



UNDERGRADUATE STUDENT
HANDBOOK
2011–2012

Nazareth
COLLEGE



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STATEMENT ON RESPECT AND DIVERSITY

We, the Nazareth community, embrace both respect for the person and freedom of speech. The College promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when concepts, values, and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning.

It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status. Respect for the dignity of all peoples is an essential part of the College’s tradition and mission, and its vision of the future.

STUDENT ACTIVITIES

GOVERNMENT

- Organizations
- Athletics
- Intramurals
- Publications
- Ensembles
- Special Events

A goal of college education is to become self-directed. Self-direction can be developed not only through academic experiences, but also through participating in group activities outside the classroom. Enjoying a social life helps balance academic responsibilities. Extracurricular activities act as a means of bringing out potential qualities of leadership and creativity and of satisfying the need for recreation and relaxation. Students learn how to work with others and opportunities are created for interpersonal relationships, which lead to greater understanding of human nature.

The Undergraduate Association (UA) charters student organizations that serve intellectual, cultural, and social interests. In departmental clubs, students with similar interests can discuss ideas and work on projects within their field. Through some campus groups, Nazareth students work with Rochester community organizations as well as those having national and international affiliation.

The office of student activities provides students with information regarding activities, social events, publications and membership in clubs. All student organizations are responsible for maintaining records of their membership, budget accounts and program plans. Club officers meet regularly with the director of student activities.

UNDERGRADUATE ASSOCIATION (UA)

Student government at Nazareth College is organized through the UA. Every student matriculated at the College becomes a member of the association. The UA's aim is to support the academic, social, cultural, and political needs of students. It serves as a vital communication link among students, faculty, and

administration. The UA office is located in the Otto A. Shults Community Center across from the office of student development. All students, faculty members, and administrators are urged to visit the office to meet student leaders and discuss various facets of student life.

Since student involvement is essential for the association to exist and function in a manner supportive of the student body, UA meetings are open to all students. Copies of the UA constitution and its agreement are available to students on request.

For more information, contact the UA at ext. 2795, or student activities at ext. 2331/2320.

UA-CHARTERED CLUBS AND ORGANIZATIONS

- Accounting Club
- ACDA (American Choral Directors Association)
- Amnesty International
- AMTAS (American Music Therapy Association Students)
- Art Club
- Association of Social Work Students (ASWS)
- CAB (Campus Activities Board)
- Center for Spirituality
- Club Italianissimo
- Creative Minds Club
- CSDA (Communication Sciences & Disorders Association)
- Dance Club
- Economics and Investments Club
- EGS (Electronic Gaming Society)
- French Club
- German Club
- Gerontology Club
- Gleaner (student newspaper)
- Go Green!
- History Club
- INC (Inter-ethnic Nazareth Coalition)
- International Club
- Intramurals and Recreation

- Lambda Association
- LASMA (Latino and Spanish Majors Association)
- Math Club
- MENC (Music Educators National Conference)
- Music Business Club
- Nazareth Commuter Association (NCA)
- Naz Ultimate
- Note to Self (Glee Club)
- Nursing Club
- Peer Health Educators/Student Athlete Mentors
- Physical Therapy Club
- Pre- Health Professionals Club
- Pre-Law Club
- Pre-Medical Club
- Psychology Club
- Residence Hall Council
- Science Club
- Sigillum (yearbook)
- Ski/Snowboard Club
- STEP Club
- Theatre League
- WNAZ (radio station)
- Women and Gender Studies Club

SPECIAL EVENTS AND COLLEGE TRADITIONS

Special social and recreational highlights are scheduled throughout each year, including Orientation, Reunion Weekend, Family Weekend, the Formal, Siblings Weekend, Springfest Weekend, and Commencement.

Lectures, movies, and art exhibits are also regularly scheduled throughout the year, as well as performances by touring professionals at the Nazareth College Arts Center.

Each **full-time undergraduate** Nazareth student is entitled to **one free ticket to all Arts Center-sponsored events** (some restrictions apply to Garth Fagan Dance and Rochester City Ballet Performances). **Part-time undergraduate** students are eligible for **one free ticket per semester**.

RADIO STATION

Nazareth's campus radio station, WNAZ (cable channel 4), is housed in the Shults Center and is operated entirely by students.

STUDENT DIVERSITY RESOURCE CENTER

An initiative between the office of student activities and the UA, the Student Diversity Resource Center opened in fall 2004 in the Shults Center. Currently 12 UA clubs specifically represent diversity interests among undergraduate students. The center features a drop-in lounge for students with resources available on a sign-out basis and work space for all the diversity clubs. For more information contact Jane Kelly, director of student activities, at jkelly5@naz.edu, or the UA vice president for diversity initiatives at stuact@mail.naz.edu.

MUSIC ENSEMBLES

The department of music hosts a full complement of music ensembles for both majors and non-majors. These include the Men's Choral Ensemble, Women's Choral Ensemble, Chamber Choir (by audition), Concert Band, the Nazareth College Symphony Orchestra, Jazz Ensemble, and Jazz Combo. Other ensembles open for participation include the Brass Ensemble, Flute Ensemble, Piano Ensemble, Opera Workshop, Percussion Ensemble, Saxophone Quartet, Chamber Music for Strings, and Clarinet Choir. The music department also has a pep band that plays for home basketball games. For information on participation, additional ensemble opportunities, and private-lesson instructionals, please contact the department of music at ext. 2700.

THEATRICAL PRODUCTIONS

The department of theatre arts and Nazareth Theatre League produce four major theatrical productions each academic year, all of which are directed either by faculty or guest directors. Two are produced in the Studio 48 Theater, and two in the Callahan Theater. Additionally, student-directed one-acts are produced as a requirement of the directing course. The music department produces an opera each year and the foreign language department regularly produces a foreign language play. Extra curricular theatrical opportunities produced by students are also routinely mounted in A13, A14, Wilmot Recital Hall, and the

Linehan Chapel. Auditions for any production and membership in the Nazareth College Theatre League are open to all Nazareth College students.

INTERCOLLEGIATE SPORTS

Nazareth offers 12 intercollegiate athletic programs for women and eleven for men, three junior varsity sports, and a dance team. Fall sports for women include cross-country, field hockey, soccer, tennis, golf, and volleyball. Fall sports for men include soccer, cross-country, golf, and tennis. The equestrian team is open to both men and women. Winter sports include basketball, indoor track, and swimming for men and women. In the spring, men and women may participate in lacrosse, tennis, and outdoor track. Men's volleyball is also available in the spring.

The Nazareth College Golden Flyers are members of the National Collegiate Athletic Association (NCAA), the Empire 8 Conference, and the Eastern College Athletic Conference (ECAC). Nazareth's director of athletics is Peter Bothner (ext. 2196).

Contact the coaches below for information about their sports.

Golf (Men's & Women's)	
Marty Coddington	ext. 2851
Soccer (Men's)	
Dan Gilbertson	ext. 2191
Soccer (Women's)	
Gail Mann	ext. 2813
Tennis (Men's & Women's)	
Paul Waida	ext. 2853

Volleyball (Men's & Women's)	
Cal Wickens	ext. 2189
Basketball (Men's)	
Kevin Broderick	ext. 2814
Basketball (Women's)	
Devin Gotham	ext. 2190
Swimming (Men's & Women's)	
Martie Staser	ext. 2198
Lacrosse (Men's)	
Rob Randall	ext. 2194
Lacrosse (Women's)	
Traci Lian	ext. 2835
Field Hockey (Women's)	
Andrea Tutino	ext. 2199
Equestrian (Men's & Women's)	
Terese Bouchard	ext. 2492
Cross Country/Indoor and Outdoor Track and Field (Men's & Women's)	
James Goss	ext. 2852
Softball (Women's)	
Jack Carpenter	ext. 2936

Athletic event admission is free with a Nazareth ID card. Schedules are available at the Information Desk.

INTRAMURAL SPORTS

Intramural sports vary according to students' interests. We have offered basketball, flag football, floor hockey, golf, and softball. We are open to other suggestions as well.

Academic Policies and Procedures can be found online as part of the Undergraduate Catalog.

ACADEMIC ADVISEMENT

All incoming students are assigned a faculty advisor within the major department (if declared) to help

them plan their academic programs. Advisors may be changed when students declare or change their majors. Students are expected to make appointments for academic counseling with their advisors on a regular basis throughout the year in addition to course selection times. **It is the student's responsibility to know, understand, and complete the requirements for his/her degree program.** In addition to faculty advisors, the Academic Advisement Center (AAC) offers all students assistance relating to academic matters. Peer tutors are available through this center. AAC also coordinates a one-credit course titled *Exploring Self, Majors, and Career*.

Location: Smyth Hall, room 2

Contact: Linda Searing, director, ext. 2874

The coordinator of first-year academic support services works closely with freshmen and their advisors and faculty to facilitate students' adjustment to college life and academic standards.

Location: Smyth Hall, room 2

Contact: Mary Anne Parker-Hancock, ext. 2872

ACADEMIC POLICIES AND PROCEDURES

All undergraduate academic policies and procedures are found in the Nazareth College Undergraduate Catalog. The catalog includes policies about academic integrity, grades, transcripts, registration, academic honors, academic probation, withdrawals, and more. For assistance in interpreting academic policies and procedures, contact the academic advisement center.

REGISTRAR/TRANSCRIPTS

In an effort to provide secure and improved services to students and alumni, Nazareth College has authorized the National Student Clearinghouse to provide transcript ordering 24/7 via the web. You can order transcripts using any major credit card. Your card will be charged after your order has been completed. There is a \$7.50 fee per mailing address.

Current students can access the Clearinghouse through their NazNet account.

- Log into your Naznet account
- Click on the "transcript request" link under the "National Student Clearinghouse" heading section

- Click on "National Student Clearinghouse Self-Service" link
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session.

Registrar's office location: Smyth Hall, room 1

Hours: 8:30 a.m.-5 p.m., Monday-Friday

Contact: 585-389-2815

SERVICES FOR STUDENTS WITH DISABILITIES

The office for students with disabilities recommends academic modifications for students who have documented disabilities and connects students with the many support services available on campus and in the local community. Students seeking these services should contact the director. A handbook for students with disabilities describes the resources on campus and is available from the office or online at naz.edu/student-disabilities.

Location: Golisano Academic Center, room 61

Contact:

Stephanie Smyth, director ext. 2498

Lisa Thomas, coordinator ext. 2875

GRADUATE STUDY

Nazareth College offers graduate programs of study leading to the degrees of Master of Science, Master of Science in Education, Master of Arts, and Doctor of Physical Therapy. Also awarded is the Master of Social Work degree through a program jointly offered by Nazareth College and the State University College at Brockport. Programs offered within the Master of Science Degree are accounting, creative arts therapy (with specializations in art therapy and music therapy), management, human resource management, and speech-language pathology. Programs available within the Master of Science in Education degree are art education, business and marketing education, educational technology specialist (computer education), inclusive education programs (early childhood, childhood, adolescence), literacy education, music education, and teaching English to speakers of other languages (TESOL). The

STUDENT SERVICES

The office of academic advisement maintains comprehensive information regarding Nazareth College Academic Policies and Procedures. This includes policies on academic integrity, attendance, dismissal, FERPA (Privacy Act), grade point average (GPA) calculations, grades, petition processes, probation, withdrawal, and more. The most up-to-date

Master of Arts degree offers programs in American studies and liberal studies.

Nazareth College students who are within nine semester hours or less of completing the undergraduate degree and meet the academic requirements for entrance into a graduate program may register for a course(s) in the graduate program. **Students will be allowed to register for no more than a total of 12 credit hours when combining undergraduate and graduate courses** (e.g., six credits of undergraduate and six credits of graduate credit). In some programs students may get special permission to register for nine hours of graduate work if they are within three credits of completing the undergraduate degree or for three hours of graduate work if they are within nine hours of completing the undergraduate degree.

Approvals must be obtained in the following order:

1. Chairperson of the undergraduate major department(s)
2. Program director or chairperson of the graduate program department
3. Dean of the School in which the graduate program resides
4. Assistant vice president of academic affairs
5. Director of graduate student services (who provides copies of petition to the office of financial aid and student accounts)

All approvals on the petition form are required prior to registration.

Seniors in their final semester taking a combination of undergraduate and graduate course work that totals 12 credits will be billed at the full-time undergraduate tuition rate and continue to be eligible for all financial aid they would receive had they enrolled in all undergraduate credits with the following exceptions: Federal Pell Grants and Federal TEACH Grants are pro-rated to reflect undergraduate credits only. Contact the financial aid office for advisement on other concerns or implications of revised aid for students whose total registration is below 12 credits or who are combining undergraduate and graduate course work in the same semester.

For registration questions, contact graduate student services at ext. 2815. For financial aid questions, contact ext. 2310.

BILLING

The department of student accounts is responsible for student billing. All full-time bills are due approximately two weeks before the start of each semester. Please contact student accounts for information describing TuitionPay or Tuition Management Systems, monthly installment plans that allow students to pay all or part of their bills over a 10-month period.

All financial obligations must be met before registration, course selection, or housing selection are considered valid.

Contact:

John Garbe, manager of student accounts	ext. 2038
Claire McCabe, student accounts supervisor	ext. 2042
Lorraine Hoffman, student accounts coordinator	ext. 2034
Valerie Levine, graduate student accounts coordinator	ext. 2043
Liz O'Connor, accounts receivable support specialist	ext. 2031
Ellen Schwartz, accounts receivable support specialist	ext. 2049

FINANCIAL AID

Many full-time and part-time Nazareth students are eligible to apply for financial aid programs. The process may at times be confusing, and students with questions should contact the financial aid office so that their needs may be addressed. It is important that students keep informed about due dates for filling out the Free Application for Federal Student Aid (FAFSA), and be aware of the many aid sources that exist. This wide range of sources includes Federal Pell Grants, Federal SEOG, Federal Perkins Loans, Federal Work Study, Federal Direct Stafford and Federal Direct PLUS loans, the New York State Tuition Assistance Program (TAP), and Nazareth College grants and scholarships.

Contact:

Samantha Veeder, director	ext. 2310
Sandra Killeen, senior assistant director	ext. 2316

Janice Scheutzow, associate director	ext. 2313
Jeannette Lippa, financial aid coordinator	ext. 2312
Melissa Mitchell, loan counselor	ext. 2315
Laura Formella, assistant director	ext. 2310
Cindy Davis, financial aid coordinator	ext. 2310

BOOKSTORE

The Nazareth College Bookstore stocks all required and recommended textbooks for the current term. For your convenience, customers can purchase textbooks for pick-up or delivery (or simply review textbook information by course) though the bookstore website. To help reduce the cost of books, the bookstore stocks used books at a 25 percent discount, and offers a rental option on select titles. The bookstore also carries school supplies, art supplies, Nazareth College clothing and giftware, reference books, snacks, and a modest selection of health and beauty aids.

The bookstore is open extended hours at the beginning of each academic term. Please check the website or call the store for current hours of operation.

Sell your used books to the Nazareth College Bookstore for cash! Get the best buyback prices at the end of a term and during finals week.

The Nazareth College Bookstore is operated by Barnes & Noble College Bookstores, Inc., and accepts B&N gift cards for all purchases.

Location: Shults Community Center, lower level

Phone: 585-586-2690

Website: naz.bncollege.com

Email: bkstore@naz.edu

CAMPUS SAFETY

The Campus Safety Department helps to maintain a safe environment on campus, with programs and services including:

Emergency Response: To all incidents involving the health, safety, or well being of any member of the Nazareth community.

Patrols: Bicycle, foot, and vehicle patrols 24 hrs/day.

Escort Service: On-campus escorts provided 24 hours a day to anyone, as requested.

Campus Shuttle Service: The campus safety department offers a complimentary shuttle service that is in operation during the academic year. Please refer to the campus safety department for shuttle stop locations and hours.

NazCard: The NazCard is your official Nazareth College identification card and identifies you as a member of the Nazareth College community. All new Nazareth students receive a photo ID. It does not need to be validated each semester; it is valid each semester you are enrolled. The NazCard should be carried with you at all times. ID replacements carry a \$15 fee.

Educational and Prevention programming:

Includes topics such as sexual assault/crime prevention, drug/alcohol awareness, environmental health, Cardiopulmonary Resuscitation (CPR), first aid, and fire safety.

Security Escort: A small transmitter device that alerts campus safety of any emergency situation. These can be obtained at no charge from the campus safety office.

Vehicle Registration: All Nazareth College students are required to place a parking permit on any vehicle that will be parked on the campus. Students are asked to complete a parking permit application and sign a Title IV form. These applications are available at the campus safety office or may be downloaded from the campus safety website.

Parking permit fees are \$45 per academic year, \$30 per semester. Parking permit fees include NYS sales tax. These nonrefundable fees are charged to the student account. Additional vehicles may be registered at no charge; however, we reserve the right to verify ownership by reviewing a NYS registration. All license plate or vehicle changes must be reported. Students are allowed to have guests park on campus; however, all guests are asked to obtain a temporary parking pass for their vehicles. These can be obtained at the campus safety office free of charge. Guests will be instructed where to park their vehicles upon obtaining a pass.

Parking Regulations: Vehicles without parking permits will be ticketed as well as those parked in clearly prohibited areas such as visitor, service vehicle

areas, reserved, handicap, fire lanes, and tow away zones. Additional information regarding parking policies can be obtained at the campus safety office or on the website.

Parking Violations: Payment for parking tickets is due within 10 business days. To pay a parking fine, stop by the campus safety parking office or mail the payment. Information is located on the bottom of the ticket. Frequent and excessive violators are subject to billing, towing, and/or a loss of campus parking privileges. Students receiving numerous tickets should contact the parking office. Fees for unpaid tickets can be attached to student bills.

Parking Appeals: When appealing a parking ticket that is believed to be issued in error, please provide your name, phone number, license plate number and a brief explanation about the situation to the parking and transportation coordinator. For your convenience this can be done in one of several ways: **Online:** email tkappeal@naz.edu, **Mail:** information to Nazareth College Campus Safety Department, 4245 East Ave, Rochester, NY 14618 (attn: parking office). **Phone:** 585-389-5133 or **by appointment:** at the parking office (Shults basement/next to lacrosse office).

Medical Emergency Response: In case of a medical emergency, follow this procedure: (1) Contact student health services in Carroll Hall at ext. 2500 (on-campus phone) or 585-389-2500 (cell phone). (2) If you cannot reach student health services, call campus safety at ext. 3333 (on-campus phone) or 585-389-2850 (cell phone/off-campus). (3) If after proper consultation, outside medical assistance is required, Pittsford Volunteer Ambulance will be requested.

Fire Prevention: Fire drills are required by New York state law for all buildings on campus. Academic buildings will have drills conducted at least once per semester. Residential buildings must have drills conducted at least four times per year with one of them being held after dusk. Fire safety inspections will be conducted at least once per year in all residence halls. Items that violate campus policy will be removed and may be destroyed.

