinations should be completed within the first year of study at the University, preferably during the first semester. CLEP exams may not be taken during the

last 30 credits of a student's program at Dominican University New York. (Note: CLEP exams cannot be used in fulfillment of the *Through Cultural Lenses* requirement.)

Separately published materials available at the Office of the Academic Dean provide more information regarding policies and procedures, including minimum performance standards and criteria for retesting. By College Board policy, test candidates may not retake an exam of the same title within three months of the initial text date.

Challenge Exams

Challenge Exams given by the Science Department are available for students applying to the University's Nursing and Allied Health programs. Exams are available for "Anatomy and Physiology" (6 cr. maximum), "Introductory Chemistry" (3 cr.), "Introductory Biochemistry" (3 cr.) and "Introductory Microbiology (3 cr.).

Students entering one of the University's undergraduate Nursing programs may take a Challenge Exam for a prerequisite course if they previously took this course more than ten years ago and achieved a grade of B- or higher in it. A minimum grade of 80% is required to pass a Challenge Exam. Students who do not achieve this minimum grade may only retake the exam once.

Transfer Students intending to apply to the OT Graduate Program who have taken Anatomy and Physiology I and II more than five (5) years prior to applying to the University, and earned B- or above may take the Anatomy and Physiology Challenge exam. A minimum grade of 80% is required to pass a Challenge Exam and it may only be retaken one time. If the course was taken previously but the student earned less than a B-, the course must be repeated to be accepted for credit. Prerequisite Science courses may only be repeated one time. Withdrawal from a course is considered an attempt.

Independent Study

In certain circumstances, because of scheduling constraints or other circumstances of a compelling nature, students may find it difficult to complete a course that is among those regularly offered. If no alternative courses are available and if a faculty member accepts the responsibility for directing and evaluating the student's work, the course may be undertaken on an independent basis. While the initiation of Independent Study is largely the responsibility of the student, the outline of study or contract may be developed in consultation with the faculty member who accepts the sponsorship of the study. The contract bearing the written consent of the faculty sponsor is approved by the Division Director prior to registration so that the necessary authorization may be presented to the Registrar. A copy of the contract is filed in the Office of the Vice President for Academic Affairs/Academic Dean. It is important, therefore, that the student who wishes to pursue Independent Study plan sufficiently in advance so that the required consultation and approval may be procured prior to Registration.

Internships

Students may obtain liberal arts or professional area credits by participating in the Elective Internship program of the University. By providing opportunities for internships off campus,

Dominican University New York encourages students to broaden their collegiate learning experience and to explore career options in business, government, the arts, and private agencies. All experiences are related to an academic area, and a faculty sponsor must approve the internship proposal.

Internship positions have been available with public accounting firms, local and national corporations, financial institutions, broadcast stations, and others. Internships are also encouraged in non-profit organizations and in endeavors that provide services to the community.

To qualify for participation, students are typically required to have completed a minimum of 30 academic credits (including at least 15 credits taken at Dominican University New York) and maintain a GPA of 2.7 or higher. Exceptions to the minimum GPA requirement apply to students in the Business Administration and Criminal Justice programs. For inquiries related to internships, students should contact the Career Development Center in Casey Hall or via email at careerdevelopment@duny.edu. Interested students must submit their internship application, contract, and resume by the specified deadlines.

Students majoring in Accounting, Business Management, Marketing or Criminal Justice are required to complete three credits' worth of internships or business practicums in order to graduate. Please see Practicum and Internship course descriptions in the "Business Administration Courses" and "Criminal Justice Courses" sections of the Undergraduate Catalog for more details.

Non-Collegiate Sponsored Instruction

Students or prospective students may have completed college-level courses offered by the military, business, industry, government, labor unions or police academies for which no college credit has been earned. The University will recognize and grant credit as appropriate for courses which have been evaluated by the American Council on Education, Office of Educational Credit, or the New York State Education Department's Office on Non-Collegiate Sponsored Instruction. Prior to enrolling in the University, information and consultation regarding the applicability of such courses to the degree programs offered are provided by the Office of Admissions. Subsequent to admission, the student may seek additional information at the Office of Special Programs.

The University allows a maximum of 60 credits earned by means of examination, portfolio preparation, and/or special evaluation combined. Such credits do not satisfy the thirty-credit residency requirement for earning a baccalaureate degree from Dominican University New York.

Military Credit

Veterans who have successfully completed courses in a military service-training program may submit a record of the courses to Dominican University New York for review. At the discretion of the Office of Admissions, credit may be granted for military service school courses and skills if the American Council on Education recommends the awarding of credit. Please refer to the American Council on Education's "Guide to the Evaluation of Educational Experiences in the Armed Forces" for additional information. Please note that Dominican University New York does

not award credit for technical or vocational training. Moreover, no grade or quality points are assigned for awarded credit.

To be considered for such credit, the following information must be obtained and provided to the Office of Admissions:

1. Full and correct title of course;
2. Location of training;
3. Length of course in weeks;
4. Exact dates of attendance;
5. Branch of Service that gave the course.

The information listed above may be obtained by one of the following methods:

- Army: Students entering the army on or after January 1984 must submit an AARTS (Army/ACE Registry Transcript System).
- Marines, Navy and Coast Guard: Credit may be given in accordance with ACE Guide recommendations. Students who are active duty or Reserve Sailors/Marines must submit Sailor/Marine American Council on Education Registry Transcript (SMART).
- Community College of the Air Force: Air Force personnel, both active and veteran, must submit a CCAF (Community College of the Air Force) transcript.
- Veterans: Veterans who do not have access to an official ACE Registry transcripts must submit an official record and initiate the request for evaluation. Veterans and reserve personnel must submit a certified copy of the DD214.

Professional Training

At the discretion of Admissions, college credit may be awarded for professional training courses sponsored by business and industry, government, and labor which have been evaluated by the American Council on Education (ACE) or the New York State's Program on Non-Collegiate Sponsored Instruction (PONSI). To be considered for such credit, please send official documentation of course completion to the Office of Admissions.

Portfolio Preparation

Prior learning acquired through work experience, community involvement, volunteer activities, or independent study may be assessed through a process of portfolio preparation. The process requires the identification, explanation, and documentation of learning that is comparable to what is studied in college courses but that is not readily tested through available examinations. Completed portfolios are evaluated by faculty or consultants, and credit is awarded as appropriate. A maximum of eighteen undergraduate credits may be earned in this way. (Twelve credits are the maximum allowable for portfolios on subjects in the area of Business Administration.) Information and guidance are available through the Director of Special Sessions.

Transfer Credit

We welcome transfer students to Dominican University New York. Transfer students add a new dimension to our institution by bringing new ideas and varied experiences.

Undergraduate Transfer Credit

Transfer students may be accepted with:

1. A maximum of 70 credits from an accredited two-year institution.
2. A maximum of 90 credits from an accredited four-year institution.

A minimum of 30 credits must be completed at Dominican College for a degree.

In order to be considered for admission to the University as a transfer student, a minimum cumulative index of 2.0 is required. Grades of C- or lower are not considered for acceptance in transfer to the University except when they constitute part of a completed degree, such as the Associate of Arts, in which case the University may, at its discretion, consider acceptance of a limited number of credits with such grades.

Certain professional programs, such as Occupational Therapy, Nursing, and Teacher Education, have additional transfer eligibility requirements, which the student should consult. All transfer students will receive a degree evaluation based on all previous college-level courses from regionally accredited institutions. A course is evaluated for suitability for transfer credits based on the following criteria:

- The course was completed at an accredited two-year or four-year institution (list available in the Office of the Academic Dean and the Office of Admissions).
- The course was roughly equivalent to a course offered at Dominican University New York.
- Grades of C- or lower are not considered for acceptance in transfer to the College except when they constitute part of a completed degree, such as the Associate in Arts, in which case the College may at its discretion consider acceptance of a limited number of credits with such grades if they are not part of the major.
- Grades for courses accepted for transfer credits are not calculated in the student's Grade Point Average at the University.
- Credits are awarded equal to the amount of semester credits earned at the other institution.
- Credits from institutions on quarter systems are adjusted to the equivalent of semester credits.

Advisory services are offered by the Office of Admissions and by the various academic offices for incoming students to the College to facilitate registration procedures.

All students born after 1/1/57 are required to submit proof of immunization against mumps, measles and rubella prior to registration. According to New York State health law, all students are also required to complete and return the meningitis form provided by the University to the Student Health Center. All resident students and athletes are required to submit proof of meningitis immunization.

Undergraduate Transfer Credit Appeals

A student wishing to challenge course credits not transferred must file a written appeal with the academic department chair for reconsideration. Within ten days of receipt of the appeal, the department chair will notify the student of the results of the review. Any changes will be communicated to the Registrar's Office for official processing.

A student dissatisfied with the results of the appeal at the department level may submit a written appeal and department notification to the Vice President for Academic Affairs/ Academic Dean for a final review. The Vice President for Academic Affairs/Academic Dean provides dated acknowledgement of receipt of the appeal to the student. Within ten days of receipt of the appeal, the Vice President for Academic Affairs/Academic Dean will notify the student of the results of the review. Any changes will be communicated to the Registrar's Office for official processing.

Graduate Transfer Credit

No more than 6 credits for graduate courses taken at another accredited institution, prior to matriculation at Dominican College, may be granted by a program toward the degree. Grades earned at other institutions do not become part of Dominican's grade point average.

