STUDENT HANDBOOK
Molloy College is an independent, comprehensive college located on a 30-acre campus in Rockville Centre, Long Island, forty minutes by train from the heart of New York City.

Molloy College has grown steadily since its founding by the Dominican Sisters of Amityville in September 1955. Thanks to the encouragement and support of Archbishop Thomas E. Molloy, Bishop of Brooklyn, the Sisters welcomed their first class of forty-four freshmen in 1955. The College was originally chartered as Molloy Catholic College for Women.

Prior to moving to the current campus, the College was located in a Victorian home at 915 North Village Avenue in Rockville Centre. As noted in the history of the College, Mother Anselma Ruth, O.P., (Prioress of the founding community of Dominican Sisters and the first President of Molloy), and Sister Rose Gertrude Hoenighausen, O.P., first Academic Dean, led the fledgling institution through its earliest years with tremendous faith and dedication.

The College moved first into Monsignor Quealy Hall and then, in 1958, into Bishop Kellenberg Hall, named for the first Bishop of Rockville Centre. The Dominican Sisters lived in Quealy Hall until Maria Regina Hall was completed in 1964. Quealy Hall remained the College Gymnasium and houses the Bookstore as well as the offices of the Registrar, Bursar and Admissions.

On April 27, 1967 accreditation was received from the Middle States Association of Colleges and Secondary Schools. The Nursing Department was accredited by the National League for Nursing on April 25, 1969. In 1978, Molloy was accredited by the Council on Social Work Education.

Effective September 1971, the name of the College was changed to Molloy College.

On April 19, 1997, the President of Molloy College for twenty-four years, S. Janet Fitzgerald, O.P., Ph.D. was succeeded by the first lay President, Martin D. Snyder, Ph.D. During the three years of his tenure, Dr. Snyder brought several innovations to the college, including a state-of-the-art Fitness Training Center and a campus-wide comprehensive technological program.

Drew Bogner, Ph.D., was appointed the sixth President in July 2000. Under his leadership, Molloy College has enjoyed a revival with enrollment increasing every year and many new programs that not only serve the local community, but greater Long Island as well. The Joseph & Peggy Maher Leadership Forum has brought important figures to the College, such as the late Benazir Bhutto, former Prime Minister of Pakistan and former Secretary of State James Baker. In June 2002, a new public affairs television show on Telecare, “Public Square”, aimed at the youth of Long Island debuted. President Bogner hosts the show and is joined in each segment by a prominent regional leader to discuss compelling and relevant issues.

In March 2003, Long Island’s first Center for Business Ethics opened at Molloy. The College has also established the Long Island Center for K-12 Science Education which will help recruit and develop future science teachers.

Over the past several years, the College has acquired three houses adjacent to the campus, two of which house the Academic Departments of Philosophy and Sociology, and the last is the newly-renovated Alumni House. In January, 2005, Molloy College opened its first extension center on Rt. 110 in Farmingdale.

Molloy College has continued to grow in both form and function over the last half century. Today, over 4,000 students strong, Molloy College boasts 50 major areas of concentration in Associate of Arts, Associate of Applied Arts, Bachelor of Science, Bachelor of Arts, Bachelor of Social Work, Bachelor of Fine Arts, Master of Science, Master of Business Administration, post-Master’s Advanced Certificate programs, and Doctoral program.

Mission Statement

Molloy College, an independent, Catholic college, rooted in the Dominican tradition of study, spirituality, service, and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.

Vision Statement

Molloy College, built on Catholic and Dominican characteristics of intellectual life, study and the search for truth, is committed to academic excellence through a value-centered, holistic education in liberal arts and
professional programs. Molloy College is dedicated to fostering a diverse and inclusive learning community, which focuses on respect for each person and leadership through service.

**heraldic history of the armorial seal of molloy college**

The principal partition of the shield displays the blue and silver of the arms of Bavaria, Germany, from whence the Amityville Dominican Sisters immigrated to the United States in 1853.

The black lion between three red trefoils are from the coat of arms of Archbishop Thomas E. Molloy for whom the College was named.

The upper compartment of the shield displays the Dominican cross to indicate the heritage of the College.

The crest is composed of a book, the symbol of learning, charged with the alpha and omega, the first and last letters of the Greek alphabet. The book is adorned with a Marian golden crown. Both the book and crown symbolize the Catholic tradition of the College.

**alma mater**

In faith and loyalty, we pledge ourselves to thee; To Molloy, we give our praise and raise our voices to her name;
Our friendship always true; We place our trust in you, Our love for you will grow with every day we spend In every way we send our thanks to you Dear Alma Mater – Molloy!

**traditions**

**ORIENTATION**

The Orientation Program provides a meaningful and successful beginning to your Molloy College career. This program is your first step to becoming a student, offering a variety of resources to support your transition into Molloy College and introduce you to the academic and co-curricular life it has to offer.

The Orientation Program will provide you with the opportunity to meet your Freshmen Studies faculty to discuss your curriculum, attend special sessions to learn about available academic and support services, tour the campus, participate in our Community Service Day, develop friendships and a support system, and have fun.

**FRESHMAN EVENT**

Each year, the Freshmen Class will sponsor an event, to be determined by the class officers.

**SOPHOMORE TRADITION**

To celebrate the feast of the Foundress and first President of Molloy College, Mother Anselma Ruth, O.P., the Sophomore Class honors her memory by presenting the College with a special gift at Mary E. Lilly Night.

**SENIOR TRADITIONS**

**“55 Nites”**

Since 1955 marks the founding of the College, each year a night of entertainment is presented by the senior class “55 Nites” before graduation. The seniors provide entertainment reminiscent of their four years at Molloy College. The Senior Class decides the type of evening it will have.

Graduating seniors are invited to participate in all “Senior Week” activities including:

- Senior Gala – The Senior Class decides the specifics of this semi-formal dinner dance.
- Hooding/Class Night* – Graduates receive their baccalaureate or associate degree hoods from the President of the College. Deserving members of the class receive special honors and awards. The Valedictorian and Salutatorian address the class.
- Senior Barbecue – The Senior Class decides the specifics of this outdoor event.
- Commencement Liturgy* – Graduates, faculty, administrators of all faiths share in this joyful hour of prayer.
- Commencement* – The finale of “Senior Week” is marked by the presentation of diplomas by the President of the College.

* Underclassmen are urged to participate in these events as ushers or Honor Guard.

**MARY E. LILLY CLUB, TEAM AND PUBLICATION RECOGNITION NIGHT**

Mary E. Lilly Club, Team and Publication Recognition Night is an annual event that is held to honor those who are participating in Molloy organizations. We honor those who give of their time and energy to be active members of the Molloy Community through various clubs, teams and publications. This event is held in honor of Mary E. Lilly. Mary Elizabeth Lilly, or Bonnie as she was called by her classmates, graduated Molloy in 1967 with a B.A. in History. She was a member of the Women’s Basketball
Team, played in the Orchestra, was involved with the Glee Club and Dramatics, was active with Student Government and was chairman of Sophomore Tradition and 55 Nights.

Mary E. Lilly was an active member of the Molloy College Community. She was a well-rounded, dedicated and popular student at Molloy. Unfortunately she died tragically in 1968, the year after she graduated. So on this night when we honor those who are active in various clubs and teams at Molloy, we dedicate it to Mary E. Lilly who truly exemplifies excellence and the ideals of leadership and athletics.

HONORS CONVOCATION

The Honors Convocation, held annually, is when recognition is given to students who have attained high academic standing.

• White fourrageres are bestowed on students on the Dean’s List for two consecutive semesters
• Rose fourrageres are bestowed on students on the Dean’s List for four semesters
• Gold fourrageres are bestowed on students on the Dean’s List for six semesters
• A special Blue fourragere is given to those who have attained eight semesters on the Dean’s List.

The Dean’s List is comprised of those students who have obtained an index of 3.6 in any one semester at Molloy College. Students must carry at least 12 semester hours to be eligible exclusive of courses on a Pass/Fail basis.

Part-time students who have completed at least fifteen credits and have achieved a cumulative index of 3.6 will earn a place on the List of Distinguished Part-Time Students.

a. It will be the responsibility of the student to request in writing inclusion on this list. Accompanying this request should be a copy of the student’s current transcript or grade report indicating credits and cum index.

b. The List of Distinguished Part-Time Students will be posted each semester as is the Dean’s List.

During this evening, all of our honor societies are recognized, as well as their new members.

HOODING/CLASS NIGHT HONORS

“Who’s Who Among Students in American Universities and Colleges” is a distinction given to seniors who meet the requirements of the National Office: excellence in academic and co-curricular activities, scholarship, citizenship and leadership.

The “Spirit of Molloy Award” is presented to the senior who, for four years, has displayed enthusiasm for the purposes of Molloy College, leadership among peers, and active involvement in the college.

The “M Award” is presented to the senior who most reflects academic maturity, social excellence and leadership.

The “Alumni Award” is presented to a member of the graduating class who best characterizes a spirit of service and loyalty to the Alma Mater and will serve as Class Agent between the Alumni Association and her/his class. To be eligible, a student must have earned at least 60 credits at Molloy.

The “Francis Palumbo Mondell Award” is donated each year by the Palumbo family in memory of their daughter, a Molloy College graduate. This award is given to the senior who is involved in social action on or off campus, and exemplifies Christian values.

The “Student Leadership Award” is presented to the graduate who, in the eyes of his/her peers; best exemplifies the ideals of leadership to the students of Molloy College.

The “Anselma Scholar Award” is presented to a senior having at least a 3.70 cum index, who also demonstrates a high degree of Catholicity and participation in extra curricular activities. It is Molloy College’s highest student honor.

The “Scholar Athlete Award” is presented to an outstanding senior athlete who exemplifies superior sportsmanship, academic achievement and ability. Those considered for this award must have a minimum grade point average of 3.20.

The “Valedictorian Award” is presented to the senior with the highest academic grade point average.

The “Salutatorian Award” is presented to the senior with the second highest academic grade point average.

Commencement

The application deadlines are:

October 1st for Dec./Jan. graduates

December 1st for May graduates

April 1st for August graduates

If you expect to complete your graduation requirements in January, May or August you must apply
through your online student access in Lion’s Den on or before the posted due date. The application deadlines are: October 1 for Dec/Jan graduation; December 1 for May graduation and April 1 for August graduation. All degree requirements, including appropriate courses, incomplete grades and number of credits, must be completed before participating in any commencement activities. Graduation Fees and Late Fees for applications are billed to the student’s account. See the college catalog for the fees charged.

Students who are within six (6) credits of meeting their degree requirements will be allowed to participate in graduation week ceremonies provided they have filed for August graduation. They will participate fully at both Hooding and Commencement. All programs for these ceremonies will indicate that we anticipate that these students will complete their degree requirements by August. None of these students can be designated in the program as receiving their degree with honors since the final cumulative average will not be known.

student life

STUDENT AFFAIRS

The Office of Student Affairs is located in room 330 of the Public Square. The Office is geared towards meeting your non-academic needs.

The Vice President for Student Affairs’ Office, while advocating on behalf of the student, provides you with information and assistance in:

• Learning how to negotiate internal college systems and external community services;

• Keeping you informed and aware of college policy changes;

• Becoming familiar with the Student Handbook & Calendar, including due process procedure for student discipline on non-academic areas;

• Preparing for Hooding/Class Night and Commencement;

• Becoming involved in student clubs and publications;

• Referring to in-house and outside agencies providing support services.

ATHLETICS

Molloy College is a NCAA Division II member of the East Coast Conference (ECC). Molloy participates in both men’s and women’s intercollegiate competitions. Men’s varsity sports include of baseball, basketball, cross-country, indoor and outdoor track and field, lacrosse, and soccer. Women’s varsity sports include basketball, cross-country, lacrosse, soccer, softball, tennis, indoor and outdoor track and field, and volleyball. The equestrian team is open to both men and women. In addition, the Department of Athletics sponsors the Molloy College cheerleading and dance teams.

The Athletics Department is located in the Wilbur Arts Center, Room 025.