Motor Vehicle Assistance: Basic assistance available

including jump-starts, retrieving keys/lock-out, and organizing off-site towing.

NazAlert: An emergency notification system that communicates important information in minutes via text messaging, cell phones, email, and other devices to students, faculty, and staff located on- and off-campus at any hour of the day or night.

Campus Safety works closely with the Monroe County Sheriff's Office in criminal cases. Students, staff, and faculty should cooperate with campus safety and use common sense when making safety and security decisions. Students should always lock their rooms and travel in groups when walking on campus at night. Blue light emergency phones located throughout the campus are available for 24 hour assistance.

All members of the Nazareth community are asked to alert campus safety upon observing any suspicious people or activities. It is only with the cooperation of all members of the Nazareth community that the campus can remain as safe as possible.

Location: Shults Center, lower level room 21

Contact:

Main Contact—Non-Emergency	ext. 2850
..... (585-389-2850 off-campus/cell)	
Emergency	ext. 3333
..... (585-389-2850 off-campus/cell)	
Bobby Maldonado, director	ext. 2840
James Leach, associate director	ext. 2844

CAREER SERVICES

The office of career services offers assistance to students and alumni in choosing a major or a career, and in conducting job, graduate school, and internship search campaigns. Through individual appointments and frequently offered workshops, career services provides information about how to gain admission to a graduate school, write a resume, prepare for an interview, and search for a job. Career services also plans special programs during each semester featuring experts from outside the College on a wide range of topics such as "What Can I Do With a Major in Sociology," "Careers in Marketing and Communications," "Accounting Career Night," and more.

Resources for researching different career options are available to students through Career Insider online at Career Library. Career services also uses the DISCOVER computer guidance system to provide information about careers, graduate schools, and the career decision-making process.

Organizations seeking to employ students for full-time, part-time, work study, and summer jobs as well as internships and graduate assistantships contact career services each year. Career services advertises these opportunities to students through its NazLink online job posting system. Students can set up an account on NazLink, upload their resume, review job notices, and receive automatic email notification when new jobs are posted by visiting: www.myinterfase.com/naz/student

Career services also coordinates student participation in large-scale recruiting fairs such as Teacher Recruitment Day and the Rochester Area Career Expo. Information about all such upcoming events is available on the NazLink system.

Students and alumni may establish a credential file in Career Services that includes recommendation letters for use by prospective employers or graduate schools. Registration materials for the credential file service are available in the career services office as well as on the website: naz.edu/career-services

Location: Main floor, Shults Center

Hours: Monday–Friday, 8:30 a.m. – 4:30 p.m.

Extended hours (when fall and spring classes are in session): Tuesday, Wednesday, Thursday, until 7 p.m.

Contact:

Michael Kahl, director	ext. 2890
.....	
Amy Bauer, assistant director	ext. 2891
.....	
Danielle Pearles, career counselor	ext. 2892
.....	
Linda Crandall, executive secretary	ext. 2301

CENTER FOR SPIRITUALITY

Nazareth College has long recognized the importance of spiritual growth in the development of the whole person. The Nazareth community is committed to fostering an environment in which individuals are encouraged to explore their own spirituality, dialogue with others, and engage the world around them.

In keeping with the mission of the College, the Center for Spirituality serves the Nazareth community by:

- Encouraging reflection on personal beliefs, values, purpose, and spiritual identity
- Offering meditation/worship services and educational opportunities from a variety of religious traditions
- Facilitating dialogue among people from diverse faiths and perspectives
- Empowering work for social justice and encouraging generous service in our local, regional, national, and global communities
- Providing a welcoming and hospitable presence by being available for pastoral counseling and maintaining spaces for personal reflection and communal gatherings
- Fostering a sense of community by organizing campus-wide celebrations, memorials, and gatherings in response to current events

The Center for Spirituality (CFS) staff and student leaders collaborate with members of the Nazareth community to provide ministry for individuals from a variety of faiths and beliefs. Weekly opportunities for worship and meditation include: Catholic Mass, Protestant Worship, Zen Meditation and student-led bible study groups (Nazareth Christian Fellowship). CFS groups also support students, faculty and staff who are Jewish (Hillel), Muslim (MSA), Orthodox Christian (OCF) as well as atheist, agnostic, and secular humanist (AASH). In addition, the CFS staff assists students from any tradition in making local connections with places of worship.

The center offers programs related to spirituality and religion such as retreats, lectures, music and dance ensembles, yoga, spiritual direction, and small group discussions. CFS also offers a great variety of community service opportunities throughout the academic year, as well as alternative "Breaks for Service" during school breaks.

Center for Spirituality offices, community room, Linehan Chapel, and Meditation Room are located on the first floor of the Golisano Academic Center. A Universal Prayer Room is located in the Shults Community Center.

Center for Spirituality Staff

Ruth Santiago, secretary	ext. 2303
Lynne Staropoli Boucher, director	ext. 2305
Jamie Fazio, Catholic chaplain	ext. 2308
Alison Schmied, Protestant chaplain	ext. 2306

OPPORTUNITIES FOR WORSHIP AND MEDITATION

- **Catholic Mass:** Sunday evenings at 7 p.m. in the Linehan Chapel
- **Protestant Worship:** Sunday evenings at 8:30 p.m. in the Linehan Chapel
- **Zen Meditation:** Thursdays at 4:30 p.m. in the Linehan Chapel
- **Jewish Gatherings:** Organized by Hillel for High Holy Days and other special events
- **Muslim Gatherings:** Organized by MSA (Muslim Student Association) for Ramadan and other special occasions

Please check the CFS webpage for more information and schedule changes: naz.edu/center-for-spirituality

COUNSELING SERVICES

Counseling services offers crisis intervention as well as individual, couples, and group counseling to current Nazareth students. Students come to counseling services for a variety of reasons, such as difficulty adjusting to college, self-exploration, depression, anxiety, family issues, relationship issues, trauma, sexual orientation concerns, eating and body image concerns, grief, and thoughts of suicide, to name a few. Counseling provided by counseling services adheres to confidentiality regulations.

Counseling services is staffed by a clinical psychologist, a licensed clinical social worker, and a substance abuse counselor/prevention specialist. Counseling services also works in conjunction with an on-campus psychiatrist when indicated.

All students are eligible for an initial consultation with a counseling services therapist, and based upon that conversation, the clinician and student will work together to find a course of action that best suits the student's needs. There are a variety of options, including but not limited to: time-limited individual counseling with a counseling services therapist, joining a themed group (examples include a stress

management or an educational coping skills group), or participating in a group that focuses on students' experiences relating to others. Counseling services also offers a variety of educational workshops, lectures, programs, and mental health awareness events to the campus community at large.

Counseling services is open during business hours and some evenings during the fall and spring semesters. To ask questions or to schedule an appointment, please call 585-389-2887. In the event of an after-hours emergency, call campus safety at 389-2850 and they will contact the on-call clinician as necessary.

Learn more at: naz.edu/counseling-services

Location: Carroll Hall, room 101	
Contact: Malika Kapadia, Psy.D., director	ext. 2887
Megan Papponetti, LCSW, assistant director	ext. 2887
Casey Cline, MS, CASAC, LCAT, ATR-BC, substance abuse counselor and prevention specialist	ext. 2887

SART: SEXUAL ASSAULT RESPONSE TEAM

585-258-0080 (program this # into your cell phone)

Nazareth has a team of trained faculty and staff volunteers who can help you if you have been sexually assaulted or raped by an acquaintance or stranger. The volunteer can give you emotional support, help you through the crisis, and give you guidance in making informed decisions about counseling, medical care, and whether or not you want to report the incident.

To reach a team member call 585-258-0080. This is an answering service available 24 hours a day. An operator will contact a team member who will get back to you immediately.

During the day you may also reach the following team members on campus:

Emily Dimon	ext. 2507
Lynn Duggan	ext. 2536
Sandra Killeen	ext. 2316

Beth LaJoie	ext. 2789
Other campus resources:	
Counseling services	ext. 2887
Health services	ext. 2500
Center for Spirituality	ext. 2303
Campus safety	ext. 3333

Off campus:	
Rape Crisis	585-546-2595

STUDENT HEALTH SERVICES

The student health services staff provides primary health care and health education services tailored to the unique needs of college students. Care is provided by a nurse practitioner and a registered nurse in collaboration with additional health care providers who are on site several times a week. Women's health services are available by appointment. There is no fee for undergraduates to see a provider. Students are responsible for off-site lab fees and for all costs incurred for medical care received in the community.

Student health services does not provide medical excuses for missed classes, exams, or assignments since medical conditions are confidential and frequently not verifiable.

For more information, visit: naz.edu/health-services

REQUIRED IMMUNIZATIONS

New York State Public Health Law 2165 mandates that all students taking six credit hours or more must demonstrate immunity against measles, mumps, and rubella through documentation of two doses of measles vaccine (the first on or after the first birthday) and one dose each of mumps and rubella. Laboratory proof of immunity from these diseases is also acceptable.

Persons born before 1/1/57 are exempt.

NYS Public Health Law 2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to students.

Location: Carroll Hall, room 102
Hours: 9 a.m.-5 p.m. Monday-Friday during the academic year. Limited summer hours.

After-hours nurse advice line and urgent care options are on our website.

After-hours care options: Campus safety at ext. 2850

Phone: 585-389-2500

Fax: 585-389-2503

Staff:

Donna Willome ANP, BC, director

Karen Jones RN, BS, asst. director

Emily Dimon MA, health educator

Sandy Masterton, secretary

CENTER FOR CIVIC ENGAGEMENT

Civic engagement is a form of experiential learning in which students "test-out" concepts and theories, become active authors of their own learning in transformative ways while exploring their roles in the local and global communities. Civic engagement is pervasive across Nazareth College with support and advocacy from the Center for Civic Engagement.

The mission of the Center for Civic Engagement is to support the development and coordination of the rich, diverse, and varied curricular and co-curricular partnerships that actively engage students in service with their local, regional, and global communities. The center accomplishes its mission by providing leadership, strategic direction, advocacy, and program and resource development of all the College's civic engagement initiatives.

Housed under the Center for Civic Engagement is the Center for Service-Learning, the department of community service, and the Professional Internship Program.

Location: Golisano Academic Center, room 111
Contact: Nuala Boyle, executive director, ext. 2670

COMMUNITY SERVICE

The department of community service provides opportunities for involvement, leadership, service, and civic engagement in partnerships with local and international schools and organizations. The programs advance student learning by increasing the understanding of social problems, strengthening social responsibility, and heightening an understanding of human diversity while responding to the needs of our community. Home to the Partners for

Learning, Partners for Serving, Homework Help, and International Service Exchange Leeds England program (among others), student can explore community service opportunities both locally and abroad. The department is part of the Center for Civic Engagement.

Location: Golisano Academic Center, room 155

Contact:

Adam Lewandowski, director ext. 2307
 Julie Lloyd, program specialist ext. 2307

**STUDENT TRANSITION/
 FIRST YEAR CENTER**

The office of student transition and the First Year Center serve as a support and resource to all first year students and their parents, as well as a resource for faculty and staff with regard to first-year transition issues. The center also works with the college community to develop new programs and services that promote student success and persistence.

Students, staff, and faculty are always welcome to drop by the First Year Center, located on the ground floor of Kearney Hall, for questions or conversation. Appointments can also be made upon request.

Location: Kearney Hall, ground floor

Contact: Marrlee Burgess, director, ext. 2884

MULTICULTURAL AFFAIRS

Nazareth College recognizes the importance of providing education for a racially and ethnically diverse population, and for preparing students for a diverse world. Through the office of multicultural affairs, a focused, coordinated, proactive College-wide effort is provided by:

- Assisting the recruitment and retention of minority faculty, staff, and students
- Developing a retention program for minority students
- Assisting in providing professional development opportunities for faculty, administration, staff
- Creating opportunities for acknowledging and celebrating diversity
- Providing guest speakers from several disciplines for freshman seminars and other classes

The office sponsors cultural programs and participates in campus and community functions including:

- Constitution Day
- Hispanic Heritage Month
- Coming Out Day
- Urban Education Institute
- Disability Awareness Month
- Dr. Martin Luther King Jr. Day
- Black History Month
- Health Care Summit

Location: Smyth Hall, room 123

Contact:

Gaynelle Wethers, director ext. 2008
 Fran Gonzales, secretary ext. 2073

EARLY LEARNING CENTER

The Patricia Carter Early Learning Center (PCELC) of Nazareth College provides care for children 2 years and 10 months through 5 years of age. The center is licensed by the NYS Office of Children and Family Services and operates 49 weeks per year.

The program focuses on learning themes that are presented through art, literature, music, games, large- and fine-motor experiences and field trips. Children are encouraged to develop independence, self-confidence, creativity, self-esteem, and socialization skills. Three teaching professionals, assisted by Nazareth student workers, create and guide the activities.

Location: Founders Hall

Hours: Monday-Friday, 7:30 a.m.-5:30 p.m.

Contact: Mary Berry, director, ext. 2505

THE LORETTE WILMOT LIBRARY

The staff of the Lorette Wilmot Library welcomes the opportunity to assist and instruct students in the effective use of a variety of information systems and resources that have been provided. The facility is open more than 100 hours per week for research and study during regular terms and offers a variety of study spaces including study carrels, group study rooms (some with LCD screens to practice presentations), lounge furniture, and a coffee shop during the afternoon and evening hours. There is a 24 hour

study atrium at the entrance; use your Naz ID to swipe in after hours.

The library print collection includes more than 250,000 volumes along with more than 1,100 journal and magazine subscriptions. Additionally, more than 25,000 journals and 47,000 books are available electronically in full text through the library's website, along with databases and selected reference works for each discipline and program. The browsing lounge has a collection of leisure reading and videos for checkout.

The facility has wireless access and also houses 25 computer workstations throughout the building that access the library's databases, the internet, and MS Office products.

Hours during the academic year are shown. Changes in hours (during summer, holidays, exam periods, and semester breaks) are posted on the library's webpage: naz.edu/library

Our online catalog (WebPAC) enables students to identify materials of interest in the local collections. ILLiad, the online interlibrary loan system, facilitates requesting articles and books from other libraries.

There are several special collections, including the Rare Book Room, a room dedicated to works by and about Thomas Merton, and the Children's Literature Room.

MEDIA PRODUCTION UNIT

The media production unit is located on the lower level and provides production services include color copying and printing, poster printing, and lamination. It also includes a video editing lab, small group study rooms, and several multimedia classrooms. Group and one-on-one training is available for this area.

Self-help color and black-and-white copy machines are located on the library's main and lower levels. All production and duplication services are subject to copyright regulations.

TECHNOLOGY AND MEDIA SERVICE DESK

The technology and media service desk provides help for faculty and staff computers and manages the computer labs on campus. They also deliver media equipment for classroom use and events.

Contact Information:

Main circulation desk	ext. 2129
Reference desk	ext. 2137
Technology and media service desk	ext. 2111
Media production desk	ext. 2146
Interlibrary loan and serial service desk	ext. 3321

Regular Hours:

Monday-Thursday	7:45 a.m.-midnight
Friday	7:45 a.m.-10 p.m.
Saturday	8:30 a.m.-10 p.m.
Sunday	10 a.m.-midnight

Reference Desk Hours:

A reference librarian is available for walk-in consultations during the hours shown below.

Monday-Thursday	9 a.m.-9:30 p.m.
Friday	9 a.m.-5:30 p.m.
Saturday	11 a.m.-3 p.m.
Sunday	2 p.m.-6 p.m.

Further information including detailed student handbooks regarding the library and its services may be obtained at: naz.edu/library

INFORMATION TECHNOLOGY SERVICES

Information technology services (ITS) at Nazareth College offers students a wide variety of services. Macintosh and PC workstations are available in several labs throughout campus. Software is loaded on networks for maximum efficiency and sharing of information. In addition, software is available at the technology and media service desk in the Lorette Wilmot Library. High-speed network connections are available for resident students in their rooms and for non-residents at various locations around campus. Internet resources are available from most lab locations through Nazareth's network. Wireless covers the library, Arts Center, Golisano Academic Center, Carroll Hall, Medaille Hall, Psychology Building, Shults Center, Smyth Hall, and the café area of George Hall. Other areas (including most residence halls) will be added during the summer of 2011; check the ITS website for current locations. Printing is available in both the library and the computer labs. Lab assistants at the technology and media service desk are available to assist students with questions or

problems about the computer labs or their network connection in the residence halls.

Location: Technology and media service desk, Lorette Wilmot Library, lower level

Phone: ext. 2111

Email: usl@naz.edu

Contact: Greg Dec, technology and media service desk manager, ext. 2086

SHULTS CENTER

The Otto A. Shults Community Center contains the offices of student activities, student development, career services, athletics, campus safety, and the Undergraduate Association (UA). The Shults Center also houses the student diversity resource center, the bookstore, the mail room, the Information Desk, numerous meeting rooms and study areas, the fitness center, racquetball courts, the Robert A. Kidera Gymnasium, the commuter lounge, the dining services office, aerobics room, a pool, and a sauna.

Information Desk: ext. 2322

Hours:

Sunday–Thursday	8 a.m.–midnight;
Friday and Saturday	8 a.m.–1 a.m.

Contact:

Jane Kelly, director	ext. 2320
Brian McGahan, assistant director—operations	ext. 2324
Cassandra Thompson, assistant director—activities	ext. 2331

BULLETIN BOARD

Bulletin boards are for students use, such as for the sale of books and other personal items or the posting of special events. Off-campus organizations must leave notices at the Information Desk for approval by the Shults Center director. If approved, a desk attendant will post on appropriate boards.

MEETING ROOMS

Those in the Shults Center must be reserved in advance through the Information Desk. All facility needs should be included on the room reservation form. Food service for meetings should be arranged through the Chartwells staff.

LOCKERS

Provided for commuters, they can be bought at the Information Desk. A \$4 rental fee is charged for each semester.

MAILBOXES

Students are responsible for checking their mailboxes each day. Direct communications from faculty, administration, and student government are placed in the mailboxes. Resident student mailboxes are located in the lower level of the Shults Center and managed by the office of residential life; full-time commuter mail folders are located in the commuter lounge. Students who have been assigned mailbox numbers are requested to notify correspondents accordingly. Address mail to:

- (Your name) / (mailbox #)
Nazareth College
P.O. Box 18900
Rochester, NY 14618-0900

Stamps may be purchased at the Shults Center Information Desk.

FOOD SERVICES

Chartwells Dining Services is the leader in food-service management and support services. By combining fresh ideas with the industry's greatest talent, Chartwells continues to set the standards for food and service excellence. The corporate office is located in Charlotte, North Carolina, and covers a range of schools across the country.