COURSES AT OTHER INSTITUTIONS ONCE ENROLLED AT DOMINICAN

Once enrolled, students are expected to complete all of their course work at Dominican University New York. Students may request approval to take a course for credit at another college only if (a) the course is not offered at Dominican; (b) it fulfills a degree requirement which, through no fault of the student, cannot be fulfilled in a reasonable time frame at Dominican; or (c) the student's circumstances require that the course be taken at a distance beyond reasonable commuting distance of Dominican University New York. This last reason would be void if an appropriate online course offering is available at or through the University and the student meets the eligibility requirement to take it.

Only 100- and 200-level courses may be taken at a two-year college, a maximum of four courses may be taken at any institution off campus, and the last 30 credits of a student's program at Dominican University New York must be taken at Dominican. Approval by the advisor, the appropriate discipline coordinator or Division Director, and the Academic Dean is required prior to registration for an off-campus course.

Waivers from the off-campus policy must be granted in writing by the Office of the Academic Dean.

When courses have been completed, students are responsible for having an official transcript sent to the Registrar. Grades for such courses are entered on the transcript but are not computed in the quality point average. Grades below "C" are not accepted for credit.

CHANGES IN DEGREE REQUIREMENTS

Degree requirements in effect when a student is accepted normally remain in effect until completion of the degree. When changes in degree requirements are made, they will be applied only after advance notice to the student(s) and will not be retroactive with respect to work already completed. Final determination is made by the Vice President for Academic Affairs/Academic Dean and the Curriculum Committee or Graduate Studies Council, as applicable.

ATTENDANCE

Students are expected to attend all scheduled classes in the courses 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. However, individual faculty members announce during the first week of classes each semester the extent to which class attendance and participation will affect the student's grading and class standing. Students are responsible for meeting the requirements as specified by the course instructor. Student-athletes are also reminded that they must adhere to the Athletic Department's Attendance Policy.

Certain absences may be excused by the instructor. Excused absences include those that are demonstrably unavoidable because of events beyond a student's control—e.g., documented medical emergencies, significant religious holidays, or scheduled athletic competitions in season. (Student athletes are not excused for non-seasonal competitions—fall baseball, e.g.—or for practice sessions.) 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 given in the following classes.

Students missing 20% or more of the scheduled meetings for a course (e.g., six class sessions for courses that meet twice per week; three class sessions for courses that meet once per week, including lab sections), regardless of the number of excused/unexcused absences, may be subject to a grade penalty at the discretion of the course instructor up to and including administrative course withdrawal. Faculty must consult with the student's academic advisor(s) before submitting a request for the withdrawal to the Academic Dean/Vice President for Academic Affairs for final approval. If the withdrawal is approved, the grade assigned will be a "W" prior to the withdrawal deadline or a "WU" after the withdrawal deadline.

In cases of prolonged illness when a student is unable to attend classes, it is necessary that the student contact the instructor, the faculty advisor, and the Registrar so that advice can be provided as to the most appropriate course of action.

GRADING POLICIES

Grading System

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.

Undergraduate Grading

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

Description of Undergraduate Grades

Excellent (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 for application of the principles and concepts being studied; consistent command of communication tools; articulateness regarding the subject matter covered by course activities; and 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; better than average ability to organize and express ideas and knowledge both orally and in writing; and 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 other levels of study; evidence of average achievement in making associations and applications and in recounting and explaining the principles and concepts being studied; adequate ability to use acceptable forms and vocabulary consistently and to communicate clearly; and ability 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; weak or inconsistent command of communication tools; and deficiency in organizing and expressing knowledge and ideas.

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

Undergraduate Grade Point Average/Cumulative Index

The grade point average, or 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 shown in the following chart for each of the assigned final grades.

Grade	% Scale	Quality Points per Semester Hour of Credit
A	(100 – 96)	4.0
A-	(95 – 92)	3.7
B+	(91 – 88)	3.3
B	(87 – 84)	3.0
B-	(83 – 80)	2.7
C+	(79 – 76)	2.3
C	(75 – 72)	2.0
C-	(71 – 68)	1.7
D+	(67 – 64)	1.3
D	(63 – 60)	1.0
F	(Below 60)	0
WU	Unauthorized Withdrawal	0
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. To attain a grade of “P,” a student must perform at a level equivalent to “C” or better. The “MP” grade represents a level of performance lower than “C” but higher than “F.”*

*** The incomplete is reserved for those cases which are of an exceptional and/or serious nature. 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 the student’s 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. This time span may extend no later than two-thirds of the way through the following semester (or trimester or DC Online session, as applicable and the instructor must submit the final grade to the Registrar no later than one week prior to the next scheduled final examination period).

When 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 "INC" becomes an "F" if the requirements are not satisfied within the time limit. In the case of an unforeseen emergency, students should contact the Office of the Academic Dean.

Grades officially submitted to the Registrar are final. Final grade reports are sent to the students as soon as possible after the grades have been reported to the Registrar's Office.

Graduate Program Grading

The evaluation of student achievement in course work is a responsibility of the teaching faculty. Faculty judgment is based on concrete evidence of the level of student mastery of the various means of assessment used by instructors.

The grade point average, or cumulative index, defines the level of academic achievement earned by a student. It is used in determining academic standing. 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.

Grade	% Scale	Quality Points per Semester Hour of Credit
A	(100 – 96)	4.0
A-	(95 – 90)	3.7
B+	(89 – 86)	3.5
B	(85 – 80)	3.0
C+	(79 – 76)	2.5
C	(75 – 70)	2.0
F	(Below 70)	0
WU	Unauthorized Withdrawal	0
W	Withdrawal without penalty	*
I**	Incomplete	*
P	Passing	*

**No quality points are assigned and these notations have no effect on a student's quality point average or index. To attain a grade of "P," a student must perform at a level equivalent to "C" or better.*

*** The Incomplete is reserved for those cases which are of an exceptional and/or serious nature. The Incomplete is not assigned in a case where failure to complete the course requirements, including the final examinations, on time is due to student delinquency and is not given to allow a student the opportunity to improve the student's work. A "Request for Incomplete Grade" form is*

completed by the instructor, signed by the student, and submitted to the Vice President for Academic Affairs/Academic Dean. The “INC” becomes an “F” if the requirements are not satisfied by the time limit specified by the program and submitted to the Registrar by the start of the next session.

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. The requested change will become effective when the approval of the Office of the Vice President for Academic Affairs/Academic Dean has been filed with the Registrar.

REPEATING COURSES

A student who fails to meet the minimum passing grade in a course may repeat that course no more than twice. The grade of “W” is considered an attempt at the course. Students who pass a course with a grade of C- or lower may also opt to repeat that course. Only the highest grade is calculated in the GPA.

Students receiving federal Title IV funds should note that repeated courses count toward the quantitative progress requirement of Satisfactory Academic Progress. Repeated courses will also count towards the maximum time frame for eligibility. Please refer to the University’s Satisfactory Academic Progress policy for additional information.

ACADEMIC HONORS

Dean’s List

The names of students who are enrolled in full-time baccalaureate study and who have attained a minimum semester GPA of 3.5 are published on the Dean's List at the end of each semester and each ABSN trimester. The names of part-time students in the regular sessions who have earned a minimum of 12 credits, exclusive of courses carrying "P" grades, with a minimum cumulative GPA of 3.5 for the academic year are published on the Dean's List at the end of each Spring semester. DC Online students who have earned a minimum of 17 credits, exclusive of courses carrying a "P" grade, with a minimum cumulative GPA of 3.5 are eligible for the Dean's List at the end of each academic year.

Annual Honors Convocation

Each fall, at an annual Honors Convocation, the President publicly recognizes students who have attained the Dean’s List for one or more academic years. This recognition is extended to full-time students who have maintained Dean’s List status for both semesters of the preceding year; to DC Online students who have earned that status for the year after completing at least 24 credits; and to part-time students who have attained the Dean’s List twice in a two-year period and completing at least 36 credits.

Commencement Honors

For *cum laude* commencement honors (any level), students must have completed at least 45 credits at Dominican University New York. For program honors, students must have completed at least 24 credits in their majors at the University.

Degrees are conferred:

- *Summa cum laude* to students who have achieved a cumulative GPA of 3.9.
- *Magna cum laude* to students who have achieved a cumulative GPA of 3.7.
- *Cum laude* to students who have achieved a cumulative GPA of 3.5.
- Program Honors to students who achieve a cumulative GPA of 3.0 and a 3.5 GPA in their major field.

The four-year transcript is considered in the computation of the cumulative GPA for program and baccalaureate honors for both transfer and four-year Dominican University New York students. In the computation of commencement honors, all college-level work taken by students at institutions other than Dominican University New York is taken into account, even if some work is not transferable. A student must be eligible for honors on the Dominican University New York work alone, and on the combined average of Dominican University New York and all work completed at other institutions. A student may not obtain a higher honor than the Dominican University New York GPA indicates. Thus if a student achieves a 3.5 GPA at Dominican University New York and the combined GPA is 3.7, *cum laude* is granted.

ACADEMIC STANDING AND DISMISSAL

Undergraduate Programs

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. A student who falls below the minimum cumulative GPA requirement (listed on the chart below) is considered to be on Academic Probation.