DIVISION II CONFERENCE RIVALS

Molloy College competes as a member of the East Coast Conference (ECC) which is composed largely of private universities in the metropolitan New York area:

• Daemen College
• Dowling College
• Long Island University – C.W. Post
• Mercy College
• New York Institute of Technology
• Queens College (CUNY)
• St. Thomas Aquinas College
• University of Bridgeport
• University of the District of Columbia
• Robert Wesleyan College

GREAT MOMENTS IN MOLLOY SPORTS HISTORY

1995 ECAC Champions – Women’s Softball
1996 ECAC Champions – Women’s Softball
1997 Inaugural Men’s Soccer Season
1998 Inaugural Men’s Lacrosse Season
   ECAC Tournament - Men’s Basketball
   Men’s Basketball Team receives the CBOA Schoenfeld Sportsmanship Award
2001 NYCAC Champions – Men’s Baseball
   First Male Cross Country Runner in school history earns
   All NYCAC honors
2003 Men’s Basketball Team receives the CBOA Schoenfeld
   Sportmanship Award
2005 ECAC Champions - Men’s Lacrosse
   Baseball player Joe Holden selected by NY Mets in baseball draft
2006 Men’s Basketball hosts first playoff game in team history
2008 East Coast Conference Champions - Women’s Basketball
   Earn a NCAA bid
2008 East Coast Conference Champions - Men’s Soccer
   Earn a NCAA bid
2009 Inaugural Men’s and Women’s Indoor and
Outdoor Track and Field Seasons
2009 Men's Lacrosse Player Keith Galante drafted by Major League Lacrosse
2010 Men's Lacrosse Player Albert Maione drafted by Major League Lacrosse
2010 East Coast Conference Champions - Women's Basketball Earn a NCAA bid
2010 Women's Basketball wins first ever regional game
2010 East Super Regional Champions - Softball Advance to College Worlds Series
2011 Women's Softball - ECC Champions; Regional NCAA bid
2012 Women's Softball - ECC Champions; Advanced to NCAA DII East Super Regional; Advanced to College World Series

CAMPUS LIFE
The Office of Campus Life, in collaboration with the student organizations, seeks to enhance the quality of student life by developing a comprehensive program of social, cultural, spiritual, educational, and community service activities which complement the academic experience.

When you choose to become involved in campus life, you can expect to encounter new challenges, meet new friends, and basically have a good time. We definitely want you to experience all those things, but there is even more to gain. What you may not expect are some added benefits that go hand-in-hand with student leadership. Through first-hand experience in planning programs, you can expect to develop your problem-solving skills and improve your interpersonal communication skills. You will have the opportunity to incorporate classroom learning into real life experiences and this will benefit you both personally and academically.

The Office of Campus Life is located in room 330 of the Public Square.

STUDENT GOVERNMENT (MSG)
The Molloy Student Government office is located in room 346 Public Square.

There is usually one government officer in the office at most times throughout the day who will be glad to assist you with any problems that you might have. The office number is (516) 323-6373. If you would like to contact anyone in the MSG, feel free to call any time, leave a message in the mailbox, or send an e-mail to MSG@lions.molloy.edu. Student Government meetings are held once a week and all students are welcome to attend. Meeting times and minutes will be sent out via email and are posted on the MSG bulletin boards located throughout campus as well as on the Molloy College Website.

PREAMBLE
We, the students of Molloy College, recognize that the primary purpose of this organization is to train men and women in the principles of leadership. We realize that our hopes and aims can be attained only through harmonious cooperation with the college administration and community. Therefore, we do hereby declare the following principles and procedures to constitute our government.

ARTICLE I: NAME
The governing body of the Molloy Student Association shall be called the Molloy Student Government, hereinafter referred to as M.S.G.

ARTICLE II: PURPOSE
The purpose of this government is to:

A. Coordinate and encourage all student activities within the scope of M.S.G.
B. Work with the administration in all matters affecting the welfare of the student body.
C. Establish reasonable standards for recognition of all organizations on campus.
D. Encourage and promote a closer relationship between students and faculty in matters of policy formation.
E. Stimulate and develop good citizenship and democracy amongst students.
F. Encourage social development through participation in campus life.
G. Encourage leadership through service.

ARTICLE III: MEMBERSHIP
Eligible members of this organization include any matriculated student who pays the designated student activities fee for each semester. Once elected or appointed, each member must hold an official position on M.S.G., either voting or non-voting, in coherence with Article VII: The Legislature or Article VIII: Non-voting Members of this document.

ARTICLE IV: RESPONSIBILITIES OF M.S.G.
This organization shall:

1. Carry out the provisions of the M.S.G. constitution.
2. Transact all business during the weekly meeting.
3. Fully understand all aspects of the constitution and its bylaws and be able to defer to this knowledge when necessary.
4. Oversee all elections according to the procedures
5. Announce all pertinent and upcoming events to the student body.

ARTICLE V: GOVERNANCE

This organization shall have two branches: the Executive Board and the Legislature.

ARTICLE VI: EXECUTIVE BOARD

Section 1

The Executive Board shall be comprised of the President of M.S.G., Vice President of M.S.G., Treasurer of M.S.G., Secretary of M.S.G., Student Activities Coordinator, and Programming Coordinator.

Section 2

All executive powers herein granted shall be vested in those Executive Board officers who shall be elected as prescribed in this constitution.

A. The Executive Board shall be responsible for administering the policies and programs of the M.S.G.
B. The Executive Board shall be responsible for submitting recommended policies to the legislature.
C. The Executive Board shall act on behalf of the M.S.G. in cases of extraordinary emergencies. Any actions taken by the Executive Board in lieu of the Legislature must be placed on the next M.S.G. agenda as a special order of business for ratification. An extraordinary emergency shall be defined as one whereby immediate action must be taken prior to the next regularly scheduled M.S.G. meeting. Extraordinary emergencies will only include issues that arise unexpectedly for events and/or situations that have followed proper planning procedures as determined by the Executive Board.
D. The Executive Board shall meet at least twice a month.
E. The Executive Board shall maintain order during all M.S.G. meetings.
F. The Executive Board shall have the authority to veto legislation with a majority vote of the Executive Board, provided it is done within ten days of its passage by the Legislature. Such legislation, along with written rationale shall be returned to the Legislatures. A two-thirds vote of the Legislature is shall be required to override this veto.
G. In the event that an Executive Board position remains unfulfilled or is vacated, the remaining Executive Board members have the responsibility to collectively distribute the unfulfilled responsibilities amongst themselves until the position is filled.

Section 3

The voting members of the Executive Board shall be:

A. The Vice President of M.S.G.
B. The Treasurer of M.S.G.
C. The Secretary of M.S.G.
D. The Student Activities Coordinator
E. The Programming Coordinator

Section 4: The President of M.S.G.

The powers and responsibilities of the President of M.S.G. shall be to:

A. Serve as the chief executive officer of M.S.G.
B. Call all meetings of M.S.G., the Executive Board, and the student body.
C. Address M.S.G. on a regular basis for the purpose of answering questions for clarification.
D. Serve as ex-officio member of all committees.
E. Serve as a voting member of the Legislature only in the event of a tie.
F. Prepare the agenda for all Executive Board and M.S.G. meetings in consultation with members of the Executive Board.
G. Serve as the liaison between the Vice President for Student Affairs and M.S.G.
H. Co-sign with the Treasurer on all monetary transactions of M.S.G.
I. Not be the president of any other club or publication, unless deemed necessary and approved by a majority vote of M.S.G.

Section 5: The Vice President of M.S.G.

The powers and responsibilities of the Vice President of M.S.G. shall be to:

A. Serve as President of M.S.G. in the absence or incapacity of the President of M.S.G.
B. Meet with all Class Presidents at least once a month to discuss details of class events.
C. Monitor the classes to see they fulfill their responsibilities throughout the academic year.
D. Represent any class where there are no Class Presidents until positions are filled.
E. Assist the President of M.S.G. in carrying out all executive duties.
Section 6: Treasurer of M.S.G.

The powers and responsibilities of the Treasurer of M.S.G. shall be to:

A. Be financially responsible for the monies of M.S.G.
B. Chair the Budget Committee.
C. Provide a current statement of income and expenditures weekly to M.S.G.
D. Keep accurate financial records that must be retained in the Office of Student Affairs.
E. Oversee and execute all financial transactions of M.S.G.
F. Be available for all club treasurers and Class Presidents of Finance throughout the year and hold meetings with club treasurers and Presidents of Finance of each class at least once a semester.
G. Not be president or treasurer of any other club or publication, unless deemed necessary and approved by a majority vote of M.S.G.
H. Co-sign with the President of M.S.G. on all monetary transactions of M.S.G.
I. Freeze the budget of a class that is not in compliance with the Financial Operating Policies by a majority vote of M.S.G.

Section 7: Secretary of M.S.G.

The powers and responsibilities of the Secretary of M.S.G. shall be to:

A. Maintain a roll call of the members of M.S.G. at all meetings and events.
B. Record, file, and post minutes of M.S.G. meetings, after acceptance, on the M.S.G. section of the Molloy College website.
C. Post all amendments to the constitution that have been submitted to M.S.G.
D. Maintain a record of all votes by the M.S.G.
E. Maintain and keep up-to-date supplies for M.S.G.

Section 8: Student Activities Coordinator

The powers and responsibilities of the Student Activities Coordinator are to:

A. Represent all club and publication interests on M.S.G. and inform M.S.G. of all upcoming events.
B. Supervise the organization of Mary E. Lilly club recognition dinner.
C. Work with students who wish to form a new student organization recognized by M.S.G.
D. Call one mandatory meeting per semester with club presidents of all organizations recognized by M.S.G.
E. Collect and evaluate Organization Monthly Reports.
F. Not serve as an officer of any other club or publication, unless deemed necessary, and approved by majority vote of the M.S.G.
G. Be a presence at all major club events and activities.
H. Freeze the budget of a club or publication that is not in compliance with the Financial Operating Policies or other club duties in conjunction with the Treasurer of M.S.G. by a majority vote of the Executive Board of M.S.G.

Section 9: Programming Coordinator

The powers and responsibilities of the Programming Coordinator are to:

A. Organize social events and activities including, but not limited to, socials, novelties, and comedians.
B. Inform M.S.G. of all upcoming events and activities.
C. Assist the Public Relations Coordinators in publicizing events to the entire student body.

Section 10: Term of Office

The term of office for the Legislators shall be the year beginning June 1st and ending May 31st.

ARTICLE VII: LEGISLATURE

Section 1

The Legislature shall consist of all voting members of M.S.G.

Section 2

The powers and responsibilities of the Legislature shall be to:

A. Interpret this constitution.
B. Legislate on all matters of concern to the undergraduate student body.
C. Formulate amendments for approval following the guidelines in Article XIII of this document.
D. Review and vote to approve all constitutions and charters of all registered student clubs and publications.
E. Have the power to override a Executive Board’s veto through a two-thirds majority of its voting membership.
F. Implement programs and policies to establish and maintain the conditions of campus life.
conducive to good scholarship, intelligent citizenship, benevolent service and individual growth.

G. Act as a liaison between their constituents and M.S.G.

H. Have the power to impeach any M.S.G. officer in accordance with the guidelines stated in Article XII Section 1 and Section 2. Under special circumstances, the Vice President of Student Affairs also has the power to remove any M.S.G. officer.

Section 3

The duties of each Legislature shall be to:

A. Attend all regularly scheduled and additionally called meetings of M.S.G.
B. Vote on all motions and proposals before the body.
C. Draft appropriate legislation as deemed necessary.
D. Hold at least one regularly scheduled office hour per week in the M.S.G. office.
E. Communicate the ideas and concerns of the student body, specifically those of their constituents, to M.S.G.