Chartwells Dining Services is responsible for the operation of the resident dining halls, the Cabaret, Roost, Caffè Sorelle, Millie's, and Colie's Café as well as on- and off-campus catering. The management team is proud to be part of the staff at Nazareth College.

Dining services questions? Visit the dining services website at: naz.edu/dining

Contact:

Director of dining services	ext. 2521
Resident dining director	ext. 2077
Catering director	ext. 5161
Retail director	ext. 2520
Marketing director	ext. 2476

Executive chef	ext. 5101
Controller	ext. 5117
Administrative assistant	ext. 5109

RESIDENT STUDENTS

Resident students living on campus, excluding students living in Breen, Lyons, and Portka Apartments, are required to choose a resident dining meal plan. Each meal plan also comes with dining dollars that can be used in the retail locations and/or the dining halls. Dining dollars carry over from fall semester to spring semester; however, they must be redeemed by the end of the academic school year or they are forfeited.

COMMUTERS, GRAD STUDENTS, AND STUDENTS LIVING IN BREEN, LYONS, OR PORTKA

Commuter, graduate, and those students living in the Breen, Lyons, and Portka apartments have the option of choosing from any of the resident dining meal plans offered as well as an additional five-meal plan option on a voluntary basis.

Any student can add dining dollars to their Nazareth ID card throughout the semester. This program offers the ease of not having to carry cash. Under this program a student's Nazareth ID is used as a debit card: each time food is purchased, money is automatically deducted from the student's account. This program is also tax-exempt, which means by putting money on your card you do not have to pay tax at the register, saving you money all semester long.

MENUS

Chartwells strives to provide our customers with a high-quality experience every day. They welcome student requests and always do our best to accommodate them. Menus are planned with attention to variety, nutritional value, and local preferences. If you have special dietary requirements they can help you get what you need. Contact any manager.

RETAIL OPERATIONS

The Cabaret, the Roost, Caffè Sorelle, Millie's, and Colie's Café are retail facilities dedicated to servicing the campus community. Food can be purchase food in these facilities using dining dollars, cash, or credit.

Hours of operation:

Cabaret	
Monday–Thursday	7:30 a.m.–7 p.m.
Friday	7:30 a.m.–2 p.m.
Saturday and Sunday	closed

Roost	
Monday–Friday	11:30 a.m.–midnight
Saturday–Sunday	9 a.m.–midnight

Colie's Café	
Monday–Sunday	4 p.m.–midnight

Millie's	
Sunday–Thursday	1 p.m.–10 p.m.
Friday–Saturday	1 p.m.–5 p.m.

Caffè Sorelle	
Monday–Thursday	8 a.m.–8:30 p.m.
Friday	8 a.m.–2 p.m.
Saturday–Sunday	closed

RESIDENT DINING HALLS

Resident dining halls are located in Lourdes and Kearney residence halls. Resident meal plans are honored in these two facilities. If you have a guest visiting, each meal plan comes with a number of guest passes or you can pay for their meal with your dining dollars. Your Nazareth ID is also your meal card. Notify campus safety if you lose or misplace your card. They will put a stop to the lost plan to prevent anyone from using it.

Kearney Dining Hall

Monday–Friday	11 a.m.–9 p.m.
Saturday–Sunday	8:30 a.m.–8 p.m.

Lourdes Dining Hall

Monday–Friday	7:30 a.m.–9 p.m.
Saturday–Sunday	closed

CATERING

Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections online. We can also custom design a menu for any special occasion. We pride ourselves on our ability to meet any need with style and creativity, assuring the success of your event.

Visit the catering website at naz.catertrax.com or call ext. 5161 for more information.

MARKETING & COMMUNICATIONS

The mission of the marketing and communications department is to build the visibility of the College among prospective students and parents, donors, and numerous other key constituents. The department is responsible for publications, web content, public relations and advertising. Students, faculty, and staff are requested to contact Julie Long and Alicia Nestle—the media relations team—when they are asked to make a public appearance, do an interview with reporters, or participate in a broadcast in which they will be identified with the College.

Location: Golisano Academic Center, first floor

Hours: Weekdays, 8:30 a.m.–4:30 p.m.

Contact:

Kate Philbin, director	ext. 2451
Brian Abbamonte, print and web production designer	ext. 2462
Julie Long, assistant director—public relations	ext. 2456
Alicia Nestle, assistant director—new media	ext. 2457
Robyn Rime, assistant director—publications and creative services	ext. 5098
Alex Shukoff, photographer	ext. 2455
Sofia Tokar, assistant editor	ext. 2450
Elizabeth Zapata, assistant director—web communications	ext. 2461

RESIDENTIAL LIFE

RESIDENCE HALL POLICIES

Residence hall policies are established to protect the rights, needs and interests of both students and the College. Some policies are based on law, while others are derived from general College guidelines or the residential life room contract. They represent regulations that are necessary in a group-living situation. Students who reside in the Nazareth community accept the additional responsibilities imposed by living in common, and signify this through their contractual agreement.

The following pages provide a statement of residence hall policy. Any questions regarding the interpretation of this policy should be referred to the department of residential life. Remember, student occupancy of a Nazareth College residence is a privilege, not a right. Students, therefore, agree to conform to standards of decent and considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and communal living. All residents must be

registered full-time undergraduates. They are responsible for knowing the regulations, for observing them, and for abiding by the terms of the residential life room contract.

UNDERGRADUATE RESIDENCY REQUIREMENT POLICY

Nazareth College is committed to our student's intellectual and personal growth. Evidence indicates that students who live on campus are more likely to achieve higher academic success, stay in school, graduate in four years, be more involved in campus life, and make friends more readily. To maximize the integration of in-class and out-of-class learning, and enhance the potential for success in college, a two-year residency requirement has been instituted for full-time* undergraduate students beginning in the fall semester of 2009.

Full-time undergraduate students are required to live on campus for their first and second year of college,

unrelated to credit-based class status. Entering first-year students must live on campus for their first two years. Transfer students who have not yet completed their first two years of college, and any student who has matriculated at Nazareth in the fall of 2009 or later, must comply with the residency requirement for the remainder of his/her first two years of college.

Students are exempt if they are:

- Living with a parent or guardian within a 30-mile radius of campus
- Married, in a civil union, and/or have dependent children
- Transfer students and have at least two years at another college
- Age 23 or older
- Part-time**

* A full-time student is enrolled in 12 or more credits

** A part-time student is enrolled in fewer than 12 credits

SECTION A: RESPONSIBILITIES INVOLVING COMMUNITY MEMBERS

The policies in this section define the basic responsibilities of everyone who is a member of the Nazareth residential community.

COURTESY HOURS

While some noise in the residence halls is a reality, residents must try to control its level and occurrence. To facilitate study, 24-hour courtesy hours have been established. Quiet hours are from 11 p.m., Sundays through Thursdays, and extended through each night. Quiet hours begin at 1 a.m., Friday through Saturday. Reasonable efforts are to be made by all residents of a hall to allow students to study in their rooms. On weekend evenings, consideration must be given to the fact that residents live in a common environment.

HOW TO DEAL WITH NOISE DISTURBANCES:

1. Request that the noise level (stereo, people talking, etc.) be lowered.
2. If that request is not honored, go to an RA, who will again request that the noise level be lowered.
3. If the situation continues, it may be necessary to refer the problem to the building's area director (AD) or campus safety.

GUEST & VISITATION POLICY

All residential facilities have an open visitation policy. A student may not permit guests to use the housing facilities for any period of time, over the objection of his/her roommate(s). If it becomes a source of complaint by other residents or staff, or when its use becomes, through duration or frequency, a de facto subcontracting of space to an unauthorized person, that student's privileges to host a guest/visitor may be revoked. In no instance shall a guest or visitor become a long-term resident of a Nazareth owned facility, as it would interfere with the rights of roommates and others in the living unit. This policy is sensitive to every resident's need for privacy in a community environment, the balancing of rights among resident students, and the need for safety and security. Roommates should always confer with each other about all visitors and guests, especially overnight guests, in advance of a visit and agree that a visitor or guest is not an imposition.

A "guest" is defined as a non-Nazareth student visiting a current Nazareth resident student. A "visitor" is defined as a currently enrolled Nazareth student who is not currently assigned as a resident of that particular room. Visitors and guests must have proper photo identification and be prepared to produce upon request. Failure to do so may result in involvement of law enforcement agencies. Overnight visitors/guests must be accommodated in the room of the hosting student. Public space, including apartment living room or suite lounge, may not be used for visitor/guest accommodations.

Students are permitted to have visitors/guests in their rooms only if there are no objections from the roommate(s)/suitemate(s) or apartment-mate(s). These visitors/guests must be between the ages of 18 and 25, and their visitation should be of a social nature and relatively short in duration (no more than six hours during a given day). This visitation should be infrequent and not on a daily basis. Students staying more than six hours are considered an overnight guest and must observe the same regulations as stated below. Students are expected to resolve any problems created by visitations. The rights of a student to privacy, quiet, study space, etc., are paramount and take precedence over the other resident(s) of the space to have visitors/guests in the

room. If the occupants cannot agree, the resident assistant and/or area director in residential life should be consulted.

Residents are reminded that each floor has community standards and it is the expectation of residential life that visitors/guests also observe those standards. Community objection to the actions of visitors/guests may require removal or ban from the residence hall. All residents are responsible for their visitors' or guests' actions and should escort them in the residence halls at all times. All visitors/guests must agree to observe the following regulations:

- All guests and visitors must observe college policies and procedures as outlined in the Student Handbook and the Guidelines for Residential Living.
- All guests and visitors must be registered with a residential life staff member. They must carry a guest pass, obtained from a residential life staff member. All visitors must carry and present their Nazareth ID upon request.
- Residents may not have more than two overnight guests/visitors at any given time.
- The presence of guests/visitors may not compromise fire safety regulation numbers for the room, suite, or apartment.
- Any guest/visitor may not spend more than three consecutive nights as a guest/visitor in any Nazareth College room, suite, or apartment.
- Any guest/visitor may not spend more than six nights in a 30-day period as a guest/visitor in any Nazareth College room, suite, or apartment.
- Guest and visitors are reminded that all restrooms at Nazareth are marked and designated for the appropriate sex. Said restroom may be on a different floor or wing. Students should not enter or use restrooms marked for persons of the opposite sex.
- If guests/visitors violate any of the aforementioned regulations or any college policies they may be removed from campus and subject to judicial actions.
- Misconduct of a guest including any violations of college policies and/or any damage to college property is ultimately the responsibility of the host.

VISITOR ACCESS PROCEDURE

The exterior doors to residence halls are generally locked 24 hours, except for those halls with an after-hours attendant, or during dining hours or special events. When the residence halls are locked, visitors should arrange to meet the resident or call the person they are visiting on the nearest courtesy telephone to gain access (courtesy phones are located at the main entrances to all residence halls). Visitors must have some form of picture identification and a guest pass and are to be escorted at all times. Residents are responsible for the actions of their visitors. The College reserves the right to prosecute for trespassing any non-escorted individual in the residence halls.

Nazareth College seeks to prevent conduct which breaches the peace, causes disorder, or interferes with the rights of others. To this end, all restrooms at Nazareth are marked for the appropriate sex. Students of one sex should not enter, use, or allow visitors under their responsibility to enter restrooms marked for persons of the opposite sex.

ROOMS AT VACATION TIME

Room and board payment does not cover vacation periods when the halls are closed. All residences close at 6 p.m. on the last day of classes for the Thanksgiving and spring recesses. At the end of the fall and spring semesters, closing times are posted in accordance with examination schedules. Residents must vacate the halls by the announced deadlines or be subject to a fine of \$50 per day. Anyone returning before the official opening date is also subject to a fine of \$50 per day. Residence halls re-open at noon on the Sunday before classes resume.

CLEANLINESS AND MAINTENANCE

Please see Residential Living Guidelines for specific information.

1. Residents are responsible for regularly cleaning their rooms, removing waste materials, and maintaining reasonable sanitation and safety standards. At checkout time and at semester break, residents are responsible for removing waste and debris and leaving their rooms/suites/apartments in a clean, tenantable condition. Appliances, such as refrigerators, should

be left cleaned and emptied. Should extra cleaning by residence hall personnel or cleaning contractors be required because of poor house-keeping by residents, the cost of this cleaning will be billed to the residents of the unit involved. Similarly, if extra labor is required to remove personal belongings such as chairs, couches, or refrigerators, the cost for such removal will be billed to the residents of the unit and an appropriate fine will be charged. Students are responsible for any damages incurred in their rooms and should protect their rights by locking doors and by proper use of the check-in and check-out procedures.

2. Check-in/check-out procedures have been established for the students' benefit. Rooms are checked to protect students' rights. Students should examine their room to assure that nothing has been overlooked, review the room condition form with the RA, and only sign it in the presence of the RA. Check-out procedures must be followed whenever a student vacates a room. If damages have occurred and are not listed on the check-in form, the student will be liable for those damages.
3. If there is damage to the floor or the facility, a common charge will be levied on all residents when the person(s) responsible cannot be ascertained.
4. Furniture assigned to the room must stay in that room. Occupants will be charged full replacement cost for furniture missing at time of check-out. If a legitimate need to change furniture arises, students must contact and obtain approval from the department of residential life. No one may remove box springs and mattresses from bed frames.
5. Furniture abandoned (in hallways, etc.) will result in a \$25 fine. Necessary disciplinary action will also be taken.
6. If any campus furniture is removed from a common area and appropriated for individual use, a student will be fined \$100 and disciplinary action will be taken.
7. Vacuum cleaners may be obtained from RAs. IDs must be surrendered to obtain a cleaner.

8. Students may not paint rooms.

9. Loft units are provided by the College in some residence hall rooms and are not to be dismantled. Students dismantling their College-owned loft units are subject to a \$75 fine and appropriate judicial action. Student constructions of lofts or non-college lofts are not allowed.

ABSENCE FROM CAMPUS

It is suggested that any resident student who will be absent from campus for more than 24 hours should provide the floor RA with appropriate details so that contact can be made in case of an emergency.

DRUGS AND ALCOHOL

All Nazareth resident students are bound to observe the laws of New York state regulating the sale and use of alcoholic beverages, narcotics, and drugs. Non-prescription drugs and narcotics are not allowed on campus. Students in violation of these regulations should be aware that Nazareth upholds state law in this regard, and appropriate action will be taken when students are found in violation of the law.

Consumption of alcoholic beverages is not permitted in public areas such as classrooms, student union, residence hall lounges and hallways, or on College grounds without permission from the office of the vice president of student development. Consumption of alcoholic beverages is allowed within the confines of the individual residence hall room provided it is in compliance with College policy and New York state law. In New York, it is illegal for any person to provide alcohol to an individual under 21 years of age. Regardless of age, drinking games are prohibited. Alcohol or drug paraphernalia, (including, but not limited to, funnels, beer pong tables, bongs, bar set ups, etc.) found in possession of students or their guests will be confiscated. Violators are subject to serious disciplinary action.

ROOM CHANGE

Students are encouraged to discuss living arrangements with their RAs, especially if an aspect seems problematic. In some cases, it may be necessary to consult with the AD. If intervention fails and a room change is approved, an AD will assist the student in completing the forms. No room changes will be made during the first four weeks of a semester. The

College reserves the right to change room assignments when necessary.

HOUSING SELECTION

Housing selection is held each spring so returning residents can select a roommate and room for the fall semester. Students who owe money to the College for any reason will not be allowed to participate in housing selection for the following semester until their bills have been paid. Instructions regarding housing selection are distributed prior to the event and explain eligibility requirements and procedures.

RESIDENCE HALL STAFF

The department of residential life administers all regulations concerned with on-campus housing. Inquiries relating to residence, including application for campus housing or withdrawal from housing, should be directed to the department.

The director of residential life is responsible to the vice president for student development for the overall operation of the residence halls. The director's duties include recruitment, selection, supervision, and in-service training of the resident hall staff (ADs and RAs). Preparation of room contracts, room assignments, and occupancy records are further responsibilities of the director.

A student staff of 49 RAs and three GRAs completes the residence hall operation. These students are chosen selectively and are trained to serve as resource persons, as well as to develop educational programs on floors. RAs are assigned to each floor of a residence hall.

CLOSING HOURS OF RESIDENCE HALLS

For the protection of residents, all doors are locked 24 hours daily. Entrance to each residence hall is gained by using a key card or contacting campus safety (ext. 3333).

LAUNDRY FACILITIES

Washers and dryers are provided free of charge in each residence hall for resident student use only.

TELEPHONES

Pay telephones are located in some residence halls. Intracollege telephones permit direct dialing

anywhere on campus. Private telephone lines are available in the residence halls. Students should provide their own touch-tone phones. It is imperative that you set up your landline.

LOUNGES

Lounges located in designated areas of the residence halls may be used by resident students for study, meetings, or socializing. Furniture may not be removed from the lounges. If there are damages to furnishings or the facility, a common charge will be levied on all residents when the person(s) responsible cannot be ascertained. Lounges are not for student organization use.

ROOM ASSIGNMENTS

Returning students are assigned rooms in the spring in accordance with an established housing selection procedure. Freshmen and incoming transfers are assigned rooms by the department of residential life, and notified of their assignments during the summer.

Students in the residence halls who, during a semester, voluntarily or involuntarily withdraw from the College or go on inactive status shall be liable for payment of rent for that semester according to the office of students account's policy on the reduction of charges found on the students account's website. Such students are required to vacate the room within 72 hours of the date of withdrawal. Students must surrender their College ID and room keys on the day of departure from the College. Persons who continue using College facilities beyond the specified date will be held liable for services received. Student accounts can provide students with information or refund, if any, of housing and food service charges.

END OF ACADEMIC YEAR

All personal property must be packed and moved out within 24 hours after a student's last final examination. The College is not responsible for damage or loss of items left behind. Each room is inspected by a resident assistant, who will note any damage to the room. Students must be present during check-out and must sign the room condition form. If a student cannot be present during check-out, express check-out forms can be secured from the RA. Room keys and exterior keys (if applicable) are to be returned by each student at the time of check-out.

SECTION B: RESPONSIBILITIES INVOLVING SECURITY AND SAFETY

Security consciousness must be everyone's concern; a residence community can only be as safe and secure as each of its members wishes it to be. The following policies reflect the need for a common basis of concern.

EMERGENCY SITUATIONS

In the event of an emergency, immediately contact campus safety at ext. 3333 (on-campus) or 585-389-2850 (if using a cell phone). The RA on each floor, the building RA on night duty, or the AD of the building can also aid in an emergency. To properly prepare for emergency situations:

1. Program the number of campus safety (585-389-2850) into your cell phone.
2. Be familiar with multiple exit paths from the building. In an emergency, the main exit path may be blocked or off-limits.
3. Be familiar with the location and operation of emergency equipment such as fire extinguishers.
4. Obtain your personal security escort transmitter from campus safety (available at no charge)
5. If you see anything out of the ordinary, immediately report it to campus safety or residential life staff.