Minimum Undergraduate GPA Standards:

Credits Earned or Attempted*	Minimum GPA
0-29	1.7
30-61	1.9
62+	2.0

**A course for which a student is granted a "W," signifying Official Withdrawal, is not counted toward the total of semester hours attempted.*

Additionally, an undergraduate student on Academic Probation is subject to dismissal if he or she has a cumulative GPA index below 1.00 for two consecutive semesters. Students whose cumulative GPA falls between 1.00 and the minimum GPA requirement (or have one semester

below 1.00 and one between 1.00 and the minimum GPA) will be suspended from the University for a period of one semester. Students who are on Academic Probation for a second consecutive semester will be notified that they are on “Final Review.”

A student is subject to dismissal if he or she has failed two attempts to achieve the required minimum grade in English (EN 108) or Mathematics (MA 112) course. A student is also subject to dismissal if he or she has failed three times to achieve the required minimum grade in any other Writing Sequence course (EN 115; DC 119; DC 120); or DC 140-160, *Through Cultural Lenses*.

Any grade below a “C-”—including grades of “W” or “WU”—will count as a failed attempt for Writing Sequence courses and MA 112. Students who earn less than a “C-” in any Writing Sequence course must repeat it the next semester.

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-.”

After three unsuccessful attempts to achieve the minimum required grade in any required course, the student may, at the discretion of the Committee on Academic Standards, be dismissed or required to change programs. Students should consult program coordinators concerning academic standing requirements in their major fields.

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.

At the discretion of the University, a dismissal or suspension action may be delayed. Students who are dismissed or suspended from the University may make a direct appeal to the Committee on Academic Standards. This Committee meets in January and June of each year to review such appeals.

Students who have incurred academic dismissal may address a request for readmission to the Committee on Academic Standards after completing at least one semester and 12 semester hours, with a grade of C or better in each course, at an accredited college or university.

See the Standards of Academic Progress (SAP) for information regarding the effect of Academic Probation on Financial Aid.

Graduate Programs

Students must meet the academic standards of their respective programs. Grades are reviewed each semester or trimester by program advisers and directors.

ACADEMIC INTEGRITY

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 misrepresentation of one's work or performance.

Responsibilities, Obligations, 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 right 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, but are not limited to, such practices as plagiarism, cheating, lying, and fabrication. Some acts fit within the scope of more than one of these forms of breaches of academic integrity.

Plagiarism:

Plagiarism is the failure to acknowledge adequately the source of words or ideas which are not one's own. When a student submits academic work that includes another's words, ideas, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as one's own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source;
- The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source;
- Copying or buying of all or any portion of another's academic, research, or creative work—even with the author's or creator's knowledge and permission—and submitting it, in part or in its entirety, 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.

Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the professor who made the assignment.

Cheating:

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that the student has mastered information or skills that have not been mastered. Cheating includes, but is not limited to:

- Allowing another person to copy one's own academic, research, or creative work—whether intentionally or recklessly;
- The unauthorized use or possession or use of a class textbook, notes, electronic services and platforms (e.g., ChatGPT and Course Hero), or any other unauthorized material to complete or prepare an academic work;
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise and giving or receiving information during examinations;
- The unauthorized use of electronic instruments, such as cell phones, computers, or smart watches to access or share information;
- The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself;
- Fraudulent procurement, use, or distribution of examinations;
- Signing another's name to examinations, reports, or papers.

Lying:

Lying is defined as any attempt to deceive, falsify, defraud, or misrepresent the truth in any matter involving University business. University business includes, but is not limited to, financial aid information, excuses for absences, statements to professors in order to reschedule tests or assignments, and responses to the queries of Public Safety officers; misrepresentation of reasons for not completing assignments, for not appearing at examinations, or for prolonged absence from class.

Fabrication:

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- The false citation or acknowledgment of a direct or secondary source, including the deliberately incorrect documentation of a source;
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information;
- The unauthorized submission of an academic work prepared totally or in part by another.

Additional Examples of Breaches of Academic Integrity include but are not limited to:

- The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
- Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
- Entering any University building, facility, office, or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;
- Bribing another person to obtain an academic exercise, including answers to questions of an un-administered academic exercise;
- Using the same or substantially the same written work, research paper, or essay to satisfy the requirements of more than one course, without the permission of the instructors involved;
- Destruction of or deliberate inhibition of progress of another student's work related to a course is considered academically dishonest. This includes the destruction or hiding of shared resources such as library materials and computer software and hardware to tampering with another person's laboratory experiments.

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

Penalties for Breaches of Academic Integrity

When an instructor has substantial evidence that a student has engaged in conduct which breaches the University's Statement on Academic Integrity, the instructor shall notify the student in writing of the violation and the action taken within five business days of the learning of the conduct.

The instructor will determine the penalty(ies) in discussion with the Discipline Coordinator/ Program Director and/or the Office of the Vice President for Academic Affairs/Academic Dean. Penalties may include (but are not limited to) the following:

1. Failing or zero grade on work for which the violation was committed;
2. Dropping grade earned in a course by one letter grade;
3. Failure of the course.

Once a breach of academic integrity has been communicated to the student, the student will not be permitted to withdraw from the course or academic project.

In the event of cases of academic dishonesty where the sanction would be as severe as either the assignment of an "F" for the work at issue or the dropping of a letter grade for the course, an Academic Integrity Action Form must be submitted to the Office of the Vice President for Academic Affairs/Academic Dean by the instructor within five business days of the learning of the event, with a copy to the student and the student's academic advisor. The action form must

detail the facts of the case and include any supporting documentation (crib sheets, witness statements, etc.), as well as document the instructor's sanction.

On receipt of an Academic Integrity Action form, the Office of the Vice President for Academic Affairs/Academic Dean will send a letter notifying the student of the reported breach of academic integrity via email as well as the postal mail delivery. A copy of this letter will also be sent to the instructor who reported the breach and to the student's academic advisor.

Additional reports of academic integrity will incur additional and more serious sanctions. These sanctions will be applied independent of and in addition to penalties applied by the instructor. Graduate matters may be referred to the Graduate Studies Council. For undergraduates, in the event that a SECOND serious breach of academic integrity is reported to the Vice President for Academic Affairs/Academic Dean, the student will be called before the Academic Standards Committee which will review the case and the University's response. If permitted to return to the University, the student will be placed on academic probation and required to meet with their academic advisor to discuss the breach and, in cases where remediation would be useful, to work out a plan to address the underlying problem or lack of knowledge.

In the event of a THIRD breach of academic integrity, the student will be recalled to Academic Standards. A third violation will result in either suspension or permanent dismissal from Dominican University New York.

ACADEMIC APPEALS

Grade Appeals

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

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 five business days after the posting of the grade. The faculty member shall meet with the student, either in person or via video conferencing, within five business days of the receipt of the appeal, 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 (see above) 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, within five business days of the completion of the appeal to the instructor. If the issue is not resolved, the student may bring the matter to the appropriate Division Director in

writing, with supporting evidence, within five business days of the completion of the appeal to the Discipline Coordinator. If a student's concern persists, an appeal may be made to the Office of the Vice President for Academic Affairs/Academic Dean within five business days of the completion of the appeal to the Division Director. The Vice President for Academic Affairs/Academic Dean 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. See below for details pertaining to appeals of sanctions related to breaches of academic integrity.

After hearing the appeal, the appropriate committee will make a formal recommendation to the Office of 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 Office of the Vice President for Academic Affairs/Academic Dean have the authority to effect a change in grade over the objection of the instructor.

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 Office 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 Office of the Vice President for Academic Affairs/Academic Dean.

Appeals of Sanctions Related to Breaches of Academic Integrity

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.

Appeals related to academic integrity 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 issue 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 and that burden must be satisfied by the preponderance of the information. Preponderance of the information means that a

greater weight of the evidence is required in order to decide in favor of one side over the other, to determine whether a fact is true and/or to establish that an event occurred.

Appeal of Sanction Imposed by Instructor

In the case where the decision is made by the instructor, the appeal process is that outlined above in regard to grade appeals: the student first attempts resolution of the issue with the faculty member; if no resolution is reached, 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, after those steps, there is no resolution, the student may file a formal appeal to the Office of the Vice President for Academic Affairs/Academic Dean. All formal appeals must be made in writing no later than the deadline noted below.

The Office of the Vice President for Academic Affairs/Academic Dean may affirm the faculty member's decision if it is determined that the appeal on its face is frivolous or without merit, which shall be communicated in writing to the student. If the Office of the Vice President for Academic Affairs/Academic Dean determines that the appeal has merit, the sanction may be lifted or reduced. In the alternative, the Office of the Vice President for Academic Affairs/Academic Dean may refer the matter to the Committee on Academic Standards or the Graduate Studies Council as applicable.

Appeal deadlines:

Grade is posted or breach of integrity is reported, then:

- No more than 5 business days for student to initiate the appeal, then
- No more than 5 business days to meet instructor, then
- No more than 5 business days after completion of instructor step to go to program director, then
- No more than 5 business days after the completion of the PD step to go to division director, then
- No more than 5 business days after the completion of the DD step to write the appeal to the VPAA.

Appeal of Sanction Imposed by the Vice President for Academic Affairs/Academic Dean

Decisions of the Office of the Vice President for Academic Affairs/Academic Dean may be appealed to the Committee on Academic Standards or the Graduate Studies Council as applicable. The student's appeal must be in writing and submitted to the chair of the Committee on Academic Standards or the Graduate Studies Council within ten business days of the official notification of the sanction imposed by the Office of the Vice President for Academic Affairs/Academic Dean. The student's notice of appeal should describe in detail any relevant evidence and line of argument.