Section 4

The voting members of the Legislature shall be:

A. Vice President of M.S.G.
B. Treasurer of M.S.G.
C. Secretary of M.S.G.
D. Student Activities Coordinator
E. Programming Coordinator
F. Academic Programming Coordinators (2)
G. Public Relations Coordinators (2)
H. Community Service Coordinators (2)
I. Residence Life Representative
J. Senior Class Presidents (5)
K. Junior Class Presidents (5)
L. Sophomore Class Presidents (5)
M. Freshman Class Presidents (5)

Section 5: Academic Programming Coordinators

The powers and responsibilities of the Academic Programming Coordinators are to:

A. Establish and maintain a close relationship with the Vice President of Academic Affairs.
B. Serve on the Undergraduate Academic Policies and Programs committee.
C. Make the results of all course and professor evaluations readily available during registration periods.
D. Organize at least two (2) academic events per semester for the student body (i.e.: academic speakers, student resume evaluations, etc.).
E. Maintain the academic programming email and respond to all emails accordingly.
F. Prepare the agenda for and facilitate the Academic Forum each semester.

Section 6: Public Relations Coordinators

The powers and responsibilities of the Public Relations Coordinators are to:

A. Be responsible for the creation of posters and electronic board slides for M.S.G. and club events.
B. Post monthly event schedule throughout the campus as well as emailing to all students.
C. Publicize all major events sponsored by clubs commissioned by M.S.G. to the campus community.
D. Assist in all publicizing of events hosted by M.S.G.

Section 7: Community Service Coordinators

The powers and responsibilities of the Community Service Representatives are to:

A. Organize and host at least two charity events for the student body each semester.
B. Chair the Blood Drives (does not count toward the two event quota).
C. Serve as the team captains of the M.S.G. team for Relay For Life.
D. Keep the Molloy community cognizant of the community service activities performed by publishing a list of charities and organizations donated to at the end of each semester.

Section 8: Residence Life Representative(s)

The powers and responsibilities of the Residence Life Representative are to:

A. Reside in a residence hall on campus.
B. Attend all meetings of the Residence Hall Council.
C. Represent M.S.G. on the Residence Hall Council.
D. May not hold any other position on the Residence Hall Council and may not be a Resident Assistant.
E. Must hold at least two events per semester: one on his or her own and one in conjunction with the rest of the Residence Hall Council.
Section 9: Class Presidents

The powers and responsibilities of the Class Presidents are to:

A. Serve as their classes' voices on M.S.G. and vote accordingly.
B. Hold monthly class meetings to keep the class advised of M.S.G. events and help address and solve any student and academic issues.
C. Organize and host two events and one fundraising event each semester. The class must raise at least 20% of their budget by the end of the academic year through class fundraisers.
D. Provide a report at the end of each year of class activities for the incoming class presidents.
E. Senior Class Presidents will serve as representatives on the Alumni Board. If permitted, one of the other Class Presidents (i.e.: sophomore) shall also sit on the Alumni Board.
F. Meet with Vice President of M.S.G. at least once a semester to discuss details pertaining class events.
G. The duties of the five Class Presidents shall be divided amongst the following sectors: The President of Finance, The President of Public Relations, The President of Clerical Duties, The President of Fundraising, The President of Affiliation.
   a. The President of Finance is responsible for setting up a working document of the class's yearly budget and being cognizant of said budget. This Class President must also meet with the Treasurer of M.S.G. at the beginning of each semester if necessary.
   b. The President of Public Relations is responsible for publicizing class events by any means necessary including, but not limited to, emails, electronic board slides, posters, etc.
   c. The President of Clerical Duties is responsible for sending agendas and updates, composing minutes from class meetings, and maintaining a record of all class event sign-up sheets.
   d. The President of Fundraising is responsible for heading any fundraising efforts conducted by the class.
   e. The President Affiliations is responsible for being the liaison between the other Class Presidents and their constituents and passing on the yearly class report to the succeeding Class Presidents.
H. The five elected Class Presidents shall choose their specific duties two weeks after being elected. If conflict arises, all Class Presidents of that sector shall consult with the Executive Board and the Director of Campus Life.

Section 10: Term of Office

The term of office for the Legislators shall be the year beginning June 1st and ending May 31st.

ARTICLE VIII: NON-VOTING MEMBERS

Section 1

All non-voting members of M.S.G. shall be appointed by the Vice President of Student Affairs following Fall Special Elections.

Section 2

The non-voting members of M.S.G. shall consist of:

A. Hospitality – O.P.: the Dominican Way - for Everyone Representative (H.O.P.E.)
B. Student Athletic Advisory Committee Representative (S.A.A.C.)
C. Programming Assistant(s)
D. Academic Programming Assistant(s)
E. Community Service Assistant(s)
F. Public Relations Assistant(s)

Section 3

The appointment of the non-voting members as assistants shall be as follows:

A. After the coordinators of Programming, Academic Programming, Public Relations, and Community Service are elected, they shall present a proposal outlining the number of assistants they wish to have appointed for the year.
B. After the proposal is approved by the Vice President of Student Affairs, the Director of Campus Life, and the Executive Board, all potential candidates shall submit a request for which assistantship they wish to be appointed as.
C. After candidates are chosen by the Vice President of Student Affairs and the Director of Campus Life, each candidate shall sit for an interview with the Vice President of Student Affairs, the Director of Campus Life, the President of M.S.G., and the corresponding coordinators.
D. Pending a positive outcome from the interview, nominee will then go before the legislature of M.S.G. to be approved.

Section 4
The appointment of the non-voting positions of H.O.P.E. and S.A.A.C. representatives shall be in consultation with the corresponding sector, being The Office of Campus Ministries and The Athletic Department.

Section 5

The duties of each non-voting member shall be to:

A. Attend all regularly scheduled and additionally called meetings of M.S.G.
B. Hold at least one regularly scheduled office hour per week in the M.S.G. office.
C. Communicate the ideas and concerns of the student body, specifically those of their constituents, to M.S.G.
D. Report to his or her corresponding sector for additional duties.

Section 6

Additional non-voting positions may be established as necessary and at the approval of M.S.G. Legislature.

Section 7: Appointment of Other Non-voting Members

Appointment of newly created, non-voting positions shall be appointed by the Vice President of Student Affairs.

Section 8: Term of Office

The term of office for non-voting members shall be the year beginning June 1st and ending May 31st.

ARTICLE IX: ELECTIONS

Section 1

The undergraduate student body shall elect the officers of M.S.G. in general elections established in accordance with the election procedure outlined below.

Section 2

The election procedure is as follows:

A. To run for a position on M.S.G., an election packet needs to be completed in its entirety.
   a. A member of M.S.G. seeking reelection for the following year must obtain an election packet at his or her end-of-the-year evaluation with the Vice President of Student Affairs, the Director of Campus Life and the current President of M.S.G.
   b. All other students must obtain their election packet at an interest meeting, unless conflict arises and will therefore obtain their packet from the Director of Campus Life.
B. Interest meetings shall be established each semester to encourage new members to join M.S.G. These meetings will provide a means for students to gain knowledge about M.S.G. as well as each position and what it entails. Candidates who were not members of M.S.G. the previous year must attend at least one of these meetings prior to election.
C. Students running for Class President positions must collect at least twenty signatures from peers in his or her corresponding class. Students running for all other positions on M.S.G. must collect at least forty signatures from the entire student body.

Section 3

All candidates for officers qualify on the basis of leadership, ability, participation in M.S.G., and/or class activities and scholarship at the discretion of the Vice President of Student Affairs. General requirements for all candidates are:

A. No person shall be a candidate for more than one position in the same election.
B. All candidates for any position must be a full-time, matriculated, undergraduate student at Molloy College.
C. No candidate may be on academic or disciplinary probation.
D. An overall G.P.A. of 2.5 by the semester in which the candidate declares nomination.
E. Attendance at all M.S.G. meetings between the time of the interest meetings and elections.
F. All Executive Board members must have attended Molloy College and have been a member of M.S.G. for at least one year. In addition, candidates running for the President of M.S.G. and Treasurer of M.S.G. must have a total of two years experience on M.S.G.
G. The Vice President of Student Affairs, after conferring with S.E.R.C., reserves the right to waive qualifications for any position.

Section 4

Those members elected in the Spring shall be installed at the annual Mary E. Lilly Night Ceremony. Those members elected in the fall shall be installed at the next regularly scheduled M.S.G. meeting. All appointed members shall be sworn in by the Vice President of Student Affairs at the next regularly scheduled M.S.G. meeting. Any officer elected or appointed to serve out the remainder of the term of a vacated position shall be sworn in at the next
regularly scheduled M.S.G. meeting following his or her
election or appointment.

ARTICLE X: MEETINGS

Section 1

All meetings of M.S.G. shall be carried out according to
the most recent edition of Robert’s Rules of Order.

Section 2

A quorum shall be required for M.S.G. to transact
business, however, a smaller number of the voting
membership may adjourn. A quorum is defined as a
majority (half plus one) of the voting members of M.S.G.,
not including vacancies.

Section 3

The order of business of M.S.G. meetings shall be as
follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Guests
5. Committee Reports
6. Legislative Officer Reports
7. Executive Board Reports
8. Old Business
9. New Business
10. Announcements
11. Adjournment

Section 4

All members of M.S.G. are required to attend each
meeting and all meetings of their sector. In the event that
a M.S.G. member is unable to attend a meeting or series
of meetings, an Absence Excusal Form must be filled out
24-hours before the meeting.

A. An excused absence is an absence whereby the
Secretary of M.S.G. has been notified in advance
via the online Absence Excusal Form.
B. An unexcused absence is an absence whereby
either the Secretary of M.S.G. or the President of
M.S.G. has not been notified in advance.
C. Over the course of a semester, any more than
four excused absences will be brought to the Executive
Board’s attention by the Secretary of M.S.G. The Executive
Board will review the member in question and, if deemed
necessary, will therefore meet with said member.

ARTICLE XI: COMMITTEES

Section 1: Standing Committees

There shall be four standing committees: Points, Budget,
Constitution, and Student Election Review Committees.

Section 2: Points Committee

A. The Secretary of M.S.G. shall chair Points
Committee.
B. The member of Points Committee shall consist of
the President of Affiliation for each class as well as
one other coordinator position.
C. The points system shall be determined each
year by the members of the committee for the
responding academic school year. This system
shall be approved by the Legislature at Fall
Conference by a two-thirds vote.

Section 3: Budget Committee

A. The Treasurer of M.S.G. shall chair Budget
Committee.
B. The members of the Budget Committee shall
consist of the President of M.S.G., the Vice
President of M.S.G., and the Student Activities
Coordinator.
C. The Budget Committee shall determine the
annual budgets for each sector of M.S.G. as well
as all clubs funded by M.S.G.
D. The Budget Committee shall also handle all
monetary issues that arise during the year.
E. The M.S.G. will not fund any club or organization
that does not have an approved constitution
nor will it fund any club or organization with a
restricted or closed membership. In addition,
newly approved clubs will not receive a budget
until they are active for one academic year.

Section 4: Constitution Committee

A. The Vice President of M.S.G. shall chair
Constitution Committee.
B. The members of the Constitution Committee shall
be chosen at the discretion of the Vice
President of M.S.G.
C. The Constitution Committee shall handle
all matters arising that are relevant to the
constitution.
D. The Constitution Committee is responsible for
recommending any potential amendments to the
Legislature.
E. The Constitution Committee is responsible for
reviewing the document each year to keep it up
Section 5: Student Election Review Committee (S.E.R.C.)
A. The President of M.S.G. shall chair the Student Election Review Committee. If the President of M.S.G. is not a graduating senior, the Senior Class President of Affiliations will chair the committee.
B. The members of S.E.R.C. will consist of all graduating members of M.S.G.
C. S.E.R.C. shall be in charge of determining election rules and procedures and shall conduct all elections.
D. Members of S.E.R.C. will evaluate members seeking re-election in conjunction with Points Committee.

Section 6: Ad Hoc Committees
A. Ad Hoc Committees shall be created by the Legislature to conduct business of a pressing, short-term nature, or to facilitate the efficient functioning of the student body. A simple majority vote of the Legislature is required for the established or termination of such committees.
B. Ad Hoc Committees shall have the equivalent status and duties as other committees with the exception that the committee elects its own chair.