MEDICAL EMERGENCY

In the case of a medical emergency, follow this procedure:

1. Report to or contact student health services in Carroll Hall (ext. 2500) during office hours.
2. If you cannot reach student health services or it is after hours, call campus safety at ext. 3333 (on-campus) or 585-389-2850 (via cell phone)
3. If after proper consultation, outside medical assistance is required, EMT/ambulance service will be requested by campus safety.

FIRE EMERGENCY

If a fire alarm is activated in a residence, a complete building evacuation is required by law. This includes fire drills and actual emergencies. Failure to properly evacuate a building may result in disciplinary actions. All residence hall fire alarms systems are continuously monitored by campus safety. In the event of

an alarm, campus safety officers will immediately be sent to investigate and the local fire department will be alerted. While the fire detection systems are not directly connected with the Pittsford Fire Department, any alarm is immediately communicated with them through the campus safety department.

In the case of a fire alarm, immediately follow these steps:

1. Alert your roommate(s) or suitemate(s) to the emergency situation.
2. Without opening the door of your room or suite, feel the surface of the door.
3. If the door is hot, DO NOT OPEN IT.
4. If the door is cool, open it slowly. If there is little or no smoke, proceed out of the building by the nearest exit. Use the stairs (the elevators will be off-line).

After evacuation, students should proceed to designated areas. Do not leave the area. College personnel will attempt to account for students, if possible, at these assigned areas.

RESIDENCE HALLS EMERGENCY WAITING AREA

Kearney
Parking lot K (section nearest to building)
Lourdes
Lawn behind the library
Medaille
Lawn behind the library
O'Connor
Parking lot H
Clock Tower Commons
Parking lot H
Founders
Lawn area near flagpole
La Maison Française
Front lawn near driveway
Lyons and Breen
Parking lot I
Portka Hall
Parking lot N
George Hall
Lawn behind Golisano Academic Center

If you are unable to leave a room because of fire, heat, or smoke, remain calm and follow these procedures:

1. Keep your room or suite door closed but unlocked.
2. Place wet towels at the bottom of the door to prevent smoke from entering the room.
3. If you live on the first floor, remember that windows are a potential exit during an emergency situation.
4. If possible, contact campus safety and advise them of your location and any special needs.
5. Go to the window and signal to the fire department that someone is in the room (possibly with a towel or bed sheet).

During a fire emergency the elevators will be off-line for use. If you can't exit the building due to physical limitations, stay in your room and immediately contact campus safety to advise them of your situation. Campus safety or other emergency personnel will come to you. In order to prepare for an emergency, campus safety keeps a list of individuals that have known physical limitations. Discuss your physical limitations with residential life.

SAFETY AND FIRE REGULATIONS

In order to provide a safe living and learning environment for all students, staff, faculty, and guests, the following regulations have been established for all residence halls. Please refer any questions regarding safety and fire prevention to your floor RA, residential life, or campus safety.

1. Personal electronics such as TVs, computers, gaming consoles, refrigerators (college-sized), stereo systems, hair dryers, curling irons, alarm clocks, and lamps within reason, in good condition, and used according to the manufacturer's instructions are permitted. All appliances except refrigerators must be unplugged during vacation periods.
2. Coffee makers are allowed but only when equipped with an automatic shutoff and an internal heating element.
3. Wall hangings are allowed if the following conditions are met:
 - Any wall hanging must be mounted such that the

top is at least 18 inches from the ceiling.

- No item shall be mounted to the ceiling or hung from the ceiling, exposed pipes, fire detection equipment, or sprinkler heads in any area at any time. Covering, obstructing, or tampering with fire sprinklers or alarm devices in any way is strictly prohibited.
 - Posters and other hanging decorations (non-fabric) are allowed but must not cover more than 25 percent (one-fourth) of any wall.
 - Fabric tapestries and other fabric hangings including draperies are prohibited on any walls or windows unless they have been factory treated to be flame resistant and labeled as such. Discuss these with campus safety prior to hanging.
 - Hallway decorations and postings are allowed on bulletin boards at the discretion of campus safety and residential life.
 - Hallway and stairwell fire doors, and stairwell walls must be kept free of postings (papers, fliers, etc). Postings on these safety items will be removed.
4. The following items are prohibited from residence halls at all times:
 - Space heaters, portable heaters, and personal air conditioners, except when college-owned and approved. If heating is a problem, contact residential life to discuss.
 - Candles, incense, and any items that produce an open flame.
 - Hot plates and items with exposed heating elements.
 - All live Christmas trees without permission from campus safety. Artificial trees of reasonable size are allowed in student's rooms at the discretion of campus safety and residential life.
 - Fog machines and similar devices.
 - Multi-headed lamps with more than three bulbs.
 - Halogen floor lamps (touchiere).
 - Lofts/loft-able beds, unless college-owned.
 - Bed risers (manufacturer risers, cinder boxes, etc).
 - Hazardous chemicals and substances.
 5. All extension cords and multi-plug adapters are prohibited.
 - Fuse-protected power strips are allowed as an alternative to extension cords. Each power strip must be plugged directly into a wall outlet and cannot be "daisy chained" from one power strip to another.
 - Any item that draws a large amount of energy (such as a refrigerator) must be plugged directly into a wall outlet.
 - No electrical cords shall run under carpeting or across high traffic areas.
 6. Smoking is not permitted in any space within the residence halls including student rooms, restrooms, hallways, lounges, kitchens, and stairways.
 - Smoking is permitted outside of a building at a distance of 20 feet or greater from any entrance and away from students' windows.
 - Students may smoke in designated "smoking huts" on campus.
 7. Cooking is permitted only in approved kitchen areas in residence halls. All cooking (stovetop, oven, microwave, etc.) must be attended at all times. Unattended cooking will be turned off or removed.
 - Personal microwaves (not provided by the College) are not allowed in any area including student rooms, common areas, kitchens, and kitchenettes.
 - Toaster ovens, toasters, electric skillets, and George Foreman-style grills are only allowed in the kitchens of the apartment buildings (Portka, Lyons, and Breen). These items are not allowed in any bedrooms, hallways, or anywhere in non-apartment buildings.
 - Gas grills and charcoal grills are not allowed on campus unless operated by dining services.
 8. Incandescent and florescent lamps are permitted when UL/FM-approved and used according to manufacturer's instructions.
 - All lamps must be equipped with a bulb that is at or below the manufacturer's recommendations (Example: a 60-watt or smaller bulb must be used with a light with a maximum manufacturers rating of 60-watts)
 - Halogen floor lamps (touchiere) are prohibited in residence halls.
 - Multi-headed lights (more than three bulbs) are prohibited in residence halls.
 - Overhead lights must be left on at all times in common bathrooms and hallways for safety purposes.
 9. All exit pathways must be kept clear of obstructions at all times.
 - Doorways, windows, and emergency evacuation paths must be kept free from objects and obstacles (including furniture) at all times.
 - Stairways and hallways must be maintained free of objects and obstacles at all times. No items are to be placed or stored in these areas.
 - No decorations or materials are permitted to cover a door or otherwise make it indistinguishable as a door. "Wrapped" doors are not permitted at any time.

- No material shall hang outside of a window (full or any part).
- Bicycles are not permitted to be stored in stairwells or hallways. There is a bike storage room in the basement of Medaille Hall and external bike racks throughout campus.

10. Fireplaces are not to be used in residence halls.

Any item found in violation of these regulations will be removed and the student will be subject to disciplinary actions and/or fines. Please refer any questions regarding safety to your floor RA, residential life, or campus safety.

FIRE PRECAUTION AND PREVENTION

Tampering with, taping, or hanging objects from smoke detectors is prohibited. As a lifesaving sensitive device, the room's smoke detector is essential for everyone's protection.

Tampering with or expelling a fire extinguisher in a non-emergency situation is considered criminal mischief, which could lead to an arrest. Such actions also carry fines of up to \$200 and a replacement or refill charge.

Pulling a fire alarm box or intentionally setting off a smoke detector without due cause is prohibited and is a crime under New York state penal law as falsely reporting an incident. Responsible parties will also be responsible for the payment of any town fine incurred due to such action. This could lead to a fine or imprisonment and could cause injury to those attempting to evacuate the building. A bomb threat is a crime under the same law. Persons found guilty of falsely reporting a fire or bomb will be arrested and/or immediately suspended from school (if a student).

Tampering with smoke detectors, fire extinguishers or alarm boxes, burning incense or candles, or failing to evacuate the building during an alarm will result in serious disciplinary action taken through the Judicial Hearing Board, including the possibility of a one-year suspension from the College and a \$200 fine. The floor is responsible for the replacement cost of discharged extinguishers in instances where responsibility for such action cannot be determined.

If you have any questions or concerns about the fire safety, please speak to your RA or contact campus

safety at ext. 2850 (on-campus) or 585-389-2850 (off-campus/cell phone).

FIREARMS

No firearms, ammunition, or dangerous weapons are permitted on campus for any reason. Students found in possession of a firearm or a dangerous weapon may receive summary suspension or expulsion from the College.

PROPERTY DAMAGE AND VANDALISM

Any damage done on or to college property will warrant disciplinary action. In all cases it is to be expected that replacement or restoration charges will be paid by the offender(s), appropriate disciplinary action will be taken, and a fine will be assessed.

POLICY ON ROOM ENTRY

The residential life staff or campus safety officers will enter a student's room when it is determined that an emergency exists or when, for reasons of health, safety, or fire prevention, entry is demanded. During times of vacation, routine room inspections are made for reasons of fire prevention and safety. A room may be entered without prior notice for these reasons:

1. Recovery of college-owned property
2. Emergency medical needs
3. Discovery of an unauthorized person
4. Determination/mending of damage and repairs
5. Fire and other safety measures.

The residence halls do not provide a sanctuary from public law and do not promote or condone unlawful behavior. Nazareth College cooperates with law-enforcement authorities in a manner consistent with its legal duties and the interests of the community. We reserve the right to enter student rooms if we have probable cause that there is unlawful behavior occurring or violations of the Code of Student Conduct taking place.

FOR YOUR OWN PROTECTION AND SECURITY

In the interests of all residents, the following points should be noted:

1. Doors and windows should be locked when the room is unoccupied or when the residents are sleeping.
2. Screens must be left in windows.

3. Articles of value should never be left in sight.
4. If suspicious people or vehicles are noticed, report them immediately to campus safety (ext. 3333). Try to get a description or a license plate number.

COLLEGE LIABILITY

The College will not be responsible for loss or damage from any cause to personal property or residents.

FINANCIAL RESPONSIBILITY

All students are responsible for any college debts they have incurred, including library fees, parking fines, tuition charges, and related fees.

If a college debt must be referred to outside sources for collection, the student will be responsible for paying any additional collection costs including, but not limited to, reasonable attorney fees and disbursements.

Nazareth College reserves the right to withhold grades, transcripts, diplomas, or re-registration in any instances where financial obligation are not fulfilled.

Students who have a balance due must return their bill by the due date to avoid de-registration. There is a \$105 re-enrollment fee.

STUDENT ACCOUNTS POLICY ON THE REDUCTION OF CHARGES (FALL AND SPRING SEMESTERS ONLY):

Students who withdraw from the College because of a prolonged illness or other serious reasons beyond their control are granted reductions of tuition and room and board as follows (the amount of the reduction will be calculated from the date on which the notice of withdrawal is submitted in writing together with a request for a reduction):

Tuition:

<i>Time of Withdrawal</i>	<i>Amount of reduction</i>
Within first week of classes	Full reduction
Within second week	90% reduction
Within third week	80% reduction
Within fourth week	50% reduction
Within fifth and sixth weeks	25% reduction
After sixth week	No reduction

Room: Reduction based on a prorated basis during first week. Same as tuition after that.

Board: Reduction based on a prorated basis.

Note: Students receiving Title IV funds will have their account reviewed to comply with federal pro-rata refund guidelines. Contact student accounts for more information.

There is no reduction in tuition, room and board, or fees in the case of late entrance, absence, suspension, expulsion, or dismissal. Refunds will be processed by the original method of payment.

FINES

To ensure a student's continued on-campus residency, all fines and expenses must be resolved and/or paid by the date stipulated or, if indicated, by the end of the semester in which they were levied.

LOCK-OUT PROCEDURES

The department of residential life should be contacted to handle lockouts between 8:30 a.m. and 4:30 p.m., Mondays through Fridays. After 8 p.m., the RA on duty handles lockouts every night until 12:30 a.m., Sundays through Thursdays, and 2 a.m. on Fridays and Saturdays. At all other times, students should call the campus safety department at ext. 2850. Residential life can be reached at ext. 2480 and is located in Kearney Hall.

PARKING

A resident or commuting student in possession of a motor vehicle must secure a parking permit at the campus safety office, located on the lower level of the Shults Center. Permits are \$45 per year or \$30 per semester. Parking permit fees include New York state sales tax. The parking rules and regulations published in the security and safety brochure are to be observed by all residents. Frequent violators may be subject to towing, including all related expenses.

PARKING REGULATIONS

Vehicles without parking permits will be ticketed as well as those parked in clearly prohibited areas such as visitor, service vehicle areas, reserved, handicap, fire lanes, and tow away zones. Additional information regarding parking policies can be obtained at the campus safety office or at: naz.edu/campus-safety

STUDENT IDENTIFICATION

Resident students must carry valid Nazareth identification at all times. Students involved in policy violations will be required to surrender their IDs to the residential life staff member or to a campus safety officer, upon that person's request. The ID card is the property of Nazareth College and will usually be returned after appropriate disciplinary investigation. The College may decide not to return the card should circumstances warrant such action. When a student withdraws from Nazareth, the NazCard must be surrendered to his/her AD, or the offices of residential life or campus safety.

EXTERNAL DOORS

Any student who opens a clearly marked external emergency exit or security door, or who deliberately props open an external door that is intended to be locked, will be subject to a \$100 fine and disciplinary action.

ROOFS

For reasons of personal safety, residents are strictly prohibited from access to building roofs. Violators will be subject to disciplinary action.

CARD ACCESS

A card access system has been installed on campus. With this system, students' current ID cards are needed to access all residential life areas by swiping the card through readers located at the main entrances of all areas. The campus safety department manages the card access system on campus. All lost or stolen cards should be reported immediately to campus safety at ext. 2850 or stop by the campus safety office in the Shults Center, Monday through Friday, 8:30 a.m. to 10:30 p.m. The card will be deactivated and a new one will be issued. There will be a \$15 fee for replacement cards.

ATHLETICS

No athletic events or sports activities may take place within residences. This includes the use of water pistols and roller/in-line skates.

PETS

No pets, except for fish, are allowed in any residence hall. Appropriate disciplinary action will be taken for violation of this rule.

SOLICITATIONS

Nazareth does not allow solicitation for donations, subscriptions or items for sale for causes not directly sponsored by the College.

No solicitation by students or by outside companies is allowed in the residence halls. Violations of this policy should be reported to the AD of the building in which it occurs.

TERMINATION OF RESIDENCY

When a student decides to terminate on-campus residency, the following procedures must be followed to avoid penalty charges and to facilitate the operation of residences:

1. Complete a cancellation of housing form (available in the department of residential life).
2. In the presence of an RA, have the room inspected and sign the room condition form.
3. Remove all belongings from the premises.

COLLEGE POLICES

STUDENT CONDUCT CODE, STATEMENT OF THE CONDUCT CODE, DISCIPLINARY SANCTIONS, AND CONDUCT HEARING PROCEDURES

Preamble: Any question or application of the Nazareth College Student Conduct Code shall be referred to the vice president for student development, or his/her designee for final determination.

I. STUDENT CONDUCT

The College views its students as adults and assumes they will act with requisite maturity and responsibility.

A. The College prohibits any conduct on College property that is not in conformity with federal law, New York state law, or local ordinances and regulations. In general, any conduct which infringes upon the rights of others or, which adversely affects the academic or administrative activities of the College is prohibited. It should also be noted that, in addition to being subject to any internal action that the

4. Return the room key to the RA or AD.
5. Return the ID to campus safety.
6. Vacate the campus by the date specified.

Students failing to abide by these procedures must be aware that the College does not assume responsibility for articles that have not been removed, and that a fine of \$25 will be levied for failing to comply with the above regulations. In addition to appropriate room damage charges, a \$50 penalty is charged for a lock change and \$25 for each key lost or not returned. Damaged keys result in a \$5 fine. If written notice through the cancellation of housing form is not given to the office of residential life before termination of residency, students can expect to be charged for room and board until notice is received. Termination of the residential life room contract before the end of the academic year will result in a \$250 cancellation fee.

College may initiate, any alleged violator shall also be subject to the same procedures and consequences before law as if the alleged conduct had occurred off College property. The College reserves the right to proceed in response to actions committed other than on College property, including during study abroad programs, provided that the conduct relates to the security of the persons and property of the College, of the College community, the integrity of the educational process, the good name of the College, demonstrates disregard for the rights of others, or the discipline or general welfare of the College. It is not intended that the actions described below constitute a complete enumeration of all conduct which may be subject to disciplinary procedures. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. When a student is expelled or suspended, in connection with the courses in which he/she is enrolled, "W" grades will be given.