Appeals are limited to the criteria outlined above.

A hearing of the appeal will be held within fifteen business days of the notice of appeal. If the notice of appeal is received by the chair of the Committee on Academic Standards or the Graduate Studies Council with fewer than fifteen business days remaining in the semester, the appeal process will begin with the opening of the following semester. The process may, however, go forward during intersession or the summer if the student so requests, the instructor can be present, and Committee on Academic Standards or the Graduate Studies Council members are available.

Students' and instructors' rights and obligations in the hearing process are described below.

Appeal Hearing Procedures

The Committee on Academic Standards or the Graduate Studies Council shall conduct an appeal hearing in accordance with the following guidelines:

1. The Chair of the Committee or Council shall provide the student, via email or the postal service, written notice of the date, time, and place of the hearing.
2. The written notice shall also state that the student will be afforded the opportunity to present evidence through written memoranda, oral presentations, and witnesses.
3. The instructor who made the initial allegation of a breach of academic integrity shall be invited to appear at the hearing.
4. A copy of all written material provided by the student in support of the appeal will be provided to the Committee on Academic Standards or the Graduate Studies Council at least 72 hours prior to the hearing.
5. No persons other than the members of the committee, the student, the faculty member, the Academic Dean or any person that the Committee on Academic Standards or the Graduate Studies Council believes can contribute to assisting it in reaching a decision shall be admitted to any meeting of the appeal committee. Legal counsel shall not be admitted at any of the meetings of the committee.
6. A record shall be kept of the hearing. Formal evidentiary rules shall not be applicable to the hearing.
7. The Committee on Academic Standards or the Graduate Studies Council shall issue a decision, which will be communicated in writing promptly to the student, the instructor, and the Academic Dean. That decision will be to:
 - a. affirm the determination of a breach of the University's Statement on Academic Integrity and the imposed sanction; or
 - b. affirm the determination of a breach of the University's Statement on Academic Integrity, but modify the imposed sanction; or
 - c. reject the determination of a breach of the University's Statement on Academic Integrity and set aside any sanction.

The decision of the Committee on Academic Standards or Graduate Studies Council shall be final.

Complaints Outside of Existing Policies

In order to resolve complaints from patients/clients, family members or other persons where existing policy does not provide clear process toward resolution, the following procedures should be followed:

- Complaints must be submitted in writing to the program Director.
- The nature of the complaint should be clearly stated.
- The Director will have four weeks to investigate and respond to the complaint.
- The response will vary dependent on the nature of the complaint and must be submitted in writing.

- Should the complaint be of a matter that is outside the scope of the Director's responsibility, then the Division Director will respond in consultation with the Office of the Vice President for Academic Affairs/Academic Dean.
- If appropriate, the Director may seek consultation from Director of Human Resources.
- Documents related to resolution of the complaints must be permanently retained; all other records must be retained for seven years after a final decision has been determined.
- This policy must also be provided to clinical experience sites.

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 file a complaint with the New York State Education Department. Information about filing a complaint and the form for doing so are available at: <https://www.nysed.gov/college-university-evaluation/complaints>.

The Post-Secondary Complaint Registry form should be completed, signed, and sent to the address indicated on the form. The completed form should indicate 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.

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 halls 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,
Derrick Hicks
Director of Residence Life

OFFICE OF RESIDENCE LIFE

The Office of Residence Life is located on the second floor of Hertel Hall. Residence Life is responsible for the operation of Dominican University New York's residence halls 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 halls and is available to assist you with your living and learning experiences at Dominican University New York. The Residence Life staff office hours are Monday – Friday, 9:00am-5:00pm. 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 24/7 at 914-403-7531, in the event of an emergency. The University has an On-Call Administrator available 24 hours a day on a rotating basis to handle any resident concerns or student emergencies.

DIRECTOR OF RESIDENCE LIFE (DORL)

The Director of Residence Life oversees the Office of Residence Life and the Residence Halls. In collaboration with other campus departments, the Director supervises the day-to-day management of the residence halls. The Director reports to the Assistant Dean of Students. The Director lives on-campus.

ASSISTANT DIRECTOR OF RESIDENCE LIFE (ADORL/AD)

The Assistant Director is a full-time professional trained in residence hall management. The Assistant Director reports to the Director of Residence Life and helps supervise the day-to-day management of the residence halls. The Assistant Director lives on-campus.

RESIDENT DIRECTOR (RD)

The Resident Director is a full-time professional trained in residence hall management. The Resident Director reports to the Director of Residence Life. The Resident Director manages a residential area on-campus and supervises Resident Assistants. The Resident Director lives on-campus.

GRADUATE RESIDENT DIRECTOR (GRD)

The Graduate Resident Director is a full-time professional who is attending graduate school. The Graduate Resident Director is trained in residence hall management. The Graduate Resident Director reports to the Director of Residence Life. The Graduate Resident Director manages a residential area on-campus and supervises Resident Assistants. The Graduate Resident Director lives on-campus.

RESIDENT ASSISTANTS (RA)

Resident Assistants (RAs) are the most visible members of the Residence Life Staff. An RA is a student leader living and leading within the residence halls. 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 hall 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 Hall 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 call the Resident Assistant phone for that respective building or report to the Security Desk of their respective Residence Hall.

RESIDENCE FACILITIES

Hertel Hall Capacity 291

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”. Some 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. Once the request has been completed, residential students cannot make another bunk/debunk request for the remainder of the 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.

Televisions are permitted but cannot be mounted on the walls. Refrigerators are also permitted provided they are no larger than 3.1 cubic feet and draw less than 7 amps.

Microwaves are permitted ONLY in Guzman Hall.

RESIDENCE HALL PROHIBITED ITEMS

The following items are PROHIBITED in student’s rooms and will be confiscated if found and a fine will be assessed (items prohibited under the Code of Conduct will be addressed according to the protocol outlined in the Student Code of Conduct). The Office of Student Development has the

authority to approve or deny use of any of items listed below or any other item.:

- Microwaves (except in Guzman Hall), hot plates, air fryers, coffeemakers other than Keurig type, toasters, toaster ovens, electric contact grills, BBQ grills, crock pots, hot water pots, space heaters and anything with exposed heating elements,
- Extension cords, multi plug adapters and non-surge protector power strips
- Halogen lamps and lava lamps
- Any outside/additional furniture or significantly large items without the consent of the Director of Residence Life, including but not limited to couches, shelves, dressers, tables, trees, etc.
- Water beds or beds not issued by the University
- 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.
- Nails or screws, strong adhesive tapes, command hooks/strips or glue on the walls
- Dart boards
- Candles, incense, open flame devices, blow torches, plug-in air fresheners, etc.
- DJ equipment/ musical instruments with amplifiers, drum sets, larger than personal sized speakers and professional sound equipment
- LED strip lights
- Anything hanging from ceilings (ex: fans, lights, tapestries, decorations, etc.)
- Electric bikes, hover boards, self-propelled scooters, and hands-free Segway devices
- Paraphernalia (hookahs, grinders, vapes, wrapping papers, alcohol bottles, etc.)
- Stolen Signs or Road Signs of any kind
- Space heaters
- Electric blankets
- Weapons of any kind (including but not limited to guns, paintball guns, airsoft/bb guns, knives, tasers, etc.)
- Pets (except fish or underwater animals in a 10-gallon tank maximum, and Service Animals approved by the Office for Special Services)
- Any gas/fuel powered device

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. Students must use painters tape for posters, pictures and anything else hung on walls. Students are not permitted to hang anything from the ceiling. 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. To ensure 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. Prohibited or illegal 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. Fines 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.

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 any prohibited items such as 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. The University reserves the right to mandate a student to remove a prohibited item from University property/premises immediately.

****Please be aware that weapons, hookahs, alcohol, drugs, and alcohol and drug paraphernalia will NOT be returned and will be disposed of appropriately. The University reserves the right to not return any item(s) that may be a health and/or safety hazard of any University community members. The University reserves the right to contact the authorities regarding illegal items.**

HOUSEKEEPING

Students are responsible for daily cleaning in their own room. Excessively dirty or messy rooms are subject to disciplinary action and/or fines. 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 appropriately disposed of in trash rooms, daily. Students should not place any trash in the hallways. Students should contact the Facilities Department regarding garbage and or recycling concerns.

RESIDENCE LIFE POLICIES AND PROCEDURES

HOUSING DEPOSIT

All students (first year, transfer, returning, etc.) must pay the \$200 housing deposit each academic year, in order to receive on-campus housing. If a resident graduates, decides to commute, or withdraws from housing for any reason, they may be eligible for a refund of the \$200 housing 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. Residents may only be eligible for a housing deposit if the May 1. Spring deadline – January 1.

SECURITY DEPOSIT

New freshmen residents, transfers, and commuter-to-residents will be charged a one-time \$250 refundable security deposit (which should not be confused with the housing deposit, which is covered below) within their first semester of housing. If a resident graduates, decides to commute, or withdraws from housing for any reason, they may be eligible for a refund of the \$250 security deposit pending satisfactory completion of the Housing Withdrawal Form and any other 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 if refunded. This security deposit can be obtained in the Student Financial Service's office or via mail.