ARTICLE XII: REMOVAL AND SUCCESSION OF OFFICERS

Section 1: Impeachment
Any member of M.S.G. may be impeached for any of the following reasons:
A. Non-fulfillment of duties and obligations of his or her position outlined above.
B. Abuse of power and/or privileges of M.S.G. and/or Molloy College regulations.

Section 2: Impeachment Procedure
A. The case must be presented to the Vice President of Student Affairs and the Director of Campus Life.
B. The case must be presented to the Legislature. An Ad Hoc Judiciary Committee must be formed to investigate the case within five school days and make a presentation to the Legislature. The committee must have a three-fourths vote to recommend. It is then put to the voting membership of M.S.G. for a three-fourths vote. At this time, all evidence gathered by the judiciary Committee is open to review by all voting members of M.S.G. With this motion being passed, the officer in question is impeached.
C. Until the committee makes a ruling on the case, the student charged with impeachment must perform the duties of the office.
D. If an M.S.G. member has been removed from office, he or she may not run again for one year and may only run again in the future with the approval of the S.E.R.C. and the Director of Campus Life.

Section 3: Removal
A. Throughout the academic school year, one unexcused absence will result in a warning. Two unexcused absences will result in probation. After a third unexcused absence, the member in question will be removed from their position on M.S.G. The Secretary of M.S.G. will present all these ramifications in writing to the member in question.
B. If a student is placed on academic or disciplinary probation, that member must be removed from his or her position effective immediately.

Section 4: Vacancies
A. Vacancies occurring in any M.S.G. office shall be filled within 30 days by a special election of the Molloy College student body. All special election candidates must attend one M.S.G. meeting prior to election. If special elections conflict with annual elections, the position will remain vacant.
B. In the event the President of M.S.G. leaves office before the completion of his or her term, the Vice President of M.S.G. shall immediately assume the office of the President of M.S.G. He or she shall nominate a current member of M.S.G., no later than fourteen days after the position has been vacated for any reason. The position that was vacated by the new Vice President of M.S.G. must be filled by special elections as soon as possible.
C. In disciplinary cases, where sanction of probation is imposed upon any M.S.G. member holding an elected position, the President of M.S.G. shall recommend a replacement and the Legislature must approve with a majority vote, unless a replacement is designated in the M.S.G. constitution.

ARTICLE XIII: AMENDMENTS
Proposed amendments to the constitution shall require previous notice to M.S.G. for discussion. The amendment
will then be voted on at the next scheduled meeting. A proposed amendment must receive a two-thirds vote in M.S.G. before it is presented to the student body for a vote. This election, held no less than two weeks after M.S.G. approval, will be advertised to the student body. These amendments will become part of the existing constitution pending a two-thirds vote of the ballots cast.

ARTICLE XIV: DATE OF IMPLEMENTATION

This constitution went into effect on June 1, 2013.

ARTICLE XV

This document is under the discretion of the Vice President of Student Affairs

CLUBS AND STUDENT ORGANIZATIONS

African American and Caribbean Organization (AACO)

AACO was established to celebrate cultural differences among African American students and Caribbean students, to generate common interests among students of all nationalities and to sponsor cultural exchanges and educational programs.

Email: AACO@lions.molloy.edu

American Red Cross Club

The Red Cross Club raises awareness and provides Red Cross services to the local community and students at Molloy College. Club members act in accordance with the American Red Cross Code of Conduct.

Email: RedCrossClub@lions.molloy.edu

American Sign Language Club

The American Sign Language Club raises awareness for the deaf population, and is involved with community service projects in the local community.

Email: ASL@lions.molloy.edu

Anime Club

The Anime Club at Molloy College is devoted to the friendly exchange of knowledge about Japan, Anime, Manga, Comics, Videogames, and the Internet, as well as the culture surrounding it. From watching anime episodes, to playing hit videogame classics, to discussing all the latest news within the realm of fandom, the anime club is open to anyone and everyone that shares a passion for anime, manga, comics, games, and Japanese culture.

Email: Anime@lions.molloy.edu

Art Club

The Art Club was established to direct and develop talents for the students and Molloy’s benefit, thus bringing forth an essential appreciation of the arts among the Molloy community in general. The student organization will give students the opportunity to further explore their interest in art by planned activities and trips to various museums and exhibits. Some students will also be able to gain practical experience in an area of concentration.

Email: ArtClub@lions.molloy.edu

Asian Student Union (ASU)

The purpose of ASU is to welcome Asian as well as non-Asian students to participate in various educational, cultural and social events while achieving a better understanding of Asian heritage.

Email: ASU@lions.molloy.edu

Business and Accounting Club

The Business and Accounting Club will assist students in communicating the practice of professional management to Molloy and its community. Through research, discussion, publications and other appropriate means, the club works to study and understand the social, psychological and economic implications of scientific principles of modern management, accounting and economics.

Email: BAClub@lions.molloy.edu

Circle K Club

The Circle K Club exists to meet the personal needs of the individual student through the qualities of leadership, the rewards of service and the unique spirit of friendship. The student organization holds the promise of today’s college students becoming tomorrow’s leaders.

Email: CircleK@lions.molloy.edu

CLuB TRiO

CLuB TRiO provides the opportunity for members to become involved in activities which facilitate a supportive campus climate and encourage academic, social and personal success while learning valuable skills. This club seeks to promote cultural awareness on campus and enhance local community relationships through service learning endeavors.

Email: CLuBTRiO@lions.molloy.edu

Education Club

The Education Club will provide students with more knowledge concerning education as a career. Through the club’s activities students will reinforce their goal of becoming teachers.

Email: EducationClub@lions.molloy.edu

Gaelic Society

The Gaelic Society will foster in its members an understanding of and love for Irish culture as well as
developing an appreciation of Irish music, dance, and history throughout Molloy College.
Email: Gaelic@lions.molloy.edu

**Hillel**
The Foundation for Jewish Campus Life provides opportunities for Jewish students to explore and celebrate their Jewish identity through its global network of regional centers, campus Foundations, and Hillel student organizations. Hillel is working to provoke a renaissance of Jewish life.
Email: Hillel@lions.molloy.edu

**History and Political Science Club**
The History and Political Science Club promotes interest in the disciplines of History and Political Science and serve as a guide and forum for students interested in these fields. Club activities include sponsorship of lectures by local and national scholars, trips to museums and historic sites, films and fundraising events.
Email: HistoryClub@lions.molloy.edu

**Italian Student Union**
The Italian Club spreads Italian culture within the college community; encouraging all students and members of the Molloy community to participate in activities and get a better understanding of Italian heritage.
Email: ItalianClub@lions.molloy.edu

**Lioness Steppers**
The Lioness Steppers, through step dancing, bring a unique form of entertainment and camaraderie to campus. The Lioness Steppers perform their routines at various events throughout the academic year.
Email: Step@lions.molloy.edu

**Lion’s Café**
The Lion’s Café, a club focused on writing and performing poetry, allows students and members of the Molloy community to be creative and expressive about who they are and what they care about.
Email: LionsCafe@lions.molloy.edu

**Math and Computer Studies Club (MCSC)**
The purpose of the Math and Computer Studies Club is to engage students, through interaction with faculty, alumni and those that are established in the industry, by applying the knowledge of Mathematics and Computer Studies outside of academia.
Email: MathAndComputer@lions.molloy.edu

**The Molloy Literary Magazine**
The Molloy Literary Magazine provides an outlet for the students of Molloy College to showcase their creative and artistic sides. The magazine is published annually.
Email: LitMag@lions.molloy.edu

**Molloy Mock Trial/Moot Court Club**
The purpose of the Mock Trial/Moot Court Club is to generate student interest in various legal fields, to prepare students for careers in the legal profession, to familiarize students with courtroom procedures and help students build skills needed for any field of study.
Email: MockTrial@lions.molloy.edu

**Molloy Nursing Student Association (MNSA)**
The vision of the Molloy Nursing Student Association is to learn, educate, promote healing, provide and care for fellow human beings and to help them maintain a state of holistic wellness within the humanistic framework of nursing, valuing humanity, health and the environment for their clients and themselves.
Email: MNSA@lions.molloy.edu

**Music Education (A.Mus.Ed.)**
The Music Education Club, or A.Mus.Ed, provides a network of social, personal and professional support for Music Education students. The group organizes outings, activities, guest speakers and trips relevant to music and/or music education.
Email: MusicEducationClub@lions.molloy.edu

**Music Therapy**
The Music Therapy Club was established to inform students about the background, theories and practices of Music Therapy.
Email: MusicTherapyClub@lions.molloy.edu

**National Student Speech Language Hearing Association (NSSLHA)**
This organization provides students with information concerning communication impairments and their treatment, to encourage contact between students and faculty and to sponsor community service.
Email: NSSLHA@lions.molloy.edu

**Not for Sale Club**
Not for Sale gives the students, faculty, and employees of Molloy College a forum to act as abolitionists in the movement to raise awareness and end slavery/human trafficking in our lifetime. M.A.T.H. is a Not For Sale campaign organization.
Email: NotForSale@lions.molloy.edu

**Performing Arts Club (PAC)**
The Performing Arts Club intends to educate and refine its members’ talents through special workshops, arous
its members’ interests with field trips and build up the organization through fund-raisers. The organization works to put old and new talents together in musical or dramatic productions in the fall of each academic year.
Email: PAC@lions.molloy.edu

**Pre-Med Club**
The Pre-Med Club will enhance the member’s interest in the medical field, and allow students to explore different tracks within the career of medicine.
Email: PreMedClub@lions.molloy.edu

**Psychology Club**
The Psychology Club was established to obtain, share and distribute information concerning the field of psychology to members of the Molloy community.
Email: PsychologyClub@lions.molloy.edu

**Quidditch Club**
The Quidditch Club was established to have fun while learning about the world of Quidditch and Harry Potter. Teamwork, sportsmanship, service and leadership are highly regarded in the Quidditch Club and all students are welcome to participate and learn to play.
Email: Quidditch@lions.molloy.edu

**Respiratory Therapy Club**
The Respiratory Therapy Club was established to organize and arrange various community service projects, educational functions, social activities and fundraisers that all relate to and promote a greater knowledge of Respiratory Therapy.
Email: RespiratoryTherapyClub@lions.molloy.edu

**Rugby (Men’s & Women’s)**
The Rugby Clubs were established to promote interest in rugby and to compete in local events with other institutions. Both the Men’s and Women’s teams serve to permit those not on an NCAA team to participate in a competitive sport while at Molloy.
Email Men’s Team: Rugby@lions.molloy.edu
Email Women’s Team: WomensRugby@lions.molloy.edu

**Social Work Club**
The Social Work Club will supply first hand information in regard to existing employment opportunities, social issues and current studies being conducted which relate to the field of social work. The organization will also provide additional educational opportunities for its members and a chance for students of the various education levels to share ideas and information.
Email: SocialWorkClub@lions.molloy.edu

**South Asian Cultural Exchange (SACE)**
SACE provides an opportunity for the South Asian community at Molloy to bring together and celebrate the diversity of South Asian culture while exploring the pluralistic outlooks as a modern South Asian society through events, activities and celebration of cultural traditions.
Email: SACE@lions.molloy.edu

**Ultimate Frisbee Club**
The Ultimate Frisbee Club exists to have fun and encourage exercise while tossing a disc around. The club gets together weekly, in nice weather, to socialize and play Frisbee.
Email: Frisbee@lions.molloy.edu

**Union Hispana de Molloy**
The purpose of this organization is to share and bring better understanding of the Hispanic culture to all students as well as provide service and/or assistance to members of the campus community. Members will learn to be leaders and be able to create unity and pride within the Hispanic community.
Email: UnionHispana@lions.molloy.edu

**Vocal Harmony Club**
The purpose of the Vocal Harmony Club is to provide a setting for students to learn, develop and practice the skill of a-cappella harmony singing, together in a relaxed and informal environment, while maintaining a high level of musicianship.
Email: VocalHarmony@lions.molloy.edu

**Youth for Christ**
Youth for Christ’s vision is to see that every young person in every group in every nation has the opportunity to make an informed decision to be a follower of Jesus and to become part of a local church.
Email: YouthForChrist@lions.molloy.edu

**Other Student Organizations**

**Ambassadors**
Ambassadors are affiliated with the Admissions Office – they participate in campus tours and various other recruitment activities.
Email: ambassadors@lions.molloy.edu

**Chrysalis (yearbook)**
Chrysalis puts together the annual yearbook incorporating college activities, senior portraits, employee portraits, creative art and literary works along with memories of the seniors’ past four years.
Email: Inaud08@lions.molloy.edu
HOPE
HOPE is affiliated with Campus Ministries – they sponsor discussion groups, retreats, coffee houses and community service projects.
Email: Scott Salvato, Director of Campus Ministries: ssalvato@molloy.edu; Diane Capuano, Associate Director of Campus Ministries: dcapuano@molloy.edu

IMPACT Magazine
IMPACT magazine is written, edited, photographed and designed entirely by Molloy students, IMPACT sheds light on unique details of Molloy life and campus culture to intrigue, entertain, and inform members of the Molloy College community. IMPACT reaches out directly to Molloy students to give them in-depth, professional-quality journalism from a unique student perspective.
Email: sburden@lions.molloy.edu

Molloy Forum (newspaper)
The Molloy Forum serves as a viable, unbiased, objective and informative means of communication among students, faculty and the administration of Molloy College. Currently, the newspaper is published monthly.