Ignorance of these standards will not be considered a valid excuse or defense. Students may be disciplined for any conduct that includes, but is not limited to the following acts of misconduct:

1. Conduct which is prohibited by any federal, state, local law, ordinance, and/or regulation.
2. Academic dishonesty, including cheating, plagiarism and/or the aiding and abetting of a dishonest act. The vice president for student development will make a referral to the appropriate academic department or the vice president for academic affairs for adjudication.
3. Knowingly furnish false information to the College; unauthorized alteration and/or use of College or student documents, records, and instruments of identification, such as a student identification card or a key/access card to campus buildings.
4. Knowingly giving false testimony as a complainant, witness, or accused person in any proceeding conducted under the student conduct procedures of the College as described in Section IV of this code.
5. Any action which endangers a student, the College community, or interferes with or disrupts the academic process.
6. Unauthorized taking or possession of College property or services, or the property or services belonging to others.
7. Unauthorized use of College property or the College name.
8. Actions which obstruct, disrupt, or physically interfere with the use of the College premises, buildings, rooms, or passages, or refusal to vacate a building, roadway, sidewalk, or other facility of the College when directed to do so by an authorized official of the College.
9. Use of, or threatened use of, physical force or violence; endangering the health or safety of any person; acting with violence, or aiding, abetting, encouraging, or participating in a riot, commotion, disturbance, or other disorderly conduct.
10. Failure to comply with direction of the College officials and authorized agents acting in performance of their duties.
11. Engaging in abusive, disrespectful, or harassing behavior during an investigation by College officials.
12. Misuse of fire control or alarm equipment or initiation of a report, alarm, or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, knowing that such report, alarm, or warning is false.
13. Possession, storage, or use of a firearm, deadly weapon, dangerous or potentially dangerous instruments, or ammunition on College property.
14. Possession, storage or use of illegal fireworks, incendiary devices, explosives, candles, halogen lamps, or other dangerous articles or substances.
15. Possession, use, distribution (including the giving away), or being in the presence of illegal drugs, controlled substances which are prohibited by law and/or paraphernalia. Use and/or being in the presence of illegal drugs and/or controlled substances may be inferred by the presence of substance odor.
16. Damage to or destruction of College property or property on College premises that belongs to others.
17. Physical or verbal abuse or harassment of any person on College premises, or any person affiliated with the College, at any location (including messages or materials transmitted electronically), or at events sponsored and supervised by the College, or in which a College-sponsored organization is participating, including a violation of the harassment and discrimination policies of the College. (See 18 below and page 48.)
18. Sexual misconduct: This includes all forms of sexual misconduct, including sexual harassment, sexual exploitation, and any form of unwanted sexual contact.
 - Sexual Harassment is verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic status, or
 - b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions, or

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic experience or performance, or living environment, or
- d. Such conduct is sufficiently severe or pervasive that it creates an intimidating, hostile, or offensive working, educational, or living environment.
- Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping or electronic transmission of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, video-taping of a person using a bathroom, posting on the internet a sexually explicit photograph of a former partner), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.
- "Unwanted sexual contact" means any sexual contact (including sexual touching, disrobing, exposure, and sexual intercourse, however slight, with any object, by a man or woman upon a man or woman) against a person's wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, being asleep, impairment, or intoxication due to alcohol or drugs. Date or acquaintance rape is a serious form of sexual misconduct. Individuals found responsible for serious sexual misconduct violations, including conduct which would rise to the level of criminal sexual assault and rape, should expect to be separated from the College.
- Consent is defined as an understandable exchange of affirmative words or actions, which indicate a willingness to participate

in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. An individual who is intoxicated or incapacitated by drug and/or alcohol both voluntarily or involuntary, unconscious, asleep, or impaired may not give consent. Past consent of sexual activity does not imply future consent. Consent is not effective if it results from the use of threats, intimidation, or coercion. Consent requires all of the following conditions:

- i. All parties are fully conscious;
- ii. All parties are equally free to act; and
- iii. All parties have positively and clearly communicated their intent.

- Simultaneous violations: Sometimes sexual misconduct occurs when alcohol or other drugs are involved. If the victim of a sexual assault is under the legal drinking age or under the influence of another drug, s/he should not be concerned that if s/he comes forward that s/he will be "in trouble" for the violation. With few exceptions, simultaneous less serious violations by a victim will not be a focus of student conduct proceedings.
 - The College's policy regarding sexual misconduct and procedures to adjudicate complaints of sexual misconduct can be found at naz.edu/student-conduct. Copies can be obtained at the following locations: office of vice president for student development or the office of associate vice president for human resources.
19. Any action or the causing of a situation which endangers the mental or physical health of any person, or has as its object the intimidation or coercion of any person, including the forced consumption of any substance for the purpose of initiation into or affiliation with any organization.
 20. Violation of the Nazareth College alcohol policy as stated in this handbook.
 21. Violation of the hazing policy as stated in this handbook.

22. Violation of residence hall rules, by residents or visitors, as set forth by the office of residential life, the residence hall contracts, and Guidelines for Residential Living.
23. Violation of the parking and traffic rules and the fire safety rules set forth by the campus safety department.
24. Violation of electronic communications expectations. All faculty, staff, and students are provided a Nazareth College email account (@naz.edu), which is one of the College's official methods of communicating important and time-sensitive information. All are expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications from the Nazareth College community in a timely manner. All are responsible for monitoring this account and for consequences of missing important and time-sensitive messages.
25. Failure to present a student identification card, or presentation of false identification, upon request by a College official or agent.
26. Violation of the stalking policy as stated in this handbook. Stalking occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety, or property. Under the College's policies, such conduct may include, but is not limited to, repeatedly engaging in contact or communication (including, but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, unwanted gifts, or threatening or obscene gestures), surveillance, following, trespassing, or vandalism.
27. Retaliation: Retaliation against a person(s) for filing a complaint, cooperating with investigators and/or College officials, for supporting a party to the complaint, or against witnesses for providing testimony (during an investigation, hearing, etc.). Retaliation is any action taken in consequence or retribution for making a complaint or participating in a complaint and will not be tolerated.
28. Violation of the rules and regulations governing

recognized student organizations as stated by the director of student activities and/or the Undergraduate Association of the College.

29. Failure to comply with the Nazareth College student conduct process. Abuse of this process includes, but is not limited to:
 - a. Failure to respond to a meeting notification to appear before a student conduct body or College official;
 - b. Falsification, distortion, or misrepresentation of information or charges before a student conduct body, officer, or College official;
 - c. Disruption or interferences with the orderly conduct of a student conduct proceeding, including attempting to discourage an individual's proper participation in or use of the student conduct process;
 - d. Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of a student conduct proceeding; and
 - e. Failure to comply with the sanction(s) or condition(s) imposed by a student conduct body, officer, or College official. Students facing this specific charge (i.e., failure to complete or to adhere successfully to a sanction imposed by the College's disciplinary process) do not have the right to a hearing or an appeal.
30. Driving on College property while under the influence of alcohol or drugs is a violation of the Student Conduct Code and may result in referral to a law enforcement agency for further investigation and disposition.
31. The scope of discipline sanction which may be imposed on students is as follows; oral admonition, administrative warning, community restoration, loss of campus privileges, fine, restitution, withholding degree, revocation of admission and/or degree, residence hall probation, loss of housing contract, disciplinary probation, disciplinary probation with deferred removal from housing, deferred suspension, sexual assault sanctions, suspension, and expulsion. Conditions may apply to sanctions. In addition, academic misconduct may be punishable by an academic sanction. The College reserves the right, depending on the severity of the conduct, to impose a more serious sanction regardless of the number of offenses.

32. The process for imposing disciplinary actions shall be designed to accord students substantive and procedural fairness as outlined in the Student Conduct Code. The College Student Conduct procedures are described in Section III of this code. Students will be presumed not responsible unless proven otherwise by a preponderance of the evidence.

II. DISCIPLINARY WARNINGS

The following disciplinary warnings may be imposed upon students and/or organizations by Nazareth academic or administrative officials, such warnings are not subject to appeal.

A. Admonition: An oral statement to a student informing him/her that s/he has violated or is violating College policies, rules, or regulations.

B. Warning: Written notice to a student that continued or further violations of any College policy, rule, or regulation within a specified period of time may result in more severe disciplinary action.

III. DISCIPLINARY SANCTIONS AND CONDITIONS

The designated student conduct hearing officer, or the College student conduct hearing board has the authority to impose, but is not limited to, one or more of the sanctions or conditions listed below. In the exercise of its authority to impose sanctions, the student conduct hearing officer and the College student conduct hearing board do not guarantee that one form of sanction will necessarily be issued before another. When determining the appropriate sanction, the disciplinary authority will consider previous action or sanctions taken for similar offenses, the severity of the offense, any prior offenses committed by the student (even if not sanctioned), and the presence, if any, of factors in mitigation or aggravation. These actions are final, subject only to the student's right of appeal to the vice president for student development.

A. Expulsion: The student's status in the College is terminated, and the student is declared ineligible to reapply for admission. In the event of an expulsion, no tuition refund will be granted to the student.

B. Suspension: The student's status in the College is terminated, and the student is not permitted to register at Nazareth College for a designated period of time. At the end of the suspension period, the student must submit a written request for reinstatement to the vice president for student development. Any specific requirements identified at the time of suspension or at the time of the request for reinstatement must be fulfilled before reinstatement will be considered. In the event of a suspension, no tuition refund will be granted to the student.

Note: Suspension or expulsion from the College will most likely occur when a student or organization has been found responsible for one or more, but not limited to, the following behaviors:

1. Permitting or engaging in hazing
2. Setting fires or intentionally causing a false fire alarm
3. Possession of or threats involving weapons or explosives
4. Possession or sale of illegal drugs
5. Physical abuse, violence, serious forms of sexual misconduct, or threats directed toward anyone in the College community
6. Serious forms of computer misconduct
7. Repeated violations of the Nazareth College Student Conduct Code

C. Deferred suspension from Nazareth College: The student is expected to refrain from all further campus violations for a designated period of time. Further violations of College policy or the student code of conduct may result in the student's status in the College being terminated. The College may impose conditions during the deferral period.

D. Disciplinary probation: The student is expected to refrain from all further campus violations for a designated period of time. The student may also incur loss of privileges such as College employment, continued holding of or eligibility for any elected office, use of specified campus facilities and membership on athletic teams, as well as recognized clubs or organizations. Further violations may result in suspension or expulsion from Nazareth College.

E. Disciplinary probation with deferred removal from the residence halls: The student is expected

to refrain from all further campus violations for a designated period of time. Further violations of College policy or the code of conduct may result in immediate removal from on-campus housing.

F. Loss of housing contract: The housing contract, which provides for resident student room and board privileges, is revoked for a specified period of time. Renewal is at the discretion of the office of residential life.

G. Residence hall probation: The student is expected to refrain from all further violations of the residence hall rules for a specific period of time. Further violations may result in loss of housing contract and/or other sanctions.

H. Restitution: The student is required to reimburse the College and/or individual parties for replacement or repair of damaged property. Notification of the amount due and the expected date of payment will be given in writing. Failure to make timely restitution may result in further disciplinary action.

I. Fine: The student is penalized by the imposition of a fine, which is payable within a specified period of time. The fine shall not exceed \$200.00. Failure to comply may result in further disciplinary action.

J. Community restoration: The student is required to perform a certain service to the College or community. The nature and amount of such service will be described in the notice of disciplinary action. Failure to complete the service assignment satisfactorily may result in further disciplinary action.

K. Loss of campus privileges: The student is required to forfeit certain privileges, such as visitation, having a car on campus, and attendance at College-sponsored activities for a specific period of time.

L. Withholding degree: The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed, if any.

M. Revocation of admission and/or degree: Admission to, or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining

the degree, or for serious violations committed by a student prior to graduation.

AGGRAVATED VIOLATIONS

If an accused student(s) is found responsible for violations of any College policy that is directed toward an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of mental disorder, the designated student conduct officer or student conduct hearing board may enhance sanctions.

DISCIPLINARY CONDITIONS

The following disciplinary conditions may be imposed on students and/or organizations:

1. **Discretionary actions:** Work assignments, community service, and other related conditions including, but not limited to:
 - a. Letter of apology
 - b. Essay or research paper on assigned topic
 - c. Participation in an educational group or class
 - d. Program presentations
 - e. Mandated counseling sessions
 - f. Substance abuse education and/or evaluation.
2. **Bar against registration:** This sanction may apply to a student who fails to pay a debt owed to the College, fails to comply with or submit to disciplinary procedures, or in other appropriate circumstances. It may be applied in situations where there is a need to resolve a pending disciplinary charge, even in the case of an individual who is currently not a student.
3. **Withholding records:** Students who fail to pay a debt owed to the College may have transcripts, degrees, and other records withheld until the debt is paid. Grade reports will not be withheld.
4. **Organizational restriction:** A student group or organization loses certain or all privileges, including College recognition, for a period of time or permanently.

STUDENT CONDUCT SANCTIONS FOR ALCOHOL AND DRUG POLICY OFFENSES

Students who violate the alcohol or drug policies

will be referred for adjudication to a designated student conduct hearing officer. Sanctions may vary depending on the severity and number of infractions of the Student Conduct Code, offender's prior discipline history and may include, but is not limited to, any or a combination of the following:

- A fine (kegs result in larger fines)
- Probation
- Deferred removal from residence halls
- Loss of housing contract
- Parental or guardian notification
- Alcohol and/or substance abuse education
- Substance abuse referral
- Suspension or expulsion from the College
- Referral to appropriate law enforcement agency for investigation and disposition

INTERIM SUSPENSIONS OR CONDITIONS

The College, through the vice president for student development (or designee), reserves the right to impose interim suspensions or conditions, pending student conduct hearings for serious cases that ensure the safety, welfare and orderly processes of the Nazareth community until such time as allegations are decided through the student conduct process. A student receiving an interim suspension or condition will receive written notice of the suspension and/or conditions as well as notice this action is pending a hearing on potential charges being served upon the student(s) or organization. The interim sanctions will endure through the hearing process, and appeal if appropriate. The accused student will be notified of these conditions either directly or through the use of electronic means or mail.

IV. STUDENT CONDUCT PROCEDURES

The student conduct system described in this handbook is based on the following premises: The aim of student conduct is not just to punish offenders or deter potential violators, but to promote the welfare of students who participate in the process; the College's student conduct hearing is not a trial but rather a hearing, with all its attendant connotations; designated student conduct officers; and when applicable; faculty, staff, and students may be participating members of hearing boards; the hearings conform to

the guidelines for hearings described below.

The designated student conduct officer or chair, appointed by the vice president for student development, is responsible for ensuring the enforcement of regulations and the maintenance of good order on campus. Commensurate with this responsibility, the designated student conduct officer or chair, has the authority to investigate and take action on violations of the Nazareth College Student Conduct Code in accordance with the procedures described below.

The student conduct office will review complaints and all relevant documentation in order to determine whether or not sufficient cause exists to initiate disciplinary proceedings, or pursue alternative means for resolution. Possible courses of action are:

1. Dismiss, or take no further action as allegation lacks merit or reasonable cause to pursue charges. The student conduct office reserves the right to maintain an office file in the event continued, similar performance occurs and the additional history now leads a reasonable person to believe misconduct is/has occurred. Charges will be considered and initiated if appropriate.
2. Determine the alleged conduct can be processed through informal student conduct hearings.
3. Determination that the alleged conduct contains grounds to believe the College's policies, rules, or regulations have been violated and charge the accused student(s) or organization on behalf of the College. These complaints will be resolved through formal student conduct hearings where appropriate.
4. Direct the complaint to mediation, providing that all parties are in agreement.

College student conduct proceedings are administrative in nature and are held independent of any criminal and/or civil proceedings that may be concurrently in process. College student conduct proceedings are intended to enforce the Student Conduct Code at Nazareth College although the conduct in question may be simultaneously in violation of federal, state, or local laws. The College may notify local and federal authorities when a violation of a criminal nature has occurred, but such notification will not modify the College's responsibility to adjudicate the alleged misconduct through its own

student conduct system. The College may defer student conduct proceedings as it deems appropriate.

THREAT ASSESSMENT TEAM

- a. The threat assessment team will be chaired by the director of campus safety and will include the vice president for student development, director of multicultural affairs, director of counseling services, and two faculty members appointed by the Faculty Executive Committee for a three-year term. Upon the establishment of the team, the entire team will receive training in threat assessment. In addition, there will be ongoing training for the team and any new members.
- b. The threat assessment team will be convened whenever any member of the team feels there are serious safety issues concerning an incident, on or off campus, involving members of the campus community. An approved meeting must have at least three members in attendance. If the team is convened with only three members, an attempt will be made to ensure that the members are a diverse body. When the safety of a student, faculty, or staff member is at issue, the vice president for student development is always authorized to make whatever decisions he or she deems necessary with or without convening the threat assessment team.
- c. Whenever the threat assessment team convenes as a result of a situation as described in subparagraph "b" above, the team will immediately assess the situation and decide what steps will be taken to address the safety issues presented by the incident. For example, it may be necessary to immediately remove the alleged perpetrator from the campus until a student conduct hearing can be convened. Within 24 hours of convening and making such decisions, a representative of the threat assessment team will meet with the alleged perpetrator in order to gather additional information regarding the extent of the safety issues involved in the incident and advise the alleged perpetrator of any decision that immediately impacts him or her. In addition, within 24 hours of convening, a representative of the team will meet with the alleged victim in order to gather additional information regarding the extent of the safety issues. If requested by the alleged victim, the representative of the team will advise him or her

of the College's student conduct procedures and available campus resources.

- d. The chair of the threat assessment team will notify the involved parties of the decision of the team regarding what further actions will take place concerning the safety issues created by the incident.
- e. Following the completion of its role in connection with each incident acted upon by the threat assessment team, the team will convene to debrief the entire incident.
- f. The work of the threat assessment team relates solely to assessing and addressing serious safety issues concerning an incident, on or off campus, involving members of the campus community. It does not supersede, supplant, or replace the College's student conduct procedures.

STUDENT CONDUCT PROCESS REFERRAL

1. Any member of the Nazareth College community may refer a student for student conduct action when it is believed that the student has violated one or more of the College's conduct code regulations stated in Section I of the code or has participated in other conduct which may be subject to disciplinary procedures.
2. Complaints are directed to the student conduct office through the office of the vice president for student development, department of residential life, or campus safety, after submitting a written complaint in which each alleged violation is described in detail. Complaints originating from the offices of campus safety and residential life may be made on departmental incident report forms.
3. The student charged with a violation of the Student Conduct Code is referred to herein as "the accused."

COMPLAINANT RIGHTS

In all cases, charges are brought by the College against a student accused of an offense; in many cases, the College is in fact the only identifiable alleged victim of an alleged offense. However, there are cases in which there is an identifiable victim other than the College. When that person is the complainant in an alleged act of misconduct which

violates the physical and/or mental welfare of an individual, s/he can expect the College's student conduct process will respond in a caring, sensitive, and supportive manner allowing the complainant to utilize the conduct process unimpeded while ensuring the rights afforded to the accused student(s). The designated student conduct officer agrees that when an alleged victim is identified, that person, referred to herein as "the complainant," is entitled to the following:

1. To be treated with dignity, respect, and compassion by all persons involved in the disciplinary process.
2. Information regarding the College student conduct disciplinary process.
3. Information about leveraging services through the College's student health center, counseling center, campus safety department, etc.
4. Freedom from intimidation and harassment throughout the student conduct process.
5. The complainant may request separate hearing rooms (connected by electronic means) in order to allow full participation of the parties while at the same time avoiding any undue embarrassment or intimidation.
6. The complainant may be present to hear all testimony only to the extent that the complainant's presence is not prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). The complainant may be prohibited from attending limited portions of the hearing because of the accused's rights under FERPA.
7. The complainant is entitled to learn the decision of the hearing board to the extent allowed by FERPA.
8. Privacy throughout the student conduct process in relation to campus and other media, and in relation to all other involved parties. In this regard, complainants should be aware they may be required to refrain from speaking publicly about the outcome of student conduct cases due to laws and College policies. In the event this is necessary, complainants will be informed by the student conduct office or vice president for student development (or person acting in the absence of the VP).

9. In instances where the accused student(s) is found responsible, the complainant will be given an opportunity to provide an impact statement to the designated student conduct officer. Such statement (either written by the complainant or an oral synopsis by the student conduct officer) will become part of the case record/file and shared with anyone charged with determining sanctions, as well as anyone reviewing the case upon appeal.