ROOM ASSIGNMENTS/HOUSING SELECTION

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/transfer students may make housing and roommate requests, and the Office of Residence Life will attempt to accommodate such requests. The Residence Life department cannot guarantee that preferred housing options and roommate/s will be available. All first-year/transfer residents must be full-time for the fall semester, pay the \$200 housing deposit, complete the housing contract, and fulfill all other mandatory requirements. Current residents are assigned via a Housing Selection process. The Housing Selection process is conducted in the spring semester for the following academic year. Notices are posted throughout the residence halls providing information regarding the Housing Selection Process.

To participate in the Housing Selection Process, a student must be registered full-time for the fall semester, pay the \$200 housing deposit, complete the housing contract, and fulfill all other mandatory requirements. Housing is based on availability of space. Please be aware that students are not guaranteed to be housed in a particular residence hall.

To maintain on-campus housing throughout the academic year, students must maintain their full-time registration status, maintain their medical compliance, maintain their financial clearance, and fulfill all other mandatory requirements.

The Office of Residence Life reserves the right to modify room assignments whenever it is deemed necessary (which may involve an immediate change). 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 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.

RESIDENCE HALL DELUXE ROOMS

The residence halls offer a variety of room type options, including deluxe double rooms in Hertel Hall. Deluxe double rooms are rooms that are significantly larger than other rooms of their same type. This is an attractive option for students wanting or needing additional space while living on-campus. These rooms have limited availability and will come at an additional cost.

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 each semester. Once this period has passed, residential students can begin to change rooms, based upon availability. Residential students will be expected to complete a room change form and comply with the instructions set forth by the Residence Life department, in order to honor their request. Residents who make unauthorized room changes will be required to move back to their former room with all of their possessions within 24 hours or less.

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. Dependent on the needs of the University, residential students may need to consolidate rooms at any point - this includes during the academic year, or prior to move-in. This means that students with a vacancy in their room/suite may be required to either change rooms (this may involve changing room types) or receive a new roommate. When such instances occur, Residence Life makes every effort to notify students of the necessary information and steps. However, Residence Life reserves the right to assign any student to any room at any time, even without prior notification. Consolidation occurs primarily in the beginning of each semester but is reviewed throughout each semester. The Office of Residence Life makes every effort to allow two (2) weeks in 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 arrange to fill the vacancy. Failure to comply with this process may result in disciplinary action.

RESIDENCE HALL VACANCIES

Residential students with a vacancy in their room/suite, must keep the vacant area/s completely vacant and free of their personal belongings at all times. Another student may move in at any time, even without prior notice. Please note that the Residence Life department does its best to notify students in advance, but there may be instances in which a prior notification may not take place. Whether or not you receive notification, you must not prohibit another student from occupying the vacant space. Residence Life reserves the right to assign any student to any room at any time, even without prior notification. Students whom choose to occupy a vacant space may be subject to fines

and/or disciplinary action. Students with vacancies in their room may have two options, when possible: A) Go through the consolidation process which will require them to either change rooms or receive a new roommate OR B) Buyout the room. Failure to comply with this process may result in disciplinary action.

RESIDENCE HALL ROOM BUYOUT

For students whom have a vacancy in their room and do not want to change rooms or receive a new roommate, they may have the opportunity to buyout the entire room (room only) if possible, depending on the needs of the Residence Life department. The additional cost required to buyout the room will be determined by a prorated rate, which will vary by room type and the duration of time left in the semester. Please note that the ability to buyout the room may need to be revisited each semester, dependent on the housing needs of the Residence Life department. Additionally, Guzman Hall residents are not eligible to participate in the Residence Hall Room Buyout process.

TERM OF OCCUPANCY

Only full-time 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).

The Housing Agreement and Contract is no longer effective when the following are officially completed:

- Students withdraw from housing or the University
- Students enroll in officially recognized off-campus programs for a particular semester
- Students who graduate in December
- Students who are academically ineligible to remain at the University
- Students who have been removed from housing

The University reserves the right to cancel the Housing Agreement and Contract, 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 halls. 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 damage form online.
4. Attend the mandatory Residence Life meeting for your building.
5. Please be advised that students are not allowed to check into the residence halls prior to the time designated by the Office of Residence Life.

To check into their room, residents must have completed ALL these requirements:

1. Full-Time Registration Status
2. Medical Compliance
3. Financial Clearance
4. Title IX/AOD/Student Safety Compliance
5. All other mandatory requirements

Residents who have not completed any of these requirements will not be permitted to receive their room key nor move in.

CHECK-OUT

RESIDENTS MUST OFFICIALLY CHECK OUT OF THEIR ROOM anytime that they are no longer living on-campus, withdrawing from the residence halls or from the University, graduating, or changing rooms! Each person must check-out of their 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 or the last day that you are permitted to live within the residence halls – whichever comes first. 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. Once a room is empty and cleaned, each resident should fill out a Room Damage Form to document the room's condition upon the date of their departure. Residents living within suites should also document the suite's condition upon the date of their departure within this same form. Completing this form has no bearing on the possibility of a resident receiving fines for damages.
3. *Formal check-out procedure:* Students can choose the following two options to check out of their room:
 - A) Traditional Check-Out – A traditional check-out is when a Residence Life Staff Member conducts a final check of a room with the resident present. A final check will only occur if the room is cleaned, and all personal items are removed. During this final check, any damage in the room will be noted by a Residence Life staff member and the student will be required to hand in their keys. A student must also complete all required check-out forms.
 - B) Express Check-Outs – An express check-out is when a student checks out of their room

WITHOUT the assistance/presence of a Residence Life staff member. For students wanting or needing to check out express, they still need to completely vacate their room, ensure that it's cleaned and return their keys. A student must also complete all required check-out forms. It's important to note that residents who do an Express Check-Out forfeit their right to dispute any damage charges.

4. Depart residence hall. After all students have departed from the residence halls, room damage is assessed by representatives from Residence Life and Facilities staff.
5. If a student fails to properly check-out:
 - An improper check-out fine of \$150 will be assessed.
 - The right to dispute any damage charges is forfeited.

PROTOCOL FOR LEAVING THE RESIDENCE HALL FOR NON-RETURNING RESIDENTS

1. Any student who intends on leaving campus housing or not returning to the residence halls at any point must inform their building director as soon as possible.
2. Any student not returning to campus housing for any reason must complete a housing withdrawal form (this includes graduating seniors).
3. The student will not be eligible for consideration of a refund of their security deposit unless the Residence Hall Withdrawal form is filled out and the required housing withdrawal steps are completed.
4. 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 in which the student completely checks out of their assigned residence hall. Students will be eligible for a refund only if they have also completed their housing withdrawal form by their official move-out date. 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 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. The Residence Life office will share additional information with residential students regarding any residence hall closures. 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 building supervisor. 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 obtained electronically, via your university email address. A resident's request will be reviewed and verified with the university email address that is on file. A resident who wishes to make this request must be in good judicial/conduct standing. The Director of Residence Life approves and or denies these requests.

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 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 supervisor of their 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 regard 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 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 or tampering with any locks on any residence hall 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 or prevent a new roommate from moving in.
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 hall rooms or common areas (this includes, but not limited to the usage of water balloons/water guns). 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 Community member (student, faculty, staff, etc.).
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 anywhere on-campus.
27. Drinking anywhere on-campus.
28. 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 halls 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.

ITEM	PRICING
Replace room key or mailbox key	\$150
Replace lock cylinder	\$200
Replace lock set	\$400
Replace door	\$1,400
Replace door Rosary Hall	\$1,400
Replace door Hertel Hall	\$1,400
Replace door Guzman Hall	\$1,400
Replace mattress	\$280
Replace bed	\$470
Desk top damage	\$150

Replace desk	\$415
Replace bookcase	\$380
Replace desk chair	\$250
Replace draw front of desk or dresser	\$415
Replace wardrobe	\$930
Damage to tile floor	Time and material
Ceiling tile replacement	\$45
Room window replacement	\$415
Window blind replacement	\$85
Window screen repair	\$15
Window screen replacement	\$95
Paint wall	\$260
Paint ceiling	\$260
Paint entire room	\$480
Paint Quad including common areas	\$1,720
Paint entire suite	\$1,000
Toilet paper dispenser replacement	\$30
Paper towel dispenser replacement	\$60
Repair room electrical outlet	\$145
Repair room light Hertel Hall	\$150
Repair room light Rosary Hall	\$150
Repair room light Guzman Hall	\$325
Repair common area light	\$150
Repair sheetrock	Time and material
Thermostat	\$510
Extra room cleaning upon check-out	\$65 per hour
Dumping in common areas	\$50 per item
Remove extra furniture at end of year	\$50 per item
Lounge chair replacement	\$820
Desk Lamp	\$90
	All pricing is subject to change

PESTS/EXTERMINATOR

When a resident has suspicions of any pests (ie: mice, insects, etc.), then a Residence Life staff member 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 workday. 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.

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 they may have bed bugs, they should contact their building supervisor and at that time the building supervisor will determine the course of action.
2. If the student sees a bed bug or has a suspicion of bedbugs, their building supervisor 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 building supervisor will inform the student that they must go to the Health Services Office or Urgent care 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 workday. 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 must remain in their assigned room, and 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.
7. 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 has a confirmed case of bed bugs is required to wash and dry (high heat) whatever clothing they have. 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 are 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.
 - 1) 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.).

8. Exterminator Findings:

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.

1) 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. It is possible that the student(s) may be required to stay outside of their room/suite while a treatment for bed bugs is taking place.

2) Only the exterminator can confirm or deny the presence of bed bugs in a room – NOT Residence Life or any outside person.