Musical Ensembles
There are many Music Ensembles open to music and non-music majors alike that provide an opportunity for you to continue to be involved in singing or playing an instrument. The Ensembles include: The Molloy College Jazz Ensemble, The Chamber Ensemble, Orchestra, Vocal Ensemble and Concert Choir.
Email: Evelyn Selesky, Chairperson, Music Department: eselesky@molloy.edu

CAREER DEVELOPMENT CENTER
Career Development Center is located in the Public Square Room 320. The center offers a variety of services and programs to assist students with career development including individual consultation, and group workshops. Job opportunities (part-time and full-time) and internships are available. Computerized assessments are available to assist with your career choice. A full range of reference files are maintained and clearly labeled. Career development workshops include resumes, cover letters, job and internship strategies, as well as interviewing skills. Spotlight on Careers Job Fairs highlight Molloy’s majors. Students are encouraged to submit their resume for inclusion in the Resume Bank. Bulletin boards and binders are maintained by job functions. Career related journals, newspapers and magazines are available. The Center is open Monday-Friday, 9:00 am to 5:00 pm and Wednesday until 7:00 pm. Appointments may be arranged at the student’s convenience. Their telephone number is (516) 323-3468.

STUDENT HEALTH SERVICES
The Health Services Office is located on the third floor of Kellenberg Hall in Room 310. A nurse is available daily. In an emergency, dial 11 for Public Safety. Information sessions regarding healthier lifestyles are offered throughout the year.

Molloy College requires all students born after 1/1/57, undergraduate and graduate, to provide documentation of proof of immunity to measles, mumps and rubella. Public Health Law also requires the College to distribute information to all students about meningococcal disease and the availability of meningitis vaccine. All students regardless of age must sign a meningitis form acknowledging receipt of the information. Both the immunization record and signed meningitis form must be presented before registration.

The American College Health Association and the CDC – Center for Disease Control recommend all students entering College have received two doses of MMR vaccine (measles-mumps-rubella), a current tetanus-diptheria vaccine, the hepatitis B vaccine series, meningococcal vaccine, chicken pox vaccine (if not immune) and influenza vaccine. Nursing students may require additional vaccinations.

All entering students are encouraged to have a complete physical and Tuberculin test.

Health Insurance is mandatory for all students. All full-time undergraduate students new to Molloy College are automatically charged for health insurance on their tuition bill. If you are insured by another company, you must bring proof of insurance to the Office of the Bursar with a copy of the waiver form and the charge will be removed from your bill. Deadline to have the charge removed from your bill is Oct. 1. Part-time students taking six credits may apply for health insurance. Health Insurance claim forms and applications to join the health plan may be obtained from the nurse in the Health Services Office. They can be reached at (516) 323-3467.

PERSONAL COUNSELING
Confidential personal counseling is available free of charge to students. Crisis intervention, individual counseling, group counseling, and wellness workshops and trainings are held on campus. The purpose of the counseling process is to help students discuss and manage any concerns that may interfere with their ability to maximize their educational experience at Molloy. Some concerns that students bring to the counseling center are stress / anxiety management, depression, relationship/ family issues, self-esteem, balancing college and family life, substance abuse and other addictions, bereavement issues, anger management, sexual assault/harassment, social issues, and academic concerns. Face-to-face sessions are conducted in private and all records are strictly confidential. The office is located in Kellenberg 003A. The office is open

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Monday - Friday, 9:00am – 5:00pm. Evening appointments are available upon request. They can be reached at (516) 323-3465.

**HONOR SOCIETIES**

Molloy College recognizes academic excellence and has chartered almost twenty academic honor societies throughout its history.

**ALPHA KAPPA DELTA**
The Alpha Rho Chapter of Alpha Kappa Delta, the International Sociology Honor Society, is open to Junior and Senior Sociology majors and minors who have completed at least 12 credits in Sociology, and who have maintained a minimum cumulative index of 3.0, and an average index of 3.00 in all sociology courses taken. Application for membership may be made through the Sociology Department.

**ALPHA MU GAMMA**
The Beta Theta Chapter of Alpha Mu Gamma, the National Foreign Language Honor Society of the United States, has as its primary purpose the honoring of students for outstanding achievement in foreign language study in college. To join, students must have received two grades of “A” and one of “B” or higher in college courses in one foreign language. The society, founded in 1931 has as one of its major activities the sponsorship of National Foreign Language Week proclaimed by the Presidents of the United States since 1957.

**ALPHA PHI SIGMA**
The Zeta Lambda Chapter of Alpha Phi Sigma, The National Criminal Justice Honor Society, is open to students who maintain a minimum of 3.2 overall Grade Point Average and a 3.2 in their criminal justice courses. The students must also rank in the top 35% of their classes and have completed a minimum of four courses in the criminal justice curriculum. The Honor Society is open to those with a declared criminal justice major or minor. Application for membership is made through the Department of Criminal Justice.

**CHI BETA PHI**
The Alpha Sigma Chapter of Chi Beta Phi, an honorary scientific fraternity for undergraduates of four year degree-granting colleges and universities, admits to membership students who have a minimum cumulative index of 3.00 and have completed at least 20 credit hours in the natural sciences and mathematics with an index of 3.00 in these courses. The minimum 20 credits must have been taken at Molloy College. Qualified alumni and science faculty of the College may be elected as regular or honorary members by a majority vote of the active membership of the chapter.

**DELTA ALPHA PI**
Delta Alpha Pi Honor Society, the first of its kind in the nation, was established to recognize the academic accomplishments of college and university students with disabilities. The Beta Epsilon Chapter at Molloy College was established in 2011. It is open to Molloy College students who have presented to the DSS/STEEP Office with a documented disability and demonstrate an interest in disability issues. Undergraduate students must have completed a minimum of 24 credits and earned an overall grade point average of 3.1. Graduate students must have completed a minimum of 18 credits and earned an overall grade point average of 3.3.

**DELTA EPSILON SIGMA**
The Gamma Omega Chapter of Delta Epsilon Sigma is the National Scholastic Honor Society for Catholic colleges. Juniors and seniors with a minimum cumulative index of 3.75, who rank in the upper 20% of their class at the end of the Fall semester and have earned at least 64 credits at Molloy are eligible for membership. Part-time students are eligible during their final year. Graduate students with a 3.9 GPA are also eligible.

**KAPPA DELTA PI**
Kappa Delta Pi is an International Honor Society in Education. Founded in 1911, the goals of this society are to promote excellence in and to recognize outstanding contributions to the field of education. Its aim is to foster high standards of preparation for the teaching profession. Membership in Molloy College Chi Epsilon Chapter is open to those education students who have maintained a cumulative index of at least 3.75 and completed the Pre-Professional semester (undergraduates) or 3.85 and completed a minimum of 15 credits (graduates). Candidates must also complete a pre-candidacy period in which the member attends a minimum of one KDP workshop or meeting prior to induction. Additionally, teacher candidates must complete a written statement highlighting volunteer service in an educative environment.

**KAPPA MU EPSILON**
Kappa Mu Epsilon, New York Rho Chapter, is a national honor society in Mathematics, the purpose of which is to encourage and honor the interests and pursuits of undergraduate mathematics students. Founded in 1931, there are now over 130 chapters and approximately 61,000 members in 34 states. New York Rho is the Molloy College chapter established in 2009. Membership in this chapter is open to full-time students in the top 35% of their class who have completed at least three semesters of college work and three college mathematics courses, to include a calculus course and at least one mathematics course taken
at Molloy. A GPA of at least 3.0 in all mathematics courses is also required. Interested applicants should contact the Department of Mathematics.

**LAMBDA IOTA TAU**

The Gamma Pi Chapter of Lambda Iota Tau, International Honor Society for Students of Literature, has for its purpose the recognition and promotion of excellence in the study of literature. Juniors and seniors who rank in the top 35% of their class and who have a "B" average in at least 18 credits of literature in any language may apply for membership. Admission is further contingent upon regular participation in monthly literary discussions and the reading of a paper at one of the Society’s meetings.

**LAMBDA PI ETA**

Lambda Pi Eta, the National Honor Society for Students of Communications, is a member of the Association of College Honor Societies. It seeks to recognize, foster and reward outstanding scholastic achievement in the field of communication studies. The honor society is open to full-time juniors and seniors who rank in the top 35% of their class and have a minimum cumulative GPA of 3.0. In addition, students must have completed 15 credits in communications courses with a 3.25 index in these courses.

**OMICRON ALPHA ZETA**

The Omicron Alpha Zeta is the Molloy College Honor Society. Nominees for Omicron Alpha Zeta are chosen from those juniors and seniors who have maintained a 3.50 cumulative index for their last two consecutive years (64 credits) at Molloy College. Members of Omicron Alpha Zeta are required to give evidence of leadership ability, cooperation with Molloy College policies and participation in extracurricular activities. Part-time students must be within 20 credits of graduation. Election to membership is based on a seventy-five percent favorable recommendation by faculty.

**PHI ALPHA**

Phi Alpha is a national social work honor society, the purpose of which is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. The honor society is open to juniors and seniors who have declared social work as their major, achieved an overall grade point average of 3.0 and achieved a 3.5 grade point average in required social work courses. Zeta Alpha is the Molloy College chapter established in 1996.

**PHI ALPHA THETA**

Phi Alpha Theta is a national honor society in History. It was organized at the University of Arkansas on March 17, 1921. It has grown to the point where it now has over six hundred chapters in fifty states, Puerto Rico, Canada and the Philippine Islands. It is the largest, in number of chapters, of the accredited honor societies holding membership in the Association of College Honor Societies. The total number of its initiatives since organization is more than 100,000. Membership of Phi Alpha Theta is composed of students and professors who have been elected to membership upon the basis of excellence in the study of the writing of History. Alpha-Alpha-Sigma is the Molloy College chapter established on March 12, 1983.

**PHI SIGMA TAU**

The National Honor Society in Philosophy (New York Epsilon Chapter) invites students who have met the following requirements to apply for membership: completion of at least 15 credits in philosophy, with a 3.70 index in those courses; an overall index of 3.50. Application for membership may be made through the Philosophy Department.

**PI KAPPA LAMBDA**

Pi Kappa Lambda is the national honor society for music, with over 200 chapters and 64,000 members. Founded in 1918, Pi Kappa Lambda is dedicated to the fostering of scholarly interest in the theoretical and historical aspects of music, and to the pursuit of eminent achievement in performance, composition, music education, music therapy, and research.