DISCIPLINARY HEARINGS: FORMAL AND INFORMAL STUDENT CONDUCT HEARINGS

The College Student Conduct Office has the responsibility to administer all non-academic discipline involving all students.

When a complaint of alleged misconduct is presented to the Student Conduct Office, and it is determined that there may be sufficient cause to believe the alleged misconduct may have occurred, the accused will be contacted to appear before one of the following:

1. **Formal Student Conduct Hearings:** Generally, student conduct cases are resolved through hearings held by the designated student conduct officer. This person is appointed by the vice president for student development and directs the activities of the student conduct office, which is responsible for the administration of the College's student conduct process. While most formal cases are managed in this manner, instances may arise that the vice president for student development or the student conduct officer may refer to a full student conduct hearing board. Cases heard by a student conduct hearing board are directed by the chair, student conduct hearing board, who manages all related activities and is a non-voting member in this specific instance. The chair will ensure board members represent the faculty, staff, and student populations of the College. Sanctions, other than oral admonitions and written administrative warnings, may be appealed using the appeal procedures provided in this process.
2. **Informal Student Conduct Hearings:** Residential life administrators and other College officials may also hold informal hearings

regarding less serious policy violations and impose appropriate sanctions. Sanctions, other than oral admonitions and written administrative warnings, may be appealed using the appeal procedures provided in this process.

NOTICE OF CHARGES

1. At least five (5) days before the scheduled hearing date, a written or electronic notice of the nature of the charges shall be sent to the accused, or the written notice may be personally given to the accused at least two (2) days before the hearing date in lieu of the mailing. Students may be accountable for additional violations discovered through the hearing process and not part of the initial notice of charges or summons.
2. The notice of the charges shall advise the accused of the time and place of the hearing.
3. For formal hearings, a copy (or web link) of the policies containing the "Student Conduct Code, Disciplinary Sanctions and Conduct Hearing Procedures" shall be provided to the accused together with the written notice of charges.
4. For informal hearings a copy of the Student Handbook with the above referenced information will be available at the hearing.

THE FORMAL STUDENT CONDUCT HEARING SHALL INCLUDE THE FOLLOWING:

1. The designated student conduct officer, or, when appropriate, the chair of the student conduct hearing board (herein after referred to as "chair") shall read the charges brought against the accused by the College. The accused shall be informed the hearing is being recorded. The recording is the sole official verbatim record of the student conduct hearing and is the property of the College. No other recordings of the hearing are allowed.
2. Reports filed by the campus safety department or the residential life staff describing the violations shall be read to the accused student. The designated student conduct officer, chair, board member, the accused, or the complainant may request that any person filing incident reports be called to be questioned as a witness. Requests for witnesses must be submitted in writing to the designated student conduct officer or chair

at least twenty-four (24) hours prior to the time of the hearing. Exceptions to this would only be made when there are extenuating circumstances preventing the names of witnesses to be submitted in timely fashion.

3. The designated student conduct officer or chair may call any other witnesses deemed appropriate to ascertain the validity of the charges.
4. One at a time, a witness who is to testify will be asked to describe the incident. Other witnesses shall remain outside the hearing room.
5. Only members of the hearing board may ask questions of any person testifying. However, the accused student shall be given the opportunity to ask the chair to ask additional questions of the witnesses.
6. The accused student shall be given the opportunity to answer the charges, refute, explain, or offer any additional information which might be helpful in resolving the case.
7. The accused student shall be given the opportunity to present witnesses in his/her behalf.
8. Students will be presumed not responsible unless proven otherwise by a preponderance of the information. Decisions of the student conduct hearing board (when used) are based on the vote of the majority.
9. At hearings involving more than one accused student, the designated student conduct officer or chair, may permit hearings concerning each student to be conducted separately or simultaneously.
10. The Nazareth College student conduct process is not a court of law, nor is it intended to be, and legal rules of evidence and procedure do not apply. The designated student conduct officer or chair will determine in his/her sole discretion the range permitted by witnesses and items of information which will be considered based on principles of fundamental relevance and fairness.
11. All procedural questions will be decided in the sole discretion of the designated student conduct officer or chair. S/he may decide to adjourn the hearing for a reasonable period of time.
12. The designated student conduct officer or chair may accommodate concerns for the personal

safety, well-being, and/or fears of confrontation of the complainant, accused, and or witnesses during the hearing by providing separate facilities, using a screen, and or permitting participation via appropriate technology to allow the testimony while not depriving the accused student access to information.

13. There is a single record of a Nazareth College student conduct hearing and this record shall be the property of the College.

Special Precautions: Assessments by College officials may require additional safety and security measures to be employed. For example, in order to minimize risk, a hearing may be conducted by the designated student conduct officer at off-campus locations, limit personal items or bags that may be brought into the hearing (all may be subject to search before entering), the use of electronic wands and any additional related safety precautions as identified and recommended to the vice president for student development by the campus safety director. The accused student will be notified of these conditions by the campus safety director, either directly or through the use of electronic means or mail.

THE ACCUSED STUDENT SHALL HAVE THE FOLLOWING RIGHTS:

1. The accused student shall have the right not to answer any questions which may be asked during the hearing.
2. The accused shall have the right to be accompanied at the hearing by an advisor from the Nazareth College community. The advisor may be any member of the College faculty, staff (exception: professional staff of the College's counseling center), or student who is not an attorney, relative, or significant other. The advisor may confer with and assist the accused, but may not speak for him or her as an advocate. Legal counsel may not be present at the hearing. Requests for an advisor must be submitted in writing to the designated student conduct officer or chair at least twenty-four (24) hours prior to the time of the hearing. Exceptions to this would only be made when there are extenuating circumstances preventing the name of the advisor to be submitted in timely fashion.

3. The parents, guardians, or significant other of the accused or complainant are not allowed in the vicinity of the hearing room (or remote locations).
4. The accused shall have the right to be advised in writing of appropriate procedures for requesting an appeal as contained in the Student Handbook policies. Such notice may be included with the written decision sent to the accused.
5. The accused shall have the right to be present and hear all testimony of any witnesses, including the complainant. If, however, the accused fails to conduct him or herself in a proper civil and respectful manner, the accused may be removed from the hearing room during the testimony of any witnesses. In such event, the accused student shall be allowed to hear an electronic live broadcast or a tape recording of the testimony and may request the designated student conduct officer or chair to ask additional questions of a witness. Should the accused student, or anyone else continue to disrespect or obstruct the hearing process, s/he will be removed and the proceeding will continue in his/her absence.
6. The accused student, desiring an appeal of his/her hearing process may request an opportunity to listen to a copy of the recording by submitting a written request to the student conduct office. The accused student should make this request within the timeframes identified for appeals. The recording will then be made available to listen to, in the company of a College employee, and in a location identified by the designated student conduct officer. The recording will be accessible to any person determining the outcome of the appeal. The recording will be destroyed either after the appeal date has passed, the appeal has been decided, or at the discretion of the vice president for student development.

In the event the accused, with notice, does not appear at the appointed hearing, the hearing will be conducted in the accused's absence. In the event the accused does not remain for the entire hearing, the remainder of the hearing will be conducted in the accused's absence.

A decision will be rendered no later than two weeks following the hearing (informal or formal).

A letter containing the decision and, if applicable, the disciplinary sanction(s), shall be prepared and made available for the accused to pick up from the office of the vice president for student development. In those instances where it is not possible to personally obtain the decision letter, a copy of the decision will be mailed to the accused's Nazareth College home of record. Unless shown otherwise the decision shall be deemed received by the accused three days after the date it was mailed.

ALTERNATE MEANS OF RESOLUTION

If, in the judgment of the designated student conduct officer or chair, the alleged violation of the Student Conduct Code by the accused against the complainant could be better resolved through an alternate means such as counseling or mediation, the designated student conduct officer or chair may make a recommendation to that effect. In such a case, and provided the accused and the complainant both agree, the designated student conduct officer or chair shall refer the matter to an appropriate counselor or mediator. A student conduct hearing shall be scheduled, but may then be adjourned for up to thirty (30) days pending counseling or mediation. If the accused and the complainant receive counseling or mediation prior to the adjourned hearing date, and agree that the matter pertaining to the violation is resolved, the designated student conduct officer or chair may dismiss the alleged violation.

GROUNDS FOR APPEAL

The accused student shall have the right to direct an appeal to the vice president for student development. Should the student desire an appeal, the request must be received by the office of the vice president for student development on or before a date, specified in the disciplinary sanction(s), which shall be no later than five days after the receipt of the written sanction(s). In the absence of the vice president for student development, a designated individual from the College senior administrative staff will be appointed by the designated student conduct officer or chair to hear the appeal.

An appeal may be requested if the student believes one or more of the following conditions exist:

1. Hearing procedures were not followed.

2. If relevant information has become available since the hearing that was not available at the time of the hearing.

If the designated student conduct officer or chair believes it is appropriate, interim suspensions or conditions may be imposed during the time of an appeal or until the time to appeal has passed.

If the office of the vice president for student development receives a request for an appeal, the vice president for student development will initiate one of the following actions:

1. Reject the request for appeal due to insufficient reason(s).
2. Modify the decision of the designated student conduct officer or student conduct hearing board.
3. Refer the matter to the designated student conduct officer or chair of the student conduct hearing board, if substantial reason for such action has been presented.

All decisions based on the actions of the vice president for student development are final, except when sanctions of suspension or expulsion are involved. These sanctions may be appealed to the president of the College. However, such an appeal shall be entertained solely at the discretion of the president. This appeal must be received within five days of the decision from the vice president for student development.

If an appeal is entertained by the president, an informal meeting of the principals involved will be arranged. After the president is satisfied with the content and extent of the information presented the meeting will be adjourned. The president's findings will be announced within five (5) working days of the appeal hearing. Decisions of the president are final.

DISCIPLINARY RECORDS

Disciplinary files of the College student conduct system are retained by the student conduct office and are confidential in nature. Disciplinary files will be maintained for seven years after the most recent recorded incident. Disciplinary files for students who withdraw from the College or are suspended or expelled for disciplinary reasons are maintained for an indefinite length of time depending upon the circumstances. The College reserves the right

to notify parents of dependent students when student conduct action has resulted in serious disciplinary sanctions.

SUMMARY ACTION

Summary suspension of a student and exclusion from College property may be imposed without application of the procedures outlined above, but only by the president of the College (or his or her designee). Pending a hearing which shall be held within ten (10) school days from notice to the student of the summary action, the president may summarily suspend a student and exclude him or her from College property if the president is first satisfied that the continued status of the individual as a student seriously threatens harm to the student, to any other person or the property of the College or of others. In no event shall the student conduct procedures, outlined in this Student Conduct Code, limit the president's authority (or that of his or her designee) to suspend or expel a student from the College under the described circumstances. A student notified of such a suspension may, within ten (10) days of receipt of such notice, appeal to the president as described above.

DANGEROUS OR LIFE-THREATENING BEHAVIOR

Students may be subject to summary dismissal or asked to take a medical leave of absence by the vice president for student development if they are not functioning well enough to appropriately meet their academic and/or communal living obligations (e.g., excessive alcohol consumption, using illegal drugs, or are deemed dangerous to themselves or others). In all instances when a student is transported to a hospital for a medical or psychiatric reason, it is considered a dangerous or life-threatening situation. In these instances, a student's parent or guardian will be notified of the situation. In all instances when the student's behavior is threatening to him or herself, a student's parent or guardian will be notified of such behavior.

Nazareth College recognizes that certain behaviors (e.g., suicide threats, suicide attempts, severe eating disorders, substance abuse, and self-injurious behaviors, such as cutting) require professional help, and the College provides services which address these problems as well as others. However, if the student's

behavior becomes disruptive to and unacceptable in the academic and social/living environment of the College community and/or is dangerous to him/herself or others, the student may be asked to leave the College after undergoing appropriate assessment by the College's counseling services and/or off-campus professionals. In some cases, students may also be required to meet with a mental health professional as a condition of their remaining in attendance at the College. In addition, in connection with certain dangerous or life threatening behavior, disciplinary sanctions may be imposed if the conduct is found to be in violation of the Student Conduct Code.

ALCOHOL POLICY

The unauthorized possession, use, or distribution of alcoholic beverages on or in College property is a violation of the Student Conduct Code. College policy consistent with state laws, confines on-campus use of alcoholic beverages by persons of legal age (21 years and older in New York state) to specified areas. This code also prohibits misrepresentation of age to obtain alcoholic beverages.

The College enforces all state laws or regulations that regulate and control the sale or use of alcohol as follows:

ALCOHOLIC BEVERAGE CONTROL LAW

Section 65. Prohibited Sales. No person shall sell, deliver, give away, or cause or permit to procure to be sold, delivered, or given away any alcoholic beverage to:

1. Any person, actually or apparently, under the age of 21;
2. Any visibly intoxicated person or to any person, actually or apparently, under the influence of alcohol;
3. Any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverages.

Section 65A. Procuring alcoholic beverages for a person under the age of 21.

Any person who misinterprets the age of a person under 21 for the purpose of inducing the sale of any alcoholic beverage, as defined in the alcoholic beverage control law, to such person, is guilty of

an offense and upon conviction thereof shall be punished by a fine of not more than \$200, or by imprisonment for not more than five (5) days, or both such fine and imprisonment.

Section 65B. Offense for one under the age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means.

No person under the age of 21 who presents or offers to any licensee under the alcoholic beverage control law, or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent, or not actually his/her own for the purpose purchasing or attempting to purchase any alcoholic beverage. Section 11-100 of the General Obligation Law Compensation for injury and damage caused by the intoxication of a person under the age of 21.

Any person who shall be injured in person, property, means of support, or otherwise by the reason of the intoxication or impairment of ability of any person under the age of 21, whether resulting in his or her death or not, shall have a right of action to recover actual damages against any person who knowingly causes such intoxication or impairment of ability by unlawfully furnishing to or unlawfully assisting in procuring alcoholic beverages for such person with knowledge or reasonable cause to believe that such a person was under the age of 21.

SUMMARY

These sanctions of the state laws make it illegal for persons under the age of 21 to acquire alcoholic beverages.

There are also state and local regulations concerning open beverage containers in public areas. Open containers of alcoholic beverages are not permitted in motor vehicles. Area parks have special ordinances that prohibit open containers on roadways and in parking lots. Amounts of beverages allowed in parks are limited. If you are planning an event for one of the parks, be sure to check with the appropriate agency (city or county parks department) before assuming that you may have alcoholic beverages at the event. Open containers of alcoholic beverages are not permitted in or around public schools. Additionally, state and county enforcement of the law related to driving while intoxicated (DWI) is among the

most stringent in the nation. First-time offenders can expect to be prosecuted fully as misdemeanor criminals with all the attendant fines, penalties, and civil ramifications.

In compliance with this law, Nazareth College recognizes the freedom of choice of each community member—student, faculty, and staff—to exercise personal responsibility with respect to making informed decisions regarding the use or non-use of alcoholic beverages. With this in mind, the following campus regulations shall apply in relation to the law.

CAMPUS POLICIES

1. Possession and consumption of alcoholic beverages is prohibited on campus grounds and in buildings, except in a residence hall room by persons of legal age (21 years and older in New York state) under the conditions described below and where otherwise noted below. Consumption of alcohol may be inferred based upon the number, location, and condition of empty or partially empty cans and bottles.
2. The sale and/or distribution (including the giving away) of alcoholic beverages to persons under age 21 on the Nazareth College campus is prohibited.
3. It is a violation of Nazareth College policy for any persons under age 21 to procure or possess alcoholic beverages. Possession of alcohol may be inferred based upon the number, location, and condition of empty or partially empty cans and bottles.
4. Procedures for obtaining college approval to use campus facilities for events where alcoholic beverages will be served are available at the Information Desk, Shults Center, and the office of Chartwells Dining Services.
5. Alcoholic beverages in serving containers greater than 32 ounces (e.g., beer kegs and beer balls) are prohibited except at Chartwells catered events and at the discretion of the vice president for student development.
6. The College recognizes Chartwells as the sole possessor of a catering/liquor license. Therefore, the public selling and/or dispensing of alcoholic beverages anywhere on campus is restricted to Chartwells personnel only.

7. Open containers of alcoholic beverages are prohibited from all corridors, lounges, stairwells, lobbies, parking lots, grounds, and any public areas of the campus unless College approval was previously attained.
8. Student fees collected by the College and/or student organization and distributed through the Undergraduate Association will not be used for the purchase of alcoholic beverages.
9. Trafficking, manufacturing, distributing (including the giving away), or possessing with the intent to distribute any illegal drug, narcotic, or controlled substance, including prescription medications, is prohibited.
10. Non-alcoholic beverages and food items must be made equally available at any program or event where alcohol beverages are sold, distributed, or consumed.
11. During all College- or student-sponsored events on campus, alcoholic beverages, where permitted, will be served only in an enclosed environment designated for each occasion.
12. Campus events which involve only persons 21 years of age and older are catered by Chartwells personnel and need prior approval from the vice president for student development or his designee.
13. Persons under the legal drinking age may not distribute (including the giving away), sell, possess, consume, or be in the presence of alcohol without being sanctioned under the circumstances described in paragraph 15(a). Being in the presence of alcohol may be implied based on the number, location, and condition of empty or partially empty cans and bottles.
14. Persons of legal drinking age (21 or older) may consume alcohol where all residents and guests are 21 or older. All other policies of the College must be followed. **See suggestions below regarding hosting parties when you are 21 or older.
15. Persons of legal drinking age (21 or older) may not consume or be in the presence of alcohol with persons under the legal drinking age except as follows:
 - a. In residence hall rooms where both of age and underage students reside, of-age students may consume alcohol in the presence of their underage roommate(s) provided they are the only persons present in the room. If the underage person is in the presence of alcohol in this situation, the underage student will not be sanctioned for being in the presence of alcohol nor will the of-age student(s) be presumed to be providing alcohol to underage student. All other policies of the College must be followed and, therefore, the underage roommates may not consume alcohol. Should it be determined the underage roommates consumed alcohol, both the underage students and the of-age students will be in violation of this policy.
 - b. If a student 21 or older consumes alcohol in his or her room in the presence of any underage students other than his or her underage roommate(s), it will be presumed that the of-age student provided alcohol to all the underage students in the room, other than the roommate(s), unless an investigation by either residential life or campus safety shows otherwise. In other words, the investigation must determine that the alcohol was NOT provided in order to avoid a violation related to the providing of alcohol. In this situation, the underage students, other than the underage roommate(s), will be in violation of this policy by being in the presence of alcohol even if information is gathered during the investigation that they did not consume alcohol. If, during the investigation, information indicates that the underage roommate(s) (as opposed to the underage guests) consumed alcohol, the underage roommate(s) will also be in violation of this policy.
16. Any person under the age of 21 is prohibited from presenting or offering any licensee under the alcohol beverage control law, or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent, or not actually his/her own, for purpose of gaining admission to an event where alcohol is being served or purchasing or attempting to purchase any alcoholic beverage.
17. Possession, use, distribution, buying, selling, or manufacturing of controlled substances except as expressly permitted by law, is prohibited.
18. Alcohol or drugs, and alcohol and drug paraphernalia (including but not limited to funnels, “beer pong” tables, bongs, “bar-set-ups,” etc.) found in the possession of students or their guest(s) will be confiscated and the students involved and/or present will be cited for a violation of this policy.
19. Engaging in any type of “drinking games” is

prohibited and is a violation of the alcohol policy no matter how old the student(s) involved.