9. 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 or reenter the building while a fire alarm is going off. 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), may face disciplinary action. 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. These items are prohibited for use in individual residence rooms in Rosary Hall and Hertel Hall. Students who reside in these buildings must use these items in the restroom.

PROTOCOL FOR FIRE ALARMS

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

1. All students should leave the residence hall from the nearest exit and congregate at the designated area next to their residence hall.
2. Once outside, students should follow directions from the Residence Life Staff and Security.

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 hall until the all clear is given by the Residence Life professional staff, who would have received clearance 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 are next to the stairs from all exits on your floor.
3. Feel the door and doorknob. 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. If you cannot find your key, then don't wait. Evacuate as safely as possible.
5. Close all doors behind you. This keeps the fire from spreading.

GUESTS

Guest are defined as individuals who are not current DUNY students. Guests are (non-students) are welcome to visit the residence halls. 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, signed in 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. Day guests under the age of 18 are not permitted unless approved by the Director of Residence Life and 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 hosting their guests. Any day guest staying past 12:00AM (midnight) must be signed as an overnight guest.

VISITORS

Visitors are defined as Dominican University New York students who are not assigned to the specific room which they occupy/visit. 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. Visitors are prohibited from entering or occupying a residence hall room/suite, unless they are accompanied by a resident assigned to that specific space. Any visitor hosted by a resident past 12:00AM (midnight) must be signed as an overnight guest.

OVERNIGHT GUESTS

An overnight guest is defined as an individual who stays in a Residence Hall overnight (from 12am to 8am). Visitors (current students) and guests (non-current students) can be signed in as overnight guests. Overnight guests must be 18 years old or older. Anyone under the age of 18 cannot be an overnight guest. 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 same day as their visit. HOSTS must complete the registration form by 9pm on the day of the expected visit, supplying the name, contact information, and vehicle information for the guest. A new registration form must be completed each day that an overnight guest stays overnight (this includes consecutive overnight visits). 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 (1) 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. Students can register their day and overnight guests via the QR code at the front desk of their assigned residence hall. A link to the day and or overnight guest form can also be obtained by contacting the Office of Residence Life.

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. If a day/overnight guests is not registered via the guest registration form, the guest may be required to leave and the host may face disciplinary action. Day and overnight guests are not permitted during the last two weeks of the semester. The Office of Residence Life reserves the right to limit the number of guests within the residence halls and or suspend guests from entering any residence hall at any time.

BABYSITTING

Students are not allowed to perform babysitting responsibilities in the residence halls or other buildings on campus. Children (anyone under 18) 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 building director for follow up.

ROOMMATE/SUITEMATE AGREEMENT

The roommate/suitemate agreement form is a resource for residential students sharing a residence hall space. This agreement form addresses and discusses the agreed upon conditions within the room/suite, in which all applicable residents agree to adhere to. Anything agreed upon within the roommate/suitemate agreement does not override any University/Residence Life policy or procedure. All first year and new transfer residents are required to complete a roommate/suitemate agreement form. All returning/upperclassmen residents are strongly encouraged to complete a roommate/suitemate agreement form.

Typically, the roommates/suitemates may choose to complete this agreement form on their own. The Resident Assistant is also available to facilitate the execution of this agreement, when necessary. 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)/suitemate(s). We suggest you discuss these topics and more, 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?
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 preferences?
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? Electronics, clothing, 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 halls 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 students who occupy that room will be billed for a new thermostat. 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. The Office of Residence Life reserves the right to approve or deny air conditioning units in all residence halls.

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 or TV. 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 and should never delay contacting emergency services (Police, Fire, EMS) when needed.

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. The University also reserves the right to search personal property of students 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.

EVICTION

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 halls. 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, for NY). More information is available in the Office of Student Development.

INTERNET/WiFi

Internet access is available in all student rooms. Wireless access is available throughout the residence halls. Please contact IT Support at itsupport@duny.edu for internet issues.

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 and or damages to any items. 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 resident student mail and packages will be distributed through the University mailroom system. All resident student mail including but not limited to packages from Amazon, Fedex, UPS, USPS must be sent to the University mailroom located in Casey Hall. Students are not permitted to have mail and or packages sent to their residence hall. Any mail and or packages that are sent to the student's residence hall may be returned to the sender after 15 business days.

Resident student mail and packages must be addressed as follows:

Student Name & Residence Hall Name
Dominican University New York Mail Room
470 Western Highway
Orangeburg, NY 10962

Package pickup (Amazon, Fedex, UPS, USPS, etc)

- Students must pickup all packages from the University mail room during normal business hours.
- Students must bring and present a valid government issued ID to retrieve their packages.
- Students are not permitted to allowing other individuals to pickup their packages on their behalf.
- Any packages that are not claimed after 15 business days from delivery will be sent back to the original sender.

Mail pickup (letters, postcards, bills etc.)

- Students must pick up all mail (letters, postcards, bills, etc.) from the Residence Life office located in their residence hall during normal business hours, unless otherwise posted.
- Students must bring and present a valid government issued ID to retrieve their mail.
- Students are not permitted to allowing other individuals to pick up their mail on their behalf.
- Any mail that is not claimed after 15 business days from delivery will be sent back to the original sender.

Outgoing mail/packages

- Students should bring outgoing mail to the University mailroom.
- Outgoing mail without a postage stamp already applied will not be sent out. If no postage, you will need cash and a receipt will be provided.
- All outgoing packages must be brought to an external vendor for processing and shipping (Ex: Amazon returns, package returns, shipping of boxed packages).

Mailroom Hours

- Monday through Friday from 9:00am - 4:30pm unless the University is closed. Hours are subject to change without notice.

Other important information regarding the mailroom

- The University has the right to refuse to accept large quantities or unusual volume of mail/packages
- The shipment to or from the mailroom of any illegal item (e.g., firearms, weapons, drugs not prescribed for the recipient, etc.) or any hazardous/dangerous item (e.g., explosives, fireworks, ammunition, etc.) is prohibited.
- Any package deemed to contain suspicious items or hazardous material will be turned over to Public Safety and/or the authorities for inspection and handling.
- If you are expecting an important delivery, we suggest that you request the item(s) be sent with some type of tracking.
- Dominican University is not responsible for any lost, stolen, or damaged mail/packages

Contact information for the mailroom

Phone: 845-848-7719

Email: Mailroom@duny.edu

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

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 Halls. 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/CELL PHONES

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/products/personal-property-insurance/> 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. Students are always encouraged to file an incident report and or police report for lost, stolen or damaged items.

VENDING MACHINES

Vending machines that contain snacks and beverages are available in the Residence Halls. 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. You can also contact the Purchasing Office at Purchasing@duny.edu to dispute vending charges and or concerns. 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

Switch Board	845-359-7800
24/7 Security Supervisor	914-403-7531
Office of Public Safety/Security	845-848-4061
Student Development	845-848-4080
Office of Residence Life	845-848-7601
Director of Residence Life	845-848-7600
Rosary Hall Res Life Office	845-848-5000
Rosary Hall Security Desk	845-848-5001
Rosary Hall Resident Assistant	201-376-7041
Hertel Hall Res Life Office	845-848-7602
Hertel Hall Security Desk	845-848-7603
Hertel Hall Resident Assistant	914-403-8147
Guzman Hall Res Life Office	845-848-7420
Guzman Hall Security Desk	845-848-7422
Guzman Hall Resident Assistant	914-906-9219
Student Health Center	845-848-7918
Student Engagement	845-848-4034
Student Counseling Center	845-848-4034
Academic Success Center	845-848-4056
Prevention and Education Services	845-848-4030
Office of Special Services	845-848-4035
IT Support & 1 Card Office	845-848-4049
Maintenance/ Facilities	845-848-4058
Orangetown Police Department (Non Emergency)	845-359-3700
Fire/Police/EMS	911

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 and policy manual. Students should contact the Office of Student Development for more information. 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. The University reserves the right to contact Law Enforcement regarding conduct that may constitute a crime or violation.

SECTION 1: ACADEMIC DISHONESTY OR MISCONDUCT

A statement of the Dominican University New York Policy on Academic Integrity is found on pages 32-39 of this document. 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 any purposes 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/impairment/being under the influence 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.
- 2.1.8 The manufacturing and or production of alcohol or other drugs is prohibited on University property.

2.2 Drugs

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, including residue of any quantity.
- 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.
- 2.2.8 Public intoxication/impairment/being under the influence is prohibited. Anyone violating this policy may be arrested or transported to the hospital at his/her own expense.

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 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/impaired individual by procuring the assistance of local or state police, security staff, residence life staff, or other medical professionals, neither the intoxicated/impaired 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 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 University policy. In order for this policy to apply, the intoxicated/impaired student must attend a timely referral to Prevention and Education Services for completion of PES 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, emergency responders, or Dominican University 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.

The Good Samaritan Provision also stands for students who are assisting other students who may be placed in dangerous situations but are documented in a related/unrelated incident. The University's Disciplinary Committee will take these instances into account and will relay on the preponderance of the evidence to determine if the Good Samaritan Provision will be used.

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, THREATENED USE OF FORCE 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; Taking any action for the purpose of inflicting harm upon any person; Threatened use of force upon any person; 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, guests, University employees, or University officials. 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, defecating or releasing bodily fluids in any public or private area of University buildings, facilities, or property other than in a restroom toilet.
- 10.14 Intentionally or unintentionally destroying, damaging, misusing, or defacing University property or the personal property of others.
- 10.15 Tampering with evidence during an incident or investigation.
- 10.16 Failure to receive official approval from the Office of Student Development to use University property or facilities for staging a demonstration, rally or protest.