The primary purpose of Pi Kappa Lambda is to recognize the highest levels of academic scholarship and musical achievement. The Kappa Nu chapter was established at Molloy College in 2013. Nominees for Pi Kappa Lambda are elected by a committee of music faculty members. Eligible music majors must be in residence at Molloy College for at least four semesters, demonstrating outstanding scholarship and musicianship. Juniors who rank in the top 10% of their class and seniors who rank in the top 20% of their class who meet all requirements will be considered for membership.

**PSI CHI**

The National Honor Society in Psychology seeks to advance the science of psychology and to encourage, stimulate and maintain the scholarship of its members in all fields, particularly in psychology. For active membership the candidates must have achieved an overall GPA in the top 35% of their class (no lower than 3.0). In addition, students must be at least second-semester sophomores at Molloy
College as a psychology major or minor, have completed 9 credits in Psychology and have a Psychology GPA of 3.0 or higher. Students must also maintain high standards of personal behavior. Psychology majors who meet these requirements will receive an invitation to membership from the department and psychology minors who believe they meet the requirements should contact the department to obtain an application.

SIGMA BETA DELTA
Sigma Beta Delta is an International Honor Society for business, management, and administration. The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among business management and administration students and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Eligible students: Junior and Senior Business students who have a cumulative GPA of 3.5 or above and have completed 18 credits in the major.

SIGMA THETA TAU, EPSILON KAPPA CHAPTER
Sigma Theta Tau, the International Honor Society of Nursing, invites students who have demonstrated a commitment to nursing excellence and academic achievement. The society promotes leadership and scholarship in practice, education and research to enhance the health of all people. Candidates for membership in Epsilon Kappa Chapter in the undergraduate programs must have a cumulative index of at least 3.0 on a four-point scale, have a 3.0 in nursing, and be in the top 35% of their class. Graduate students who have completed half of the Molloy College graduate program and attained a cumulative index of 3.5 on a four-point scale may be eligible. Faculty recommendation is required of all candidates.

THETA ALPHA KAPPA
Theta Alpha Kappa is a national honor society for professors and students of Religious Studies and Theology. Its prime purpose is to recognize excellence and further growth in Religious Studies and Theology at the undergraduate and graduate levels. Theta Alpha Kappa seeks to encourage research, good teaching and publication; to encourage an exchange of learning and thought among scholars and to bring together students and teachers of Religious Studies and Theology in an intellectual and social fellowship. The name of the society derives from the first letters of the three Greek words Theos (God), Anthropos (humankind), and Koinonia (community), the three areas of primary concern to students of Religion and Theology. The guidelines for student membership are completion of a total of 12 undergraduate and/or graduate credits in Religious Studies or Theology with a grade average of 3.50 or “B+” and a cumulative index of 3.00 or “B". For membership application, see the Department of Theology and Religious Studies.

campus resources

AcE (Academic Enrichment Program)
The Academic Enrichment Program (AcE) assists students in achieving their academic potential in math, science, and modern languages. Assistance in other disciplines is provided according to the individual student’s eligibility. Sessions are scheduled on an appointment basis; provided by professional, graduate or peer coaches; conducted one-on-one or in small groups; and scheduled for one or two hours a week. Students can get help in as many as two courses per semester. ACE is located in Casey 019.

Art Gallery
The Molloy College Art Gallery, located in the Public Square, is open Monday through Saturday from 10:00 am until 6:00 pm. Students benefit from changing contemporary and historical exhibitions and frequent lectures by visiting artists and art historians as well as our own faculty exhibits in the gallery. Each year, senior art majors present an exhibition of their work in the gallery. Our student art gallery in the Public Square presents several student exhibitions throughout the year.

ATM
The automatic teller machine, currently operated by the Nassau Educators Federal Credit Union, is located in the Public Square Lobby.

Blood Drives
Anyone over 17 and in general good health may donate blood at the Molloy College Blood Drive. Once a semester, the Molloy Student Government bring Long Island Blood Services to campus to accept blood donations. Watch for publicity! If you have any questions, please call the Office of Campus Life at (516) 323-3458.

Bookstore
Operated by Follett College Stores, the College Bookstore is located in the Public Square. It carries textbooks required for all courses. Many are sold as “used” and, therefore, cost less than new books. Supplies, emblematic clothing, gifts, candy and greeting cards are just a few of the items also available. Personal service is extended to all at the Molloy College Bookstore. Business hours are 9:00 am to 5:00 pm, Monday, Thursday and Friday and 9:00 am to 7:00 pm Tuesdays and Wednesdays during the academic year (fall/spring). The Bookstore may be contacted at (516) 256-2208.
**Bursar’s Office**
The Office of the Bursar is dedicated to providing the best financial services and support to our students and their families, faculty, academic and administrative departments of Molloy College.

**Campus Ministries**
(HOPE) Hospitality - in the Dominican (O.P.) Way - for Everyone is the home of Molloy College Campus Ministries. Campus Ministries brings together students, faculty, and staff in the common search for Truth in the Dominican Way. In addition to offering pastoral counseling, Campus Ministries sponsors retreats, Masses, prayer services, Bereavement Masses, bible groups, theological reflection, coffee houses, service activities, social analysis, and other activities which emerge in response to suggestions. The Chaplain is always available for confession and counseling.

Located on the third floor of the Public Square. Campus Ministries offers friendly hospitality. Visitors are invited to stop by and relax in the Campus Ministries lounge. The Sacred Heart Chapel, located near the water tower on campus, is open whenever the College is in session. Feel free to stop in and pray. Rooted in our Catholic heritage we welcome all people of goodwill. For further details, visit us on Molloy’s website – www.molloy.edu/HOPE.

**Computer Labs**
The Information Commons (located in the Public Square) is available to all students. They are Novell networked and house peripherals including laser printers, color printers and scanners. The lab personnel provide a supportive, positive environment for students to learn, practice and improve their computer skills.

**Disability Support Services**
Molloy College has available auxiliary aids and academic accommodations (at no cost) which satisfy the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If you qualify and wish to participate, please notify the Disability Support Services (DSS) Office (Casey 011) at (516) 323-3315 immediately upon admission. You must supply supporting diagnostic test results at that time. Students who are HIV positive and/or who have autoimmune deficiency syndrome (AIDS), may seek assistance from the Health Services Nurse, who can be reached at (516) 323-3467.

**Financial Aid Office**
The Financial Aid Office (Siena 101) provides financial resources to students to help in the payment of tuition. These resources include student loans, grants, scholarships and work study. To qualify for these funds, the student must file the FAFSA form every year. The financial aid staff is available on a full-time basis to assist students.

**Food Service**
The “Anselma Room”, the main cafeteria, is located in Kellenberg Hall and serves a variety of foods breakfast, lunch and dinner.

**Global Learning Program**
Molloy students have the opportunity to spend a few weeks or a full academic year studying abroad at one of the sites established by the Global Learning Office of the College. Global Learning is committed to the belief that a true liberal arts education should expose students not only to diverse ideas but also to different cultures and ways of life. Molloy and Global Learning also committed to keeping its study abroad programs affordable so that as many students as possible can avail themselves of this wonderful opportunity. The Global Learning Office is located in room 310 in the Public Square.

**Library**
The James E. Tobin Library, located on the second floor of Kellenberg Hall, is open during the Fall and Spring semesters, Monday to Thursday, 8:00 am - 10:00 pm, Friday, 8:00 am - 5:00 pm, Saturday and Sunday, 11:00 am - 5:00 pm. Please visit the library website at www.molloy.edu/library1 for more information about the library.

A variety of online subscription databases, as well as the Internet, is available through the library webpage and at computers in the library. Wireless access to the internet and databases is also available in the library. Lexis-Nexis, EBSCOHost, Academic Search Premier, Standard and Poor’s, OCLC’s First Search, CQ Researcher, Health Reference Center Academic, MD Consult, Medline, Medscape, ProQuest Direct, PsycInfo, CINAHL and the Encyclopedia of Life Sciences are but a few of the many online subscription databases available.

The Education Resources Center located in the main Reference Room of the library has materials to assist students enrolled in either the undergraduate or graduate Education programs. The library subscribes to over 700 research journals and periodicals. This collection is located in the Periodical Room adjacent to the Main Reading Room of the library.

The James Edward Tobin Library is a member of Long Island Library Resources Council (LILRC) and the Westchester Academic Library Directors Organization(Waldo). The library participates in an Inter-library loan (ILL) program. Books may be borrowed and articles obtained from colleges and universities throughout North America.

**Lockers**
Lockers, located throughout campus, are available to rent from the Office of Student Affairs. The cost is $2.00 per
academic year for enrolled students only. Students must provide their own lock. All lockers must be emptied by June 30th of each year or its contents will be removed.

**Lost & Found**

Found articles that are turned over to Public Safety are brought to the Public Safety office located in the Kellenberg Circle. Persons looking for lost articles may inquire there. Lost articles will be kept for thirty (30) days and then discarded.

**Off-Campus Housing**

Off-campus housing information is available in the Office of Residence Life. This service helps students find housing near the campus, whether it be a studio, apartment or house. Students living off-campus are expected to be considerate of their neighbors and the community at large.

**Registrar**

The Registrar provides service and support to students, faculty, academic and administrative departments, and the college in general. Areas of service include registration, record-keeping, verifications and transcripts, course offerings, classroom assignments, graduation certification and reports and statistics to government institutions and licensing organizations.

**Siena Women’s Center**

The Siena Women’s Center focuses on issues pertinent to women in today’s society and serves as Molloy’s resource center for Women’s Studies. The Center offers a variety of lectures, discussions and symposia exploring topics of interest and importance to women.

The Center also houses the Women’s Studies Library, which contains an impressive collection of scholarly and popular books directly related to women’s issues. We invite you to visit and browse through our library.

The Siena Women’s Center is located in Kellenberg Hall Room 117, and is open Monday-Thursday, 9:00 am – 2:00 pm, throughout the academic school year.

**St. Thomas Aquinas Program (STAP)**

The St. Thomas Aquinas Program serves as the administrative umbrella of the Albertus Magnus Students and the Higher Education Opportunity Program at Molloy College. Both service students who qualify for the programs by providing the following supportive services: peer and professional tutoring, remedial and developmental course-work, financial and academic counsel and referrals as necessary.

**Writing Resource Center**

The Molloy Writing Resource Center (Casey 016) supports the development of writing skills for our undergraduate and graduate students. Tutors assist students by reviewing with them their papers, emphasizing organization and development, grammatical correctness, and appropriate use of research documentation (MLA, APA). Appointments are given priority, but walk-ins are welcome when possible.

**transportation**

**Bus**

The N16 line of the Metropolitan Bus Authority stops at the campus entrance. Bus schedules are available through the Office of Student Affairs on the third floor of the Public Square.

**Cars on Campus**

Parking is by permit only. All motor vehicles utilizing Molloy College parking facilities must display a current state registration and be registered with the Public Safety Department. Students must show their Molloy College ID and current vehicle registration to obtain a parking permit when registering with the Department of Public Safety. Disabled students, faculty, staff and visitors may obtain special parking permits for parking in designated handicap parking areas.
Directions to the Campus
Take the Southern State Parkway to either Exit 19 or Exit 20.

Long Island Rail Road (LIRR)
The Long Island Rail Road (LIRR) is easily accessible for students attending Molloy College. Students traveling by train should take the Long Island Rail Road – Babylon Line – from Pennsylvania Station in Manhattan, Flatbush Avenue Station in Brooklyn or other Babylon line station to the Rockville Centre station. (Eastbound travelers inquire for possible change at Jamaica Station). Bus and taxi service is available to and from campus.

Bus and train schedules are available in the Student Affairs Office, located in room 330 Public Square. Campus shuttle schedules can be found online at www.molloy.edu by entering shuttle schedule in the search bar.

governance

College Governance
(Adopted by the Board of Trustees for implementation 9/88. By-Laws were evaluated and changed in 1998 - 1999.)

The ultimate governance responsibilities lie with the Board of Trustees. The purpose of this Governing Body is to ensure the fullest possible participation in formulation of policies of the College.