20. An incident in which a student, regardless of age, is transported to the hospital or when medical professionals are called to campus to evaluate the student for an alcohol or drug related condition (i.e., intoxication, alcohol poisoning) will be treated as a violation of the Student Conduct Code.
21. Nazareth College members—faculty, staff, and students—who are found in violation of New York state law and/or campus policy pertaining to the sale, distribution, possession, or consumption of alcoholic beverages or drugs will be subject to possible parental notification, disciplinary action, and/or criminal prosecution. Please be aware that under this policy, “distribution” always includes giving away.
The alcohol policy relates to residential and non-residential student conduct and applies to on- and off-campus behavior.

EXAMPLES

1. Three students reside in one room and are present in the room—two students are 21 and one student is 20. The 21-year-old students are consuming alcohol with the 20-year-old roommate in the room. The 20-year-old is not consuming alcohol.
 - Violation? None of the students are in violation of the policy.
2. The same three students reside in one room and are present in the room. All three students are consuming alcohol.
 - Violation? The 20-year-old student is in violation for consuming the alcohol. The 21-year-old students will be presumed to have provided the alcohol to the roommate in violation of the policy unless an investigation shows that they did not.
3. The same three students reside in one room and are present in another room along with two other 21-year-old students. The four 21-year-old students consume alcohol while the 20-year-old does not.
 - Violation? The 20-year-old student is in violation for being in the presence of alcohol. The four 21-year-old students will be presumed to have provided the alcohol in violation of the policy unless an investigation shows that they did not.

4. The same three students reside in one room and are present in the room along with two other 21-year-old students. The four 21-year-old students and the 20-year-old all consume alcohol.

- Violation? The 20-year-old student is in violation for consuming alcohol. The 21-year-old residents will be presumed to have provided the alcohol in violation of the policy unless an investigation shows that they did not.

5. The same three students reside in one room and are present in the room with two other 20-year-old students. The two 21-year-old students are consuming alcohol. The three 20-year-olds are not.

- Violation? The 20-year-old roommate is not in violation. The 20-year-old guests are in violation for being in the presence of alcohol. The 21-year-old students will be presumed to have provided alcohol to the 20-year-old guests in violation of the policy unless the investigation shows that they did not provide alcohol.

6. The same three students reside in one room and are present in the room with two other 20-year-old students. All five students are consuming alcohol.

- Violation? The 20-year-old roommate and the 20-year-old guests are in violation for consuming alcohol. The 21-year-old students will be presumed to have provided alcohol to all of the 20-year-olds, including the roommate, in violation of the policy unless the investigation shows that they did not provide alcohol.

GOOD SAMARITAN POLICY

Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College is concerned that those in need receive prompt medical attention. The College cannot guarantee absolute immunity from sanctions associated with violations of the Student Conduct Code or state and federal laws. However, efforts will be made to mitigate sanctions associated with the alcohol and other drug offenses for “Good Samaritans.” These considerations apply only to the individual(s) who may have contributed or participated in the use and abuse of alcohol or other drugs, but who summon aid.

GUIDELINES FOR GATHERINGS WHERE ALCOHOL IS CONSUMED

Sometimes students of legal drinking age (21 years of age or older) want to have responsible gatherings

where alcohol is consumed, but are often faced with the dilemma of having underage students appear at their door to attend closed parties. If you are hosting a gathering:

- Consider the risks of hosting a party. Do the risks outweigh the fun of hosting?
- Keep doors locked and only permit guests they have invited to their party in the room.
- ID EVERYONE who attends. Even friends you might think are 21 or older may not be.
- Monitor what everyone is drinking.
- If someone comes into your room that you do not know, and s/he is not 21, you should have him/her leave immediately.
- If students who are uninvited and under 21 do not leave, call campus safety and they will come to the apartment/residence and escort that person(s) away.
- There is no B.Y.O.B. (Bring Your Own Beverage) policy at Nazareth College. If someone is drinking in your room, regardless of whether you provided it or not, you are responsible for them.
- Serving alcoholic punch is NEVER a good idea. The amount of alcohol and types of alcohol included often give other students misperceptions of how much alcohol they are consuming. Single-serving containers are preferred.

CONTROLLED SUBSTANCE POLICY

This policy applies to all faculty, staff, and student employees of Nazareth College.

I. POLICY

The College is committed to maintaining a drug-free environment. In accordance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (drugs) in and on Nazareth College owned or controlled property.

II. GUIDELINES

A. Sanctions for Violation of Non-compliance:

The College will impose action in accordance with its discipline policy and/or require satisfactory participation in a drug rehabilitation program by any faculty member, staff member,

or student employee who has violated any provision of this policy.

- B. Compliance as a Condition of Employment:** Compliance with provisions of this policy shall be a condition of employment at Nazareth College.
- C. Employee Obligation for Notification of Conviction:** In order to comply with federal law, any faculty member, staff member, or student employee convicted of any criminal drug statute violation occurring in or on the workplace premises is required to notify the employer within five (5) calendar days following such conviction.
- D. Employer Obligation for Notification:** The College is obligated to notify the appropriate federal granting agency within ten (10) days of having received notice of an employee conviction as described in C above.
- E. Maintenance of a Drug-Free Workplace:** Good faith efforts on the part of the College to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the College community, as well as implementation and strict enforcement of this policy.

III. PROCEDURES

- A.** The College will notify each faculty member, staff member, and student employee of this policy, as well as those newly hired, emphasizing the obligation for compliance as a condition of employment.
- B.** Any faculty or staff member convicted of any criminal drug statute violation that has occurred in or on the workplace premises will provide the appropriate academic officer or supervisor with notification, preferably written, of such conviction indicating any resultant conditions, within five (5) calendar days of the conviction. Student employees shall notify the vice president for student development.
- C.** An academic officer, supervisor, or student employment official having knowledge or receiving notification of a conviction, as described in B above, shall immediately provide, in writing, notice to the associate vice president of human resources (or designee).

- D.** The Nazareth Substance Abuse Education Committee, in conjunction with the human resources department, will offer on-going drug education and awareness programs for the College community, as well as provide drug informational materials. Faculty, staff, and students are expected to avail themselves of these programs.
- E.** This policy will be maintained as a permanent part of the Staff Personnel Policy Manual, Faculty Policy Manual, and Student Handbook.
- F.** Questions concerning this policy should be referred to the human resources department; student employees should refer questions to the office of student development.

POLICY ON COMPUTER USE

Each student who has an account on a Nazareth College computer system, or uses a computer system at the College, must follow these general guidelines and the College's policy on computer use, which is available at naz.edu/information-technology-services/policies. Alternatively, it may be obtained from the department of information technology services (Technology and Media Service Desk, lower level of the library). Computer users are expected to read and comply with all aspects of this complete policy.

You are not permitted to:

- Give out your password
- Use another person's account
- Use any system for personal profit or gain
- Create or distribute chain letters
- Send/distribute threatening/harassing electronic messages, including electronic transmission of sexual or other private activity
- Duplicate software/other intellectual property of another
- Use computing facilities and resources in violation of copyright laws

Violation of any of these policies can result in loss of computer privileges, academic suspension, or other disciplinary action, or action by outside law enforcement agencies.

In addition, all computers connected to the campus network in the residence halls, must have effective

and up-to-date virus protection software installed and running.

Contact the technology and media services desk at ext. 2111 for assistance.

SOCIAL NETWORKING SITES

CONCERNS

Social network sites such as Facebook, MySpace, instant messenger, Flickr, and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Nazareth College believes that such sites provide students with opportunities to interact with individuals in innovative and creative ways and therefore the College does not prohibit the students from online social networking. It is critical, however, that students are fully aware of the potential negative consequences arising out of irresponsible and inappropriate conduct on these sites. This policy is intended to inform Nazareth students of some of these consequences and to encourage students to exercise appropriate caution if they choose to engage in online social networking.

BE AWARE

1. The online community is open to all and therefore anyone can access any personal information that you post (personal information includes photos, contact information, location, etc.). This information, even if posted for a day or two just to be funny, may remain accessible to everyone on the internet even if you take it down or change it.
2. Nazareth College coaches, administrators, faculty, staff and parents, your parents' neighbors, future employers, potential graduate schools, and local law enforcement have access to these social networks and may access information and monitor them as they see fit. You have no expectation of privacy on a social networking site.
3. Students should be aware of who they make their "friends" on these sites. These "friends" may try to take advantage of students.
4. Photographs posted on a social networking site may end up on badjocks.com, ncaahazing.com, or a similar site.

5. Students could face discipline and even dismissal for violations of athletic team, academic department, College, and/or NCAA policies.
6. False statements made about someone may result in a legal claim.
7. Posted information can be used as part of a criminal proceeding or a campus judicial proceeding.

PROHIBITIONS

Students will be held responsible for any actions that compromise the integrity of the College and/or their sport and/or academic program as well as any behaviors that violate the College's Student Conduct Code; federal, state, and local law; and NCAA/athletic league rules and regulations. For example, photos or statements placed on these social networks that depict harassment (including sexual harassment); vandalism; underage drinking or consumption of alcohol in violation of Nazareth College's alcohol policy; hazing; and/or selling, possessing, or using controlled substances can be used by Nazareth College administrators in connection with conduct code proceedings and athletic department decisions regarding athletic eligibility. Student-athletes should review the athletic department's policy regarding social networking sites.

NAZARETH COLLEGE POLICY ON POLITICAL ACTIVITIES

As an educational institution, Nazareth College encourages opportunities for candidates running for political office to visit the campus. These visits often provide our students with information and a view of the political process which can be uniquely described by candidates. It is important, however, for all members of the campus to be aware of, and to abide by, the College's guidelines concerning political activities on campus.

As a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, Nazareth College cannot intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. In accordance with IRS rules, violation of this prohibition could cause the College to lose its tax-exempt status or incur excise taxes imposed on political expenditures.

To insure that the College does not jeopardize its tax-exempt status, Nazareth College, including any individual acting on behalf of Nazareth College, may not engage in any of the following on College property, during any College function, or otherwise using Nazareth College's resources or facilities:

- Endorsing any candidate for public office
- Donating or contributing money, foods or services to any candidate's campaign
- Participating or engaging in political fund-raising events
- Publishing or distributing statements for or against any candidate
- Engaging in any other activity that favors or opposes any candidate.

Individual members of the faculty, staff, and student body of Nazareth College are entirely free to support candidates of their choice for elective office, or to express their personal views on political issues as long as they are not acting in an official capacity as a representative of Nazareth College. These regulations preclude the use of Nazareth College letterhead, telephones, e-mail, or use of any other property owned by Nazareth College on behalf of any political party or candidate for public office. With appropriate organization sponsorship and/or faculty supervision, the use of College facilities for political discussion or debates is encouraged. Student organizations, for example, may sponsor such an event on campus or conduct a voter registration drive. Classroom activity may also include discussion or debates on political issues as a legitimate part of the educational process.

College facilities may be used for public events such as legislative hearings and topics of general or educational interest. College facilities may not be used for partisan political functions such as fund raising events or similar activities that could be construed as an endorsement of a particular candidate or political party. No outside groups may rent any Nazareth facilities for activities that are part of a campaign for public office.

Whenever there are plans for an elected official or a candidate for public office to visit the Nazareth campus, the vice president for institutional advancement should be notified during the planning time. This includes academic conferences, tours, and

any type of meeting, as well as student-sponsored events. This will enable the office of the vice president for institutional advancement to assist in determining that the College is following the federal guidelines. Details regarding the event, such as a copy of the invitation to the public, who is paying for the event, and the content of the program should be outlined briefly.

If you have any questions about restrictions that apply, please contact the vice president for institutional advancement.

GUIDELINES FOR POSTING

Notices, posters, or signs may be placed only on bulletin boards, approved posting areas on walls, or similar locations designated for such purposes. Notices, posters, or signs may not be placed on poles, posts, signs, trees, walls, buildings, doors, windows, glass, transparent partitions, or painted surfaces not marked as posting areas. Notices, posters, signs, etc., shall not be placed in manner or location that may obscure or mark exit signs, fire alarm boxes, safety rails, fire extinguisher cases, hand rails, and similar devices installed as safety equipment in a building.

Banners may not be hung outdoors without the permission of the director of student activities or the director of residential life. Banners may not be hung in a manner which damages or defaces trees, shrubs, or buildings. Banners may not be placed on the exterior of buildings without specific approval of the building manager. It is the responsibility of the individual or organization hanging the banner to take it down by the date agreed upon.

SMOKING POLICY

Nazareth College has the responsibility of providing and maintaining a safe and healthy work environment. Effective January 1, 2008, Nazareth College revised the policy as follows:

Smoking is prohibited in all College vehicles and buildings (including offices, residence halls, stairwells, restrooms, hallways, or lounges). In addition, smoking is prohibited in the tunnel system as well as the Cloister Walk between Smyth Hall and the Shults Center, within 20 feet of any entrance or air intake location, and in main walkways to buildings

where individuals must pass to enter a building even if more than 20 feet away from the entrance. The policies of the College will change as necessary to comply with the law.

POSTING REQUIREMENTS

Signs are posted at all College building entrances or as required by local regulations, advising that smoking is prohibited in all areas of the facility. Departments should post this policy, and provide a copy of the detailed policy statement to prospective staff or faculty members.

RESPONSIBILITIES

Self-enforcement is expected in complying with these regulations; if necessary, supervision and management are responsible for the administration of this policy. Questions or additional information concerning the smoking policy should be referred to the human resources department.

DISCIPLINARY PROCESS

Faculty, staff, and students who fail to comply with the smoking requirements of both Monroe County and Nazareth College will be subject to appropriate disciplinary procedures.

HARASSMENT STATEMENT

The Nazareth College community is dedicated not only to learning but also to the development of sensitive and responsible persons. Because the College prepares individuals for participation in an increasingly diverse world and its institutions, the climate of campus life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, and racial differences; religious preferences; sexual orientation; variations in age; and people with disabilities.

Nazareth College seeks to achieve these goals through educational programs and policies. Harassment based on these differences is clearly in conflict with the general mission of the College, and is strictly prohibited. In addition, some forms of harassment may violate New York's criminal statutes and, depending on the situation, may violate other state and federal laws as well.

Harassment includes verbal, physical, or written abuse directed toward an individual or group on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status. This includes using remarks, language, illustrations, or electronic messages in cyberspace that deprecate or offend a person based on his or her ethnic background, race, religion, sexual orientation, age, disability, or any other protected status as noted above. All are damaging.

While some examples of harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant and subtle graffiti and insensitive use of language excluding epithets and humor often go unacknowledged. All types of harassment based on individual differences are unacceptable and will be subject to disciplinary sanctions.

Any member of the College community who feels he or she has been harassed should contact the associate vice president for human resources, the vice president for student development, or any of the College's advisors for concerns of discrimination and victimization (see next page).

HAZING POLICY

New York state law and Nazareth College policies forbid hazing, and any violations will be reviewed by the student conduct office. Behavior prohibited under this law includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of liquor or drugs; actions insulting or embarrassing another individual; and actions in the form of social pressure which might cause harm to an individual, regardless of their willingness to participate.

Generally, New York state law provides that (1) 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, s/he 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, and

(2) a person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

NON-DISCRIMINATION POLICY

It is the policy of Nazareth College not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status in the admission of students to the College; in any of the rights, privileges, programs, and activities generally accorded or made available to students at the College; in the administration of its educational policies, admission policies scholarship and loan programs and athletic and other programs administered by the College; or in the employment practices of the College.

SEXUAL HARASSMENT POLICY

It is the policy of Nazareth College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when the behavior falls within the definition that follows. Sexual harassment of employees and students at Nazareth College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or
- B. Submission to or rejection of such conduct is used as the basis for employment, academic, or other decisions, or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive work or educational environment.

OTHER FORMS OF HARASSMENT

Stalking

Stalking is expressly prohibited by New York state law. In addition, it violates College policies. It occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety, or property. Under the College's policies, such conduct may include, but is not limited to, repeatedly engaging in contact or communication (including, but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, unwanted gifts, or threatening or obscene gestures), surveillance, following, trespassing, or vandalism.

Discriminatory Harassment

Harassment or intimidation of another person, limiting another person's right to equal opportunity, or otherwise denying another person equal treatment because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status, is prohibited.

GRIEVANCE PROCEDURES FOR DISCRIMINATION, HARASSMENT, AND VICTIMIZATION COMPLAINTS

Faculty, staff, and students who want further information or assistance in discussing or filing a complaint of harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status should contact any of the advisors for concerns of discrimination and victimization. These advisors will assist in trying to resolve the problem informally and/or explain the steps of the

formal grievance procedure. You may also contact the department of human resources for assistance.

- The College's policy regarding sexual misconduct and procedures to adjudicate complaints of sexual misconduct can be found at naz.edu/student-conduct. Copies can be obtained at the following locations: office of vice president for student development or the office of associate vice president for human resources.

ADVISORS FOR CONCERNS OF DISCRIMINATION AND VICTIMIZATION

Lisa Durant-Jones, associate professor and grad program director, communication sciences and disorders department	ext. 2775
Jane Kelly, director, student activities	ext. 2320
Mitchell Messina, professor and chairperson, department of art	ext. 2530
Gaynelle Wethers, director, multicultural affairs	ext. 2008
Edward Wiltse, professor, English department	ext. 2646

Inquiries concerning the application of this policy prescribed by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 may be directed to the associate vice president of human resources at Nazareth College of Rochester, 4245 East Avenue, Rochester, NY, 14618-3790, 585-389-2060, who has been named to coordinate the responsibilities under Title IX, Title VI and section 504.

SART: Sexual Assault Response Team is available at 585-258-0080 (program this # into your cell phone). See page 12 for more information.

ATHLETICS SCHEDULE

Admission to athletic events is free with a Nazareth College ID card. Schedule cards are available at the information desk.