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 interim suspension, suspension, disciplinary probation/deferred suspension and or violation of other University policy during a term of disciplinary probation/deferred suspension related to a conduct violation.
- 12.8 Failure to comply with previous sanctions which causes a student to have repeated offenses.
- 12.9 Failure to comply with the University visitor policy.

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 hazards
 - 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, DU1 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 or another person or 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.
- 14.4 Guests are prohibited from being in a residential space without the official resident of that room being present.

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 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). A bias incident and or hate crime may include the usage of symbols, images or other means of communication.

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 (subject to law change):

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/DRIVING ON CAMPUS

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 Disregard for parking and/or driving regulations as established in the Parking and Traffic Guide.
- 21.3 Reckless driving on University property or while attending a University event on or off campus.

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.

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/

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.

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:

- 27.1 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;
- 27.2 The unauthorized taking or use of any University owned or contracted service;
- 27.3 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;
- 27.4 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:

- 28.1 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);
- 28.2 Any BB gun, pellet gun, air rifle, paint gun, or instrument that may cause injury;
- 28.3 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;
- 28.4 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.
- 28.5 Any instruments that could be used to cause injury or harm.

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 by 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 (non-active incident): Disciplinary warning
- Alcohol, 1st violation (active incident): Disciplinary warning and Prevention & Education Class (Alcohol 1)
- Alcohol, 2nd violation (active incident): \$150 fine, Prevention & Education (Alcohol 2) and online education course and disciplinary probation, parental notification
- Cannabis 1st violation (non-active incident): Disciplinary warning
- Cannabis 1st violation (active incident) Disciplinary warning and prevention & education class (Drug 1)
- Cannabis 2nd violation (active incident): \$150 fine, prevention & education (Drug 2) online education course, disciplinary probation, and parental notification
- Other Drugs & Controlled Substances, 1st violation: Individual Meeting with prevention and education services, \$350 fine, disciplinary probation and parental notification
- Covered smoke/heat detection device: 1st violation: \$300 fine (per covered head/device), disciplinary probation and fire safety course
- Evidence of using/smoking/vaping any substance within any Dominican University building: 1st violation: \$250 fine, disciplinary probation, fire safety course. Should there be any evidence of cannabis, or other drugs/controlled substance the following additional sanctions will be given. Prevention & education class (Drug 1) and parental notification.
- Evidence of using/smoking/vaping any substance within any Dominican University Building with a covered smoke/heat detection device: 1st violation: \$550 fine, Deferred disciplinary suspension and fire safety course. Should there be any evidence of cannabis, or other drugs/controlled substance the following additional sanctions will be given. Prevention & education class (Drug 1) and parental notification.
- Setting off the fire alarm: \$400 fine, disciplinary warning
- Tampering with sprinkler suppression system: \$300 per device, disciplinary probation and fire safety course
- Parking/Driving violations-1st offense (excessive): \$350 fine, disciplinary probation
- Parking/Driving violations 2nd offense (excessive): \$700 fine and loss of parking privileges on campus, deferred disciplinary suspension.

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.

Students who fail to complete sanctions will receive a HOLD on their student account.

Disciplinary probation and Deferred disciplinary suspension begin at a minimum period of one full academic semester. The University reserves the right to extend or reduce any from probation or suspension based on the seriousness of the incident and prior judicial history.

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.duny.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. The University does not supply advisors for student general student conduct matters.
- 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. The student's email will be revoked and the student must hand in their ID and keys.
- 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. The student's email will be revoked and the student must hand in their ID and keys.
- 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. Should a student face a financial hardship, the student can reach out to their hearing officer via University email to request up to a 50% conversion of their initial fine to community service. Requests must be made within five (5) business days from the date the official outcome letter was sent. The University disciplinary committee will approve or deny these requests. If a request is approved, the University can accommodate up to 50% conversion of the initial fine. Should a student fail to complete their community service by the required date, the initial fine will be reinstated and the student may be subject to further disciplinary action.

- 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.
- 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 business 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 business days of the notice of suspension.

On any occasion where a student is removed from housing, the student will have 24 hours to remove their belongings from University property. The University has the right to expedite the process if warranted.

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.

The University has the right to change, amend, and adjust all policies and procedures at any time.

ACADEMIC RESOURCES

NEW STUDENT AND TRANSITION CENTER

The New Student and Transition Center (known as “The Nest”) exists to help students with the transition from high school to university. 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. The Nest is located in Casey Hall. For more information about the Nest, please visit its webpage: <https://www.duny.edu/academic-resources/new-student-transition-center/>.

First Year Experience

An advising team of faculty members and academic administrators known as the Freshman Directorate work closely with the Nest 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 they meet on a regular basis.

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 Early Warning 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.

THE ACADEMIC SUCCESS CENTER

Dominican University New York is committed to supporting students in ways additional to regular advising and counseling as they proceed through the learning process. The Academic Success Center maintains a student-centered learning community focused on tutoring and testing support services. Professional and peer student tutors provide individual and group sessions and workshops to support student needs and faculty requests. Students are encouraged, and in certain courses

required, to take full advantage of the tutoring services that the Center provides. In addition, test proctoring is available for students receiving special accommodations and students needing course-related make-up and special circumstance testing, e.g., CLEP, challenge exams, and placement assessments. The Center is open at convenient times and is located on the lower-level of Rosary Hall. All students in undergraduate, graduate, and online programs are welcome to utilize the Center's services. For more information about Academic Success Center (ASC) hours and locations, visit: <https://www.duny.edu/academic-resources/learning-resource-center/>. Or <https://my.duny.edu/ICS/ASC/> (requires you to log into the portal).

THE SULLIVAN LIBRARY

The Sullivan Library is located in Rosary Hall. The collection includes approximately 70,000 print books, 255,000 e-books, 613 print periodical titles, 48,000 e-journals and 92 databases. Library services include research support, course reserves, and interlibrary loan. To access print and digital resources, and learn more about Library services, visit: <https://www.duny.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. The Library Patio is an outdoor space with tables and umbrellas set within a native plant garden. The entire Library including the Library Patio is Wi-Fi enabled. The Library is also home of the Dominican University New York Archives whose mission is to collect, preserve and provide access to the University's rich history. To learn more about the University Archives, visit <https://guides.dc.edu/Archives>. Check the library website (<https://www.duny.edu/sullivan-library>) for hours of operation.

Library Guidelines

1. A DU-1Card card must be presented to borrow books. The student is responsible for all library materials borrowed on his or her account.
2. Books may be borrowed for the semester and renewed once. Fines accrue on overdue books and may be forgiven when materials are returned. The Library is not obliged to notify the student of overdue books.
3. Reference and Ready Reference books 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 Computer Lab are available for students wishing to study in groups or to do collaborative work.
6. Food and beverages are permitted in the Library. Food and beverages are not permitted in the University Archives.

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 DU 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 through interlibrary loan. Requests for these materials are made through ILLiad, accessible throughout the Library's website.

SEVENTEEN 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 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.

SCHOLARSHIPS AND FINANCIAL AID (Student Financial Services)

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. 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.

Student Financial Services 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: <https://www.hesc.ny.gov/find-aid/nys-grants-scholarships/tuition-assistance-program-tap/>

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 <https://www.hesc.ny.gov/home/>

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 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 Student Financial Services 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 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 Student Financial Services of any additional aid received which is not indicated on your Financial Aid Award Notice.
- Inform Student Financial Services if you expect to withdraw or take a leave of absence.
- Provide Student Financial Services 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 Student Financial Services
- 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

Student Financial Services Continued

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, 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, DePorres 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.

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 Casey Hall. Services offered are:

- Career Counseling and Advisement including assistance with choosing a major
- Employment opportunities part and full-time
- Charger Careers: 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
- 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@duny.edu or 845-848-4033.

STUDENT ENGAGEMENT

The mission of Student Engagement 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.

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.

Student Engagement provides opportunities to meet the social, academic, and cultural programming needs of both commuter and resident Dominican University New York students. This office 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. Additionally, Student Engagement is committed to providing students of the DUNY community with opportunities to become involved in charity within the University and the larger community, promoting our Dominican values through the coordination of volunteer projects in partnership with local nonprofit organizations and community members, ongoing service programs, and offering opportunities for leadership training and personal growth. We are 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 845-848-4047.

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.

Charger Activities Board - CAB works directly with the Director of Student Engagement in planning a broad range of events for the entire university community! CAB gives students an opportunity to become involved, organize & plan events, & develop leadership skills. Some of CAB's events include, but are not limited to: Giveaways, Bingo, Stuff-a-Plush, Off-Campus Trips, Spring Fest, & more!

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 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.

Clubs and Organizations - All student organizations of Dominican University are student-run, student-started, open to all students, and operate under the support of the Student Government Association. Each club has an advisor with the general responsibility of serving as a resource person. Activities and student functions are approved through the Office of Student Engagement.

In addition to the Dominican University New York Student Handbook, all clubs must adhere to all policies and procedures in their respective Club and Organization Manual. A copy of this manual can be found online on the portal or hard copies can be made available in the Corless Student Engagement Center (CSEC) in the Granito Center.