There are five major committees: Priorities and Planning, Financial Resources, Undergraduate Academic Policies and Procedures (UAPP), Graduate Academic Policies and Procedures (GAPP), and Community and Campus Life. The duties and student members are as follows:

Priorities and Planning Committee - establishes the long range goals of the College; focuses on the Mission Statement, the Strategic Plan, the goals and the objectives in planning; integrates and prioritizes the needs for academic programs; receives decisions from other committees and ranks them in the order in which they will be fulfilled and/or sent to the Board of Trustees for approval. Student membership on this committee is that of the President of MSG, one student elected from the undergraduate program, and one student elected from the graduate program, or undergraduate if no graduate student is available.

Financial Resources Committee - determines that the basic assumptions underlying the budget are compatible with the mission and goals of the College; reviews and makes recommendations to the President concerning such matters as the annual budget, enrollment effects, space allocation and financial aid. The Treasurer of the MSG and one graduate student elected at large (or the Vice President of MSG if a graduate student cannot serve) are the student representatives.

Undergraduate Academic Policies and Procedures Committee (UAPP) - this committee is the decision-making body for the Undergraduate Programs. The committee will evaluate and approve recommendations regarding such matters as proposals for the introduction, continuation, and elimination of programs and/or majors; academic disciplinary policies; academic standards; and criteria for admission and institutional academic scholarships. Student membership is that of the Academic Board Chairperson and one student elected from the undergraduate student body.

Graduate Academic Policies and Procedures Committee (GAPP) - this committee is the decision-making body for the Graduate Programs. The committee will evaluate and approve recommendations regarding such matters as proposals for the introduction, continuation and elimination of programs; academic disciplinary policies; academic standards; and criteria for admissions and institutional academic scholarships. Student membership is that of two students elected from the graduate programs.

Community and Campus Life Committee - reviews and makes decisions regarding proposals on matters of campus life and policy; fosters the development of better student-faculty-administrator-staff interrelationships; evaluates proposals concerning but not limited to campus wide service. Students are represented on this committee by the MSG Vice President, one student elected from MSG, three students at large elected from the undergraduate student body and one student elected from the graduate program (or undergraduate program if no graduate student is available).

In an effort to relay information to all groups, there will be various methods of inter-communication:

Minutes of Meetings - will be posted on the bulletin boards on the third floor of the Public Square and outside the gym;

Meetings will be open to all interested parties unless there is concern about confidentiality of certain issues;

College-Wide Colloquia will be held at least once a semester for the purpose of communication and discussion of all proposals under consideration in the various committees.

It is hoped that all students will take the time to familiarize themselves with the proceedings of the College Governing Body and will avail themselves of the many opportunities to take part in the governance structure.
policies and procedures

non-academic policies

ACCOUNTABILITY AND FAIRNESS
Molloy College offers an environment for students to learn that consequences follow choices. The college will respond in a measured, yet decisive fashion with the goal that students will be treated fairly and respectfully and, be assigned reasonable and appropriate sanctions, where necessary.

AFFIRMATIVE ACTION POLICY
Molloy College admits students without regard to age, race, color, sex, religion, sexual orientation, national or ethnic origin or physical and/or learning disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, color, sex, religion, sexual orientation, national or ethnic origin or physical and/or learning disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs. Inquiries concerning the College’s nondiscrimination policies may be referred to the Vice President for Student Affairs (Ext. 6878) or the Director of Human Resources (Room K112, ext. 6312).

CHANGE OF NAME OR PERSONAL INFORMATION
If a student marries while he/she is at Molloy and wishes to change his/her name, a change of name form must be submitted with legal proof of the change to the Registrar’s Office. Maiden name, as well as married name, must appear on all records. After graduation, if a transcript is requested, a maiden name as well as married name must be given in the request. Changes in the address and telephone numbers and biographical information should be reported to the Registrar’s Office as they occur. Students may also update their personal information using the Online Student Access to Lion’s Den on the web, with their PINs.

CIVILITY
Molloy College aspires to promote the growth of all people in their academic, social and personal lives. Students, faculty, administration and staff create a community where people exchange ideas, listen to one another with consideration and respect. The Molloy community is committed to fostering civility through college structures, policies and procedures. We, as members of the college, strive to achieve the following individual commitments:
- Take responsibility for our own behavior.
- Respect the freedom of others to express their views.
- Be respectful to others and respect their rights.
- We will discourage intolerance, hatred and injustice, and promote constructive resolution of conflict.
- We will strive for the betterment of our communities.

COLLEGE PROPERTY
College property may not be borrowed, nor used without permission.

OFF CAMPUS STUDY GLOBAL LEARNING PROGRAMS
Students registered for Molloy College’s Global learning abroad programs are expected to comply with all of the college’s policies and procedures and obey all local, state, federal, international and foreign country laws while they are away from campus.

Although a student’s off-campus conduct ordinarily will not affect his/her college status, there may be occasions in which off-campus conduct is so destructive to the college or of such a nature as to indicate to the community that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

Students registered for domestic and study abroad programs through Molloy College will notify Director of Global Learning or the Dean of Students by phone, email, or fax when violations of college policy occur and they wish to file a complaint. If an emergency exists and these individuals are not available Molloy College Public Safety can be notified.

While a student is away from campus on a domestic or world outlook program disciplinary action may be taken by the college against an individual(s), accused of violating college policies or civil/criminal laws.

ADVISORY REGARDING OFF CAMPUS BEHAVIOR
The College reserves the right to take disciplinary action against Molloy College students who are involved in any off-campus incidents of criminal activity or otherwise inappropriate non-criminal behavior, particularly when such incidents have implications for campus safety or affect the reputation or operation of the College. Local police departments will routinely share information with Molloy College regarding student violations of local, state and federal law.

All students who live off campus are considered members of not only Molloy College but also the local community. As adults living off campus, students are expected to know their rights and responsibilities and understand the consequences of their actions. All members of the College community are representatives of Molloy College, whether residing on or off campus, and the College, in partnership with the local villages, will address inappropriate behavior in a serious manner.
Therefore, those residing in off-campus housing should be aware of the following:

If you live off campus, you are expected to be a good neighbor, be responsible for the behavior of your guests, communicate with your neighbors and landlord to resolve issues, and know all local ordinances.

As an off-campus resident, you are governed by all federal, state and municipal laws. It is the responsibility of local law enforcement, such as Nassau County Police, to enforce these laws.

If a student living on or off campus is cited for violations off campus, that individual is subject to judicial action within the campus judicial system as governed by the student handbook.

If you are an off campus student, you should establish a positive relationship with your landlord, who is also accountable to the village. Realize that your behavior may put your landlord at risk for village fines.

**COMPUTER USE POLICY FOR STUDENTS**

Ownership and Use

1. Computing equipment and resources are owned and administered by Molloy College. **Access to this equipment is a privilege granted to students, faculty, administrators, and staff of the College to facilitate instruction, learning, research and administration.**

2. Computer accounts are the exclusive property of the College and are not the user’s private property. Accounts are assigned for College-related work. If there is reasonable suspicion of infractions, the College reserves the right to inspect the computer accounts.

3. Access to Computing and Networking Systems shall be available to authorized users. Usage priorities are established depending on instructional, research and administrative needs. The Molloy College network is a primary communications tool for the Molloy College community.

4. A valid Molloy College identification card is necessary to obtain an account. Academic Computer Lab personnel will assign and activate accounts during designated times for authorized users, after the appropriate agreement has been submitted and approved.

5. The computer is not a secure environment for private material. Users’ choice of subject matter should respect the quality of life for themselves and for others.

6. The owner of an account will be held responsible for any activity on that account. Each user is expected to take reasonable care to ensure that unauthorized users are unable to gain access to the account and file space. Users are expected to report any suspected or actual unauthorized access to their accounts to the Director of the Academic Computer Laboratory.

7. A password is determined by the user. Passwords **MUST be kept confidential. They should not be written down, or be easily guessed, such as user’s first name, family name, phone number, or nick name.**

8. The users of the computing system are expected to take a responsible and professional approach to the use of the resources. Since the resources are shared, every user must accept the specific responsibility of minimizing the impact of the user’s actions on others.

9. In cases in which the users are a group of people, such as a student club, the President and Secretary of that club, as well as the individual user, are responsible for the content of material published and utilized.

10. All home pages must adhere to the Molloy College Home Page Policy.

11. Molloy College is not responsible for any activity on a user’s account or the outcome of relationships or agreements initiated over the Internet. Users are solely responsible for any legal or illegal usage or activity on their accounts.

12. All computer accounts may be deleted upon the user’s withdrawal from the College.

**Unauthorized Uses**

Any unauthorized use will subject the user to disciplinary action as per the Student Handbook or College regulations. In addition to other sanctions, access to a computer account may be revoked for unlawful activity, a violation of security provisions, or a violation of Molloy College regulations and/or ethical standards. These unauthorized uses include, but are not limited, to:

1. Use of computers in violation of Molloy College regulations and policies, ethical standards, or mission.

2. Use of any College resources for personal profit-making enterprises.

3. Use or development of programs that harass others, modify the system or account, or cause damage to system resources.

4. Transmission of destructive programs.

5. Placement of any unlicensed software or data on College owned computers or College file servers.

6. Installation of commercial software (including but not limited to AOL and AOL Instant Messenger, and all other media sharing / peer-to-peer sharing software) on College owned computers.

7. Files downloaded from the Internet or installed from attachments of e-mails, including unauthorized software, games and screensavers.

8. Other uses, such as game-playing, while academic activities are in process. The only exceptions to this policy are games which are in direct support of instruction or research and of limited duration.

9. Placement of commercial software or any software or data on computer hard drives or College file servers.

10. Modification of the Molloy College home page.
11. Placement of home pages on the Molloy College web server.
12. Use of a computing account by anyone other than the person to whom the account has been assigned by Molloy College.
13. Use of a computer anonymously or use of a pseudonym to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for one’s actions.

SOCIAL NETWORKS

Social networks have grown in popularity within the past few years and are used by millions of students, fans, alumni, faculty, businesses, and the media. While social networking websites are a great way to communicate, express yourself and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your personal safety, personal and institutional reputation, and career advancement. Molloy College expects all students to maintain the highest standards of social and personal conduct.

Molloy supports your First Amendment rights to free speech, however please be mindful of the material posted to social networking sites since you are a representative of the College and are in the public eye.

While participating in social networking sites, please keep the following guidelines in mind:
• The information posted can be viewed by a larger audience than you might be aware of even if you limit access to your site.
• Exercise caution as to what information you post on your website including posts about your whereabouts, plans, where you live, phone numbers or any other personal information. You could be opening yourself up to predators or stalkers.
• There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school—even if you think you’ve deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret you.

Molloy College prohibits malicious and reckless behavior when utilizing public media outlets. It is important that students recognize the power of public media domains and the potentially negative image that they can portray about students, staff and the College.

Any inappropriate activity or language, including first time offenses, are subject to an investigation and any violation may become the subject of a disciplinary action.

INTELLECTUAL PROPERTY RIGHTS

Respect for intellectual labor, creativity and property rights is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of an author’s integrity, including plagiarism, invasion of privacy, unauthorized access, trade secrets and copyright violations, may be grounds for sanctions against those who violate these conditions.

ONLINE SECURITY

Passwords should be unique and never discussed. Users should be aware that they will be held responsible for whatever activity takes place in their account and therefore should not allow anyone to use their account. If a user has reason to believe that someone has gained unauthorized access to an account, the suspicion should be reported to the Director of the Academic Computer Laboratory immediately, and the password should be changed.

EMAIL POLICY

(Written: 10/23/03; Modified: 01/29/04, 03/01/04, 05/06/04)

Purpose

Molloy College provides all members of the College Community with access to computing services and electronic mail (email) specifically to further the mission of the College. Email provides for Molloy College an important resource, both for gathering and for disseminating information. Solicitations for personal profit or proselytizing are considered to be inappropriate and irrelevant to the business of the College.