MEN'S SOCCER

Head Coach: Danny Gilbertson

DOUG MAY CLASSIC AT NAZARETH

Sep. 3	2 p.m.	Canton
Sep. 4	4:30 p.m.	Brockport
Sep. 10	4 p.m.	at Oswego
Sep. 13	7 p.m.	at Fredonia
Sep. 17	7 p.m.	at Utica*
Sep. 20	4 p.m.	at RIT
Sep. 24	1 p.m.	Elmira*
Sep. 27	6 p.m.	at Union
Oct. 1	1 p.m.	at Stevens*
Oct. 5	4 p.m.	at Geneseo
Oct. 7	4 p.m.	at St. John Fisher*
Oct. 10	4 p.m.	Hobart
Oct. 15	3 p.m.	Alfred*
Oct. 18	3:30 p.m.	at Buffalo State
Oct. 22	3 p.m.	Ithaca*
Oct. 29	12 p.m.	Rensselaer
Nov. 4-6	EMPIRE 8 TOURNAMENT	

WOMEN'S SOCCER

Head Coach: Gail Mann

PLATTSBURGH TOURNAMENT

Sep. 3	11 a.m.	TBA
Sep. 4	TBA	TBA
Sep. 10	1 p.m.	at Brockport
Sep. 14	5 p.m.	Geneseo
Sep. 17	2 p.m.	at St. Lawrence
Sep. 20	4 p.m.	RIT
Sep. 24	11 a.m.	at Stevens*
Oct. 1	1 p.m.	at Alfred*
Oct. 4	7 p.m.	at Rochester
Oct. 8	2 p.m.	at Hartwick*
Oct. 9	12 p.m.	at Utica*
Oct. 15	12 p.m.	Elmira*
Oct. 19	4 p.m.	St. John Fisher*
Oct. 22	12 p.m.	Ithaca*
Oct. 26	4 p.m.	William Smith
Oct. 29	3 p.m.	Skidmore
Nov. 5-6	EMPIRE 8 TOURNAMENT	

WOMEN'S VOLLEYBALL

Head Coach: Cal Wickens

RED DRAGON CLASSIC AT CORTLAND

Sep. 2	4 p.m.	TBA
Sep. 3	10 a.m.	TBA
Sep. 7	7 p.m.	Geneseo
GOLDEN FLYER TOURNAMENT		
Sep. 10	2 p.m.	TBA
Sep. 11	10 a.m.	TBA

RIT TOURNAMENT

Sep. 16	12 p.m.	TBA
Sep. 17	10 a.m.	TBA

EMPIRE 8 CROSSOVER AT ELMIRA

Sep. 24	10 a.m.	Ithaca
	3 p.m.	Elmira
Sep. 25	9 a.m.	Stevens
	11:30 a.m.	Alfred

SEP. 30-OCT. 1 PURPLE & GOLD INVITATIONAL

Oct. 5	7 p.m.	Rochester
Oct. 10	5 p.m.	vs. Canton at SUNYIT
	7 p.m.	at SUNYIT

OCT. 15-16 NEUMANN TOURNAMENT

EMPIRE 8 CROSSOVER AT ST. JOHN FISHER		
Oct. 21	7:30 p.m.	Utica
Oct. 22	3 p.m.	Hartwick
	5:30 p.m.	St. John Fisher
Oct. 26	7 p.m.	at St. John Fisher

NEW YORK REGIONAL CHALLENGE AT UR

Oct. 28	6 p.m.	Lycoming
	8 p.m.	NYU
Oct. 29	1 p.m.	St. Lawrence
	3 p.m.	Brockport

NOV. 5 EMPIRE 8 TOURNAMENT

WOMEN'S FIELD HOCKEY

Head Coach: Andrea Tutino

Sep. 3	2 p.m.	at William Smith
Sep. 7	7 p.m.	at Rochester
NAZARETH TOURNAMENT		
Sep. 10	11 a.m.	Oswego
Sep. 11	11 a.m.	Consolation game
	1 p.m.	Championship game
Sep. 17	1 p.m.	Ithaca*
Sep. 18	1 p.m.	at Skidmore

* Empire 8 Conference game

Sep. 21	6 p.m.	Houghton
Sep. 24	12:30 p.m.	at Elmira*
Sep. 27	4 p.m.	at Brockport
Oct. 1	10:30 a.m.	at Utica*
Oct. 2	12 p.m.	at St. Lawrence
Oct. 5	4 p.m.	at Cortland
Oct. 8	12:30 p.m.	Stevens*
Oct. 15	12 p.m.	at Wash. & Jefferson*
Oct. 20	4 p.m.	at Geneseo
Oct. 22	1 p.m.	at St. John Fisher*
Oct. 26	4 p.m.	at Oswego
Oct. 29	1 p.m.	Hartwick*
Nov. 2	4:30 p.m.	Morrisville
Nov. 5-6	EMPIRE 8 TOURNAMENT	

WOMEN'S TENNIS

Head Coach: Paul Waida

Sep. 1	3:30 p.m.	at Geneseo
Sep. 3	12 p.m.	at Stevens*
Sep. 7	4:30 p.m.	Cortland
Sep. 10-11	WILLIAM SMITH TOURNAMENT	
Sep. 17	1 p.m.	at Hartwick*
Sep. 19	4 p.m.	Alfred*
Sep. 21	4 p.m.	Elmira*
Sep. 24-26	ITA TOURNAMENT	
Sep. 29	4 p.m.	St. John Fisher*
Oct. 8	12 p.m.	at Ithaca*
Oct. 9	1 p.m.	at Utica*
Oct. 22-23	E8 TOURNAMENT	

MEN'S TENNIS

Head Coach: Paul Waida

Sep. 10-11	FLOWER CITY TOURNAMENT	
Sep. 17-18	SLU FALL CLASSIC	
Oct. 1-2	ITA TOURNAMENT	

MEN'S GOLF

Head Coach: Marty Coddington

Sep. 3	UTICA INVITATIONAL	
Sep. 10-11	ST. LAWRENCE TOURNAMENT	
Sep. 17-18	E8 TOURNAMENT	
Oct. 8-9	HAMILTON INVITATIONAL	
Oct. 16-17	NAZARETH INVITATIONAL	
Mar. 31-Apr. 1	MCDANIEL TOURNAMENT	
Apr. 8-9	WASH. & JEFFERSON TOURNAMENT	
Apr. 14-15	E8 TOURNAMENT	

WOMEN'S GOLF

Head Coach: Marty Coddington

Sep. 10-11	ST. LAWRENCE TOURNAMENT	
Sep. 17-18	E8 TOURNAMENT	
Sep. 24-25	WILLIAM SMITH TOURNAMENT	
Oct. 1-2	CORTLAND INVITATIONAL	
Oct. 16-17	NAZARETH INVITATIONAL	
Mar. 31-Apr. 1	MCDANIEL TOURNAMENT	
Apr. 14-15	VASSAR TOURNAMENT	
Apr. 21-22	ELMIRA TOURNAMENT	
Apr. 28-29	NAZARETH TOURNAMENT	

MEN/WOMEN'S CROSS COUNTRY

Head Coach: James Goss

Sep. 3	HARRY LANG INVITATIONAL	
Sep. 10	HAMILTON INVITATIONAL	
Sep. 24	HARVEY ANDERSON INVITATIONAL	
Oct. 8	GOLDEN FLYER INVITATIONAL	
Oct. 22	NYSCTC MEET	
Oct. 29	EMPIRE 8 MEET	
Nov. 12	NCAA ATLANTIC REGIONALS	

MEN'S BASKETBALL

Head Coach: Kevin Broderick

Nov. 15	8 p.m.	Hilbert
Nov. 18-19	MEDAILLE TOURNAMENT	
Nov. 22	8 p.m.	Rochester
Nov. 30-Dec. 3	WENDY'S CLASSIC	
Dec. 7	7 p.m.	Roberts Wesleyan
Dec. 17	7 p.m.	at Jersey City State
Jan. 4	7 p.m.	at Cortland
Jan. 6	8 p.m.	at Utica*
Jan. 7	4 p.m.	at Ithaca*
Jan. 10	8 p.m.	Wells*
Jan. 13	8 p.m.	Alfred*
Jan. 14	4 p.m.	Elmira*
Jan. 20	8 p.m.	at Stevens*
Jan. 21	4 p.m.	at Hartwick*
Jan. 24	8 p.m.	St. John Fisher*
Jan. 27	8 p.m.	at Alfred*
Jan. 28	4 p.m.	at Elmira*
Feb. 3	8 p.m.	Ithaca*
Feb. 4	4 p.m.	Elmira*
Feb. 10	8 p.m.	Hartwick*
Feb. 11	4 p.m.	Stevens*
Feb. 18	8 p.m.	at St. John Fisher*
Feb. 25-26	EMPIRE 8 TOURNAMENT	

WOMEN'S BASKETBALL

Head Coach: Devin Gotham

Nov. 15	6 p.m.	Fredonia
ONNIE'S CLASSIC TOURNAMENT		
Nov. 19	8 p.m.	Cazenovia
Nov. 20	1 p.m.	Smith
Nov. 22	6 p.m.	Buffalo State
Nov. 29–Dec. 3 WENDY'S CLASSIC		
Dec. 30–31 NAZARETH TOURNAMENT		
Jan. 6	6 p.m.	at Utica*
Jan. 7	2 p.m.	at Ithaca*
Jan. 10	6 p.m.	Maine-Fort Kent*
Jan. 13	6 p.m.	Alfred*
Jan. 14	2 p.m.	Elmira*
Jan. 20	6 p.m.	at Stevens*
Jan. 21	2 p.m.	at Hartwick*
Jan. 24	6 p.m.	St. John Fisher*
Jan. 27	6 p.m.	at Alfred*
Jan. 28	2 p.m.	at Elmira*
Feb. 3	6 p.m.	Ithaca*
Feb. 4	2 p.m.	Elmira*
Feb. 10	6 p.m.	Hartwick*
Feb. 11	2 p.m.	Stevens*
Feb. 14	7 p.m.	at Penn State Behrend
Feb. 18	6 p.m.	at St. John Fisher*
Feb. 25–26 EMPIRE 8 TOURNAMENT		

MEN/WOMEN'S SWIMMING & DIVING

Head Coach: Martie Staser

Oct. 15	12 p.m.	Purple & Gold Meet
Oct. 22	1 p.m.	Alfred
Oct. 29	3 p.m.	St. Lawrence
Nov. 2	6 p.m.	at Brockport
Nov. 5	1 p.m.	Hartwick
Nov. 19	1 p.m.	at Pitt-Bradford
Dec. 2–4 BOMBER INVITATIONAL		
Jan. 14	1 p.m.	at Fredonia with Ithaca
Jan. 22	1 p.m.	at Rochester
Jan. 28	1 p.m.	Utica
Feb. 4	1 p.m.	at RIT
Feb. 22–25 UNYSCSA Championships		

WOMEN'S SOFTBALL

Head Coach: Jack Carpenter

Mar. 27	3 p.m.	Cortland
Mar. 31	1 p.m.	at Alfred*
Apr. 1	1 p.m.	RIT
Apr. 3	3 p.m.	Rochester

Apr. 4	3 p.m.	Brockport
Apr. 6	3 p.m.	at St. John Fisher*
Apr. 11	3 p.m.	at Geneseo
Apr. 14	1 p.m.	Utica*
Apr. 15	1 p.m.	Ithaca*
Apr. 17	3 p.m.	Houghton
Apr. 19	3:30 p.m.	at Oswego
Apr. 21	1 p.m.	at Elmira*
Apr. 22	1 p.m.	at Stevens*
Apr. 24	3 p.m.	Keuka
Apr. 25	3 p.m.	at Buffalo State
May 4–6 EMPIRE 8 TOURNAMENT		

MEN'S LACROSSE

Head Coach: Rob Randall

Mar. 21	4 p.m.	at Cortland
Mar. 28	4 p.m.	at Utica*
Apr. 7	1 p.m.	at Ithaca*
Apr. 11	4 p.m.	Alfred*
Apr. 14	1 p.m.	Hartwick*
Apr. 21	1 p.m.	at Stevens*
Apr. 25	4 p.m.	St. John Fisher*
Apr. 28	1 p.m.	at Elmira*
May 4–6 EMPIRE 8 TOURNAMENT		

WOMEN'S LACROSSE

Head Coach: Traci Lian

Mar. 31	1 p.m.	at Alfred*
Apr. 6	4 p.m.	at Ithaca*
Apr. 7	1 p.m.	at Utica*
Apr. 14	1 p.m.	Elmira*
Apr. 21	4 p.m.	Hartwick*
Apr. 22	1 p.m.	Stevens*
Apr. 28	1 p.m.	St. John Fisher*
May 4–6 EMPIRE 8 TOURNAMENT		

For a full schedule of athletics events for the 2011–2012 academic year visit:
naz.edu/athletics-schedule

* Empire 8 Conference game

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Part-time Job Fair
 3:30–4:45 p.m.
 Gym
Center for Spirituality
 Open House
 6–7 p.m. GAC

UNDERGRADUATE CLASSES BEGIN

ALANA Student Reception
 12:10–1:30 p.m.
 Reading Lounge

24
 New Student Orientation
 Aug. 25–28
 Arrival of new students

25
 Residence halls open at 9 a.m. for returning students; evening meal available
 Drive-in Movie: Bridesmaids
 9 p.m. George Lawn

FEBRUARY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
New Year's Day					John Tartaglia's <i>ImaginOcean</i> Arts Center	
8	9	10	11	12	13	14
						Residence halls open at noon; evening meal provided
15	16	17	18	19	20	21
CLASSES RESUME			Red Cross Blood Drive 10 a.m.–4 p.m. Forum			Movie Night 9 p.m. Forum 42Five and CallBackup Arts Center
22	23	24	25	26	27	28
		Club Fair 12:10–1:05 p.m. Shults		Opera Jan. 26–28 7:30 p.m. Callahan Theater	Undergraduate Association Spring Leadership Conference Jan. 27–28	
29	30	31	1	2	3	4

SATURDAY	FRIDAY	THURSDAY	WEDNESDAY	TUESDAY	FRIDAY	SATURDAY
4	3	2	1			
	100 Days Mixer Movie Night 9 p.m. Forum Rochester City Ballet: <i>The Blood Countess</i> Feb. 3–5 Arts Center	Groundhog Day				
11	10	6	8	7	9	5
Up All Night Rochester Children's Theatre: <i>The Hobbit</i> Feb. 11–12 Arts Center	R.H.C. Siblings Weekend Feb. 10–12					
18	17	16	15	14	13	21
Undergraduate Association Formal Rochester Children's Theatre: <i>The Hobbit</i> Feb. 18–19 Arts Center		Rochester Area Career Expo 2–5 p.m. Movie Night 9 p.m. Forum		Valentines Day		
25	24	23	22	21	20	61
	READING DAY NO UG CLASSES					
				Mardi Gras	Presidents' Day	
		1	69	28	27	92

JANUARY 2012

CONNECT WITH NAZ



FACEBOOK

Stay engaged with your classmates on Nazareth's official Facebook community: facebook.naz.edu

While you're there, "Like" the main Nazareth College page to keep up with campus news and events: facebook.com/nazarethcollege



TWITTER

Follow us to stay up-to-date with all that's happening at Nazareth: twitter.com/nazarethcollege



FLICKR

Explore photo galleries to experience life and learning the Nazareth way: flickr.com/nazareth_college



YOUTUBE

Watch videos showcasing Nazareth's student, faculty, and alumni community: youtube.com/nazarethcollege



FOURSQUARE

Check in with Nazareth around campus to get tips, badges, and free stuff: foursquare.com/nazarethcollege



NAZ BLOGS

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29	30	1	2	3	4	5
							Parsons Dance Arts Center
Multiple Sclerosis Walk	6	7	8	9	10	11	12
		Residence halls close at 6 p.m. for semester break	Senior Week May 8-12	Commencement Rehearsal Senior Banquet (tickets required) Burgundy Basin Inn	Baccalaureate Service Candlelight Service	Nazareth College Undergraduate and Graduate Commencement	
	13	14	15	16	17	18	19
					Rochester City Ballet May 18-20 Arts Center		
Mother's Day	20	21	22	23	24	25	26
							Armed Forces Day
	27	28	29	30	31	1	2
		Memorial Day					

ACADEMIC CALENDAR 2011–2012

FALL 2011

Aug. 10	Payment for Fall Semester bills due
Aug. 25–28	New Student Orientation
Aug. 27	Residence Halls open at 9 a.m. for returning students; evening meal available
Aug. 29	Undergraduate classes begin
Sep. 2	CIF due for students completing degree requirements for Spring/Summer 2011 Last day to add classes, drop classes without a “W” grade
Sep. 5	Labor Day holiday — No Classes
Sep. 7	Last day to elect Pass/Fail or change any course from credit to audit
Sep. 9	Last day to reduce credit load without full tuition liability or change meal plan
Sep. 16	Last day to re-register
Sep. 19	Valid grades for Summer 2011 incompletes due
Oct. 6–7	Reading Days — No UG classes
Oct. 21–23	Family Weekend
Oct. 27– Nov. 11	Advisement/course selection for Spring 2012
Nov. 7	Last day to withdraw from classes without an “F” grade
Nov. 22	Thanksgiving Recess begins at 4 p.m. Residence halls close at 6 p.m.; last meal served will be lunch
Nov. 23–27	Thanksgiving Recess — No Classes
Nov. 27	Residence halls open at noon; evening meal available
Nov. 28	Classes resume
Dec. 8	Undergraduate classes end
Dec. 9	Reading Day — No UG classes
Dec. 10–16	Semester examination week
Dec. 16	End of Fall Semester Residence halls close at 6 p.m.; last meal served will be lunch Payment for spring semester bills due
Dec. 19	Final grades due by 4 p.m.

SPRING 2012

Jan. 14	Residence halls open at noon; evening meal available
Jan. 16	Undergraduate classes begin
Jan. 20	CIF due for seniors completing degree requirements in Fall 2012 Last day to add classes, drop classes without a “W” grade, or settle Spring bills without de-registration
Jan. 23	Valid grades for Fall 2011 incompletes due
Jan. 25	Last day to elect Pass/Fail or change any course from credit to audit
Jan. 27	Last day to reduce credit load without full tuition liability or change meal plan
Feb. 3	Last day to re-register
Feb. 24	Reading Day — No UG classes
Mar. 9	Spring Recess begins after last class Residence halls close at 6 p.m.; last meal served will be lunch
Mar. 12–16	Spring Recess
Mar. 18	Residence halls open at noon; evening meal available
Mar. 19	Classes resume
Mar. 28– Apr. 11	Advisement/course selection for Fall 2012
Apr. 2	Last day to withdraw from classes without a grade of “F”
Apr. 27	Undergraduate classes end
Apr. 30	Reading Day — No UG classes
May 1–7	Semester examination week
May 7	End of Spring Semester Residence halls close at 6 p.m.
May 10	Final grades due by 4 p.m.
May 12	Undergraduate/Graduate Commencement

For the most updated version of the 2011–2012 Academic Calendar visit:
naz.edu/academic-calendar