The chartered clubs and other student organizations on campus are:

CLUBS

Name	Category
Anime & Gaming	Special Interest Group
Aquin Players	Performance Group
Black Student Union	Cultural / Special Interest Group
Booklings	Special Interest Group
Campus Ministry	Outreach / Special Interest Group
Caribbean Dance Crew	Cultural / Performance Group
Chargers for a Cure	Outreach / Special Interest Group
Debating Society	Debate Team
Elite Music	Special Interest Group
Entrepreneurship Club	Special Interest Group
History Club	Academic-based Interest Group
International Students' Association (ISA)	Cultural / Special Interest Group
Rotaract Club	Outreach / Special Interest Group
SNADU (Student Nursing Association of DU)	Academic-based Interest Group
Social Sciences Club	Academic-based Interest Group
SOL (Student Organization of Latinos)	Cultural / Special Interest Group
SOTA (Student Occupational Therapy Association) *	Academic-based Interest Group
SPTA (Student Physical Therapy Association) *	Academic-based Interest Group

ORGANIZATION

- CAB – Charger Activities Board
- SGA – Student Government Association
- *Graduate Student Club*

This list is current as of the end of Spring 2024 and is subject to change.

All students have the opportunity to start a new club on campus. Proposed clubs or organizations can be awarded a charter from the Student Government by following the steps below:

1. Initiate the club charter process by scheduling a meeting with the Director of Student Engagement to explore the feasibility and requirements.
2. Complete and submit a Club Charter Application.
3. Select an advisor and ensure they complete the Advisor Agreement.

4. Present an oral and visual presentation to the SGA for consideration. Approval is determined based on a rubric assessing various criteria. The highest possible score is 20 multiplied by the number of voting members. However, the presentation must receive a total score of at least 15 multiplied by the number of voting members based on everyone's completed rubric. The decision rendered by the SGA is binding and final. Possible outcomes include approval, rejection, or conditional approval.

El Salvador Experience - This is a collaborative program between Dominican University New York and Molloy University. Our students work at a children's camp in Sol Naciente, which is a community in La Union, El Salvador. The camp is for children ages 4-12 and takes place in January, before Spring Semester begins. The application process for this program takes place during the Spring Semester prior to the next trip & students will be selected before they depart for the summer.

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@duny.edu or 845-848-4122 for more information.

Student Government - The official representative and voice of the student body is the Student Government Association. Its purpose is:

To coordinate the extra-curricular and extra-campus activities of the general student body to the university administration on matters directly affecting campus-student affairs. It shall likewise present the views of the administration and faculty to the student body and shall strive to foster mutual cooperation and understanding among the students, faculty and administration of the institution. To coordinate the extra-curricular and extra-campus activities of the general student body and of the student clubs and organizations under its jurisdiction, and shall direct them when necessary.

Elected positions include: The Executive Branch, the Legislative Branch, and the Representative Branch. The Executive Branch includes the President, Executive Vice President, Vice President of Communications, & Vice President of Finance. Legislative Branch includes the Vice President of Charger Activities, Academic Affairs Senator, Athletics Senator, Club Assembly Senator, Commuter Affairs Senator, Digital Marketing Senator, Equity & Inclusion Senator, International Affairs Senator, Resident Affairs Senator, & Service Engagement Senator. The Representative Branch includes the Class Senator for each respective class.

The Executives of the Student Government shall be elected by the current members of the Student Government Association and its advisor(s), prior to the elections held for the Legislative & Representative Branches.

The members of the Legislative Branch shall be elected or appointed by the Executives of the Student Government Association and its advisor(s).

All members of the Representative Branch shall be elected by the voting members of each class for their prospective class. 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 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 online on the portal or at the Student Government counter in the Corless Student Engagement Center (CSEC) in the Granito Center.

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 DePPoress Hall, for appointments. The counselor is available Monday-Friday during the academic year. Students must make an appointment or contact the Counseling for and immediate opening. 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 in Casey Hall, Monday through Friday during the academic year. For individual questions or concerns, call the Prevention and Education Coordinator at 845-848-4030.

RESIDENCE LIFE

The Office of Residence Life is located on the second floor of Hertel Hall. Residence Life is responsible for the operation of Dominican University New York's residence halls (Hertel Hall, Guzman Hall, and Rosary Hall) and for the development of the students who reside in these residence halls. The Residence Life staff strives to maintain a positive community atmosphere in these residence halls and is available to assist you with your living and learning experiences at Dominican University New York. Monday – Friday, 9:00am – 5:00 pm, Hertel Hall , residencelife@duny.edu, 845-848-7601

To reach someone from Residence Life within the Residence Halls 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 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-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 7:00am-11:00pm, Weekends 9:00am-7:00pm, 845-624-2273, www.citymd.com, 256 East Route 59, Nanuet, NY 10954.

Crystal Run Healthcare is open Monday-Saturday 8:00am-7:30pm, Sunday 8:00am-5:30pm, 845-348-1100, 2 Centerock Rd, West Nyack NY 10994, www.crystalrunhealthcare.com/westnyack

PM Pediatrics Rockland / Spring Valley is open Monday-Sunday 10:00am-10:00pm 845-371-KIDS (5437), 19 Spring Valley Marketplace, Spring Valley, NY 10977, 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@duny.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.

Important Information/Phone Numbers

Financial Aid Programs	
Financial Aid Office:	845-848-7818
Cost of Attendance	
Bursar Office	845-848-7805
Office of Admissions	845-848-7900
Academic Programs, Facilities, Faculty	
Academic Dean’s Office	845-848-4000
Personnel Available to Assist in Obtaining Information	
Dean of Students/Student Development Office	845-848-4080
Assistant Dean of Students/Student Development Office	845-848-4080
Office of Admissions	845-848-7900
Services for Students with Disabilities	
Office of Special Services	845-848-4035
Accreditation, Approval, Licensure	
Academic Dean	845-848-4000
Refund Policy	
Bursar Office	845-848-7805

Requirements for Officially Withdrawing from the University	
Registrar's Office	845-848-7810
Requirements for the Return of Title IV Funds	
Financial Aid Office	845-848-7818
Satisfactory Academic Progress Standards for Financial Aid	
Financial Aid Office	845-848-7818
Terms and Conditions for Deferral or Partial Cancellation of Student Loans	
Financial Aid Office	845-848-7818
Financial Implications of Study Abroad	
Financial Aid Office	845-848-7818
Graduation Rates for all First-Time, Full-Time Degree-Seeking Undergraduates	
Office of Institutional Research	845-848-7822
Enrollment Data	
Office of Institutional Research	845-848-7822
Enrollment Data and Graduation Rates for Student Athletes	
Office of Institutional Research	845-848-7822
Campus Security Reports	
Director of Public Safety/Security	845-848-4061
The Family Educational Rights and Privacy Act (FERPA)	
Registrar's Office	845-848-7810
Title IX Coordinator	
Assistant Dean of Student Development	845-848-4080

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. <https://www.duny.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.

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: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/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 the Office of Student Engagement 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, and is fully online with expanded gear, gifts and books. Visit <https://www.bkstr.com/dominicanunivstore/home>

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 DUNY 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 a DUNY ID card for the purposes of entering the residence hall, as well as registering guests. Students must keep their DUNY IDs with them at all times and must be ready to present their DUNY 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.duny.edu. There is a replacement charge of \$20 for new cards. Cards that are lost or stolen should be reported immediately to ITSupport@duny.edu and deactivated online at DC1Card.duny.edu. Unauthorized charges should be reported to the IT office immediately.

DUNY ID cards are not transferable. Only the individual whose name and picture is on the DUNY ID can use that DUNY 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.duny.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.

Students may request to change their meal plan up to 48 hours after the first official start date of the semester. To request a meal plan change, students must email Residencelife@duny.edu. Students are responsible for any additional charges or fees when they change their meal plan.

Any questions or concerns regarding your meal plan should be directed to the DU1 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!

Hours of Operations

Monday- Wednesday 7:30 AM – 9:00 PM/ Grab and Go only 9:00pm-10:00pm

Thursday: 7:30am-9:00pm

Friday: 7:30am-8:00pm

Saturday-Sunday 9:00am-6:30pm

Subject to change due to staffing and weather

The Granito Center accepts Meal Dollars, DU1 Dollars, credit cards, apple pay and cash.

The **Charger Café** in Casey Hall is the place to visit for something light between classes. This space is open Monday – Friday 7:30am-9:00pm

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.duny.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

DU 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. DU 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@duny.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.

Sticker/Towing/Immobilizer Policy

Sticker- Students may receive a warning sticker placed on their vehicle window. The University is not responsible for damage to a vehicle resulting from a warning sticker being placed on a vehicle.

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 for 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, bongos, 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 the Charger Café, the Granito Center second floor Student Engagement Lounge, on each floor in the Prusmack Center and in each Residence Hall. Commuter students are encouraged to use these spaces to study, socialize or pass time in between their classes. Lockers are available on a first-come, first-served basis. 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. 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 1420WRRV 92.7WFAS 1230
- WCBS 880WSPK 104.7 FMWFAS 103.9
- WGNV 1220WHUD 100.7WRCR 1300

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.lastname1

Password: password (the word password)

Faculty/Staff use the following credentials:

Username: firstname.lastname

Password: password (the word password)

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

It is important to know that this system will be used only for time sensitive information. Questions regarding the system should be directed to the Security Office, 845 848-4061.

**Dominican University New York reserves the right to make edits and changes to the student handbook when deemed necessary by University officials. Please check back for updated information.*