As the College seeks to provide this service to our Community in a fair, safe, and legal manner, the following policies are mandated:

Ownership and Use

1. The College owns all email accounts and all data transmitted or stored using email capabilities. Access to email is a privilege granted to all members of the College Community to facilitate communication and to improve education and administrative efficiency.
2. Access to email shall be available to authorized users.
3. In cases of unauthorized, inappropriate, or illegal use of email, Molloy College reserves the right to take action when deemed necessary.
4. The email is not a secure environment for private material.
5. The employee using an account will be held responsible for any activity on that account. Each user is expected to take reasonable care to ensure that unauthorized users are unable to gain access to the account and file space. Users are expected to report any suspected or actual unauthorized access to their accounts to the Vice President for Technology or designate.

6. The user determines a password. Passwords MUST be kept confidential. They should not be written down, or be easily guessed, such as user’s first name, family name, phone number, or nickname.

7. The users of the computing system are expected to take a responsible and professional approach to the use of the resources.

8. In cases where multiple users access an account (for example, an office account), the person designated as the project leader, as well as the individual user, is responsible for the content of material published and utilized.

9. Molloy College is not responsible for any activity on a user’s account or the outcome of relationships or agreements initiated over the Internet. Users are solely responsible for any usage or activity on their accounts.

10. All computer accounts will be deleted upon the user’s separation from the College.

11. Netmail is restricted to the business of the College. (See Glossary on pg. 42).

Unauthorized Uses

Any unauthorized use will subject the user to disciplinary action as per the relevant Handbook or College regulations. In addition to other sanctions, access to a computer may be revoked for unlawful activity, a violation of security provisions, or a violation of Molloy College regulations and/or ethical standards. These unauthorized uses include, but are not limited to:

1. Use of computers in violation of Molloy College regulations and policies, ethical standards, or mission.

2. Use of computing facilities to interfere with the normal operation of the College computing system.

3. Use of any College resources for personal profit-making enterprises.

4. Use or development of programs that harass or intimidate others, modify the system or account, or cause damage to system resources.

5. Transmission of destructive programs, spam, or flaming or bombing an individual or the network.

6. Placement of any unlicensed software or data on College owned computers or College file servers.

7. Installation of all commercial software (including but not limited to AOL and AOL Instant Messenger, and all other media sharing software) on College owned computers without approval from the Information Technology Department.

8. Use of a computing account by anyone other than the person to whom the account has been assigned by Molloy College (excluding proxy accounts).

9. Signing-up for an email product or service without the consent of the user.

10. Use of a computer anonymously or use of a pseudonym to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for one’s actions.


Email Glossary

Email Groups include but are not limited to:

- **Netmail** = Email user group of administrators, staff, and faculty.
- **Staff** = Non-teaching employees of Molloy College who are defined as non-exempt under the Fair Labor Standards Act.
- **Faculty** = All full-time and part-time faculty.
- **Administrators** = Non-teaching employees of Molloy College who are exempt from the Fair Labor Standards Act.
- **Students-Molloy** = Full-time undergraduate and graduate students.

**Flaming** = An email message that contains hostile, and possibly abusive, aggressive, insulting or vulgar, content.

**Mail Bombing** = sending massive volumes of email, either in large messages or many small ones, with the intent to crash the recipient’s server, to annoy and/or seek revenge on a fellow Internet user.

**Netmail** = to be used for such messages as crisis/urgent announcements (e.g. bomb or terrorist threat; natural disaster alert; mechanical failures; weather closures or delays; crime alerts; and computer virus alerts); logistics announcements (e.g. construction closures; traffic routing; and ozone or environmental alert notices); and College-wide announcements and events.

**Spam** = Spam is flooding the email with many copies of the same message, in an attempt to force the message on people who would not otherwise choose to receive it. (http://www.spam.abuse.net/overview/whatisspam.html)

This policy was effective May 7, 2004, subject to review during the subsequent academic year.

Privacy

Not withstanding users’ rights to privacy and any other rights under the Electronic Communication Privacy Act of 1986, users grant specific permission to the Director of the Academic Computer Laboratory and the appropriate Vice President to inspect users’ accounts and file space for investigation of suspected infractions of College policies...
or as needed for maintenance functions. Users understand that, without this permission, they will not be granted an account on computer and networking equipment.

The personnel of the Academic Computer Laboratory and the Vice Presidents of the College prefer neither to act as disciplinary agents nor to engage in policing activities. However, in cases of unauthorized, inappropriate, or illegal use of resources, Molloy College agents reserve the right to take any action deemed necessary. When investigating a possible abuse of the system, Molloy College agents have the authority to examine files, passwords, accounting information, printouts, tapes, or other materials which may aid in the investigation. Examination of user files must follow College procedures and be authorized by the President or appropriate Vice President. Users, when requested, are expected to cooperate in such investigations. Failure to cooperate may be grounds for cancellation of access privileges.

**DRUG AND ALCOHOL POLICY**

Molloy College affirms its compliance with the Drug Free Workplace Act of 1988 (P.L. 100-690) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) and is committed to maintaining a campus whose major mission is to provide quality education for people to prepare them for a productive and civilized life. To maintain an atmosphere conducive to fulfilling this mission, the following policy is in effect:

It is the College’s policy to prohibit the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on the Molloy College Campus or as part of any Molloy College activity. Any member of the Molloy Community (student, faculty, administrator or staff) found to be in violation of this rule will be subject to dismissal.

All such members of the Molloy College Community must abide by the terms of this policy and, in accordance with the Federal laws, report to the Personnel Office any conviction under any local, State or Federal law applicable to the above policy.

It is the policy of Molloy College to confiscate and properly dispose of illegal drugs, drug paraphernalia and unauthorized alcoholic beverages that are found on campus or at events sponsored by Molloy College.

**I. PROVISIONS**

A. Employees, students and their guests are subject to all State and local regulations concerning the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs, drug related paraphernalia and alcohol (see Appendix A). Any conduct violation committed by a student or employee or their guests while under the influence of alcohol or illicit drugs will be dealt with severely.

B. It is a breach of College policy for any student on the Molloy College campus or at any event sponsored by Molloy College:

1. to manufacture, sell, purchase, give away, possess or utilize illegal drugs.
2. for a person under twenty-one to purchase, or to attempt to purchase any alcoholic beverage;
3. for a person under twenty-one to possess, consume or intend to consume any alcoholic beverage except in religious services or academic classes sanctioned by an agent of the College;
4. for anyone to aid or abet another person in violation of (2);
5. to use identification fraudulently or to allow another person to use one’s own identification to obtain alcoholic beverages illegally;
6. for a person over twenty-one to display or consume alcohol in a manner which could be viewed as detrimental to the best interest of the College.

C. Any employee or student who may be convicted of a workplace alcohol and/or drug violation must notify a supervisor of this fact, within five days of the conviction. An authorized agent of Molloy College must notify the appropriate government agency within ten days should that agent be made aware of such a conviction.

**II. SANCTIONS – STUDENTS**

A student who is found to be in violation of this policy is subject to the “Due Process for Student Discipline in Non-Academic Areas” as stated in the Student Handbook.

If a decision is entered against an accused student, the following sanctions may be imposed:

A. Illicit Drugs

Molloy College affirms its intention to report to the appropriate police department, any person on or connected with this campus who is seriously and reasonably suspected of manufacturing, distributing, dispensing, possessing or otherwise using illicit drugs.

At the point that this report is made to the police department regarding a student, the Vice President for Student Affairs will have the right to immediately suspend the student. During the period of suspension, a student is barred from classes and all other College privileges and activities and is not permitted access to Molloy’s campus for any reason. Within 5 working days of the report, the Judicial Committee will be convened as per the Student Handbook. It will not be the Committee’s responsibility to attempt to define guilt or innocence in a legal sense, but only to respond to the facts as presented in relation to the well being of the College and to the
student in that relationship.

The Committee may recommend one or more of the following to the Vice President for Student Affairs:

1. Continuation of the suspension for a specified period of time;
2. Attendance in a rehabilitation program;
3. Dismissal from the College, with or without the right to reapply after a specific period of time.

Students thus summoned shall be guaranteed:

1. Due process as set forth here within.
2. A review of the hearing and the penalties by the President of the College.

Failure of a student to respond to the judiciary summons may result in ejection from the campus and renders violators of this code open to penalties of suspension or expulsion from the College.

B. First Infraction - Alcohol

Illegal Possession, Consumption, Aiding or Abetting in the Purchase or Possession of Alcohol - will require a Disciplinary Warning. In addition, it will require one or more of the following:
1. a monetary fine of up to $50.00;
2. 10 volunteer hours;
3. counseling or referral by the Counseling Office.

C. Second Infraction - Alcohol

Illegal Possession, Consumption, Aiding or Abetting in the Purchase or Possession of Alcohol - will require a Disciplinary Warning. In addition, it will require one or more of the following:
1. a monetary fine of up to $50.00;
2. 20 volunteer hours;
3. counseling or referral by the Counseling Office.

D. Third or Subsequent Infraction - Alcohol

Illegal Possession, Consumption, Aiding or Abetting in the Purchase or Possession of Alcohol

1. will require a Disciplinary Action of up to one month. During the period of suspension, a student is excluded from classes and all other College privileges and activities. Further, the student must seek and attend counseling and rehabilitation as recommended by the Counseling Office.

Consideration for reinstatement is dependent upon proof of satisfactory completion of the recommended program.

2. Should the student continue to engage in prohibited conduct, a Disciplinary Dismissal may be required.

III. DRUG SCREENING

Molloy College asserts compliance with the policies of the clinical and field work areas in which the students gain learning experiences and of the National Collegiate Athletic Association (NCAA). Should these policies require drug screening; the students of Molloy College will comply with the required test at no cost to the College. Any student found to be positive for drugs as a result of that screening, will be subject to disciplinary action as stated in the individual department’s handbook or policies. A student who does not comply with the policies may be subject to disciplinary dismissal.

IV. GUESTS

Guests of students who are visiting the College campus or who are attending an event sponsored by Molloy College are also subject to this policy. Guests who violate this policy will be removed from campus or the event and/or reported to the local police department. The employee or student bringing the offending guest on campus or to the event may be found to be aiding or abetting the prohibited conduct.

DUE PROCESS PROCEDURE FOR STUDENT DISCIPLINE IN NON-ACADEMIC AREAS

(For fair resolve of student disciplinary matters on campus)

The President, who is Chief Executive Officer of the College, delegates the supervision of student conduct and discipline to the Vice President for Student Affairs.

Student Conduct

Students are expected to conduct themselves as responsible members of the Molloy Community and may be accountable to both civil authorities and to the College for acts which constitute violations of law and/or this code. Those students whose conduct demonstrates a disrespect for the law, the rights of others, or the health, welfare, and safety of members of the Molloy Community will be subject to disciplinary action by Molloy College if such conduct takes place on the Molloy College campus or in the course of a Molloy College sponsored or supervised activity on or off the Molloy College campus (herein collectively referred to as “the campus”). Students are also expected to be in attire appropriate to an academic environment.

Prohibited Conduct Subject to Disciplinary Action

1. Intentionally or recklessly conducting oneself in a manner which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with any normal College or College-sponsored activities and without authority or consent, limiting or restricting the freedom of a person to move about in a lawful manner on the campus.
2. Intentionally and substantially interfering with the freedom of expression of others on the campus.
3. Intentionally or recklessly threatening (by any means)
intimidating, coercing or using physical force in a manner which endangers the health or safety of another person on the campus, or which intentionally or recklessly causes reasonable apprehension of such physical or emotional harm.

4. Intentionally furnishing false information or record to a College official or office.

5. Failing to comply with the direction of College officials including campus Public Safety officials acting in the necessary and proper performance of their duties.

6. Failing to present proper College identification upon request by an authorized College official who has offered proper identification of her/his status.

7. Intentionally or recklessly interfering with or obstructing the normal operation of the College or a College-sponsored activity on or off the campus, including, but not limited to, studying, teaching, research, College Administration, or fire, police or emergency services.

8. Knowingly obstructing or interfering with the terms of any disciplinary sanctions imposed in accordance with the code or other College regulations or rules.

9. Using, possessing, storing or manufacturing without College authorization any weapon (the term weapon meaning any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to, all firearms, pellet guns, knives and chemicals such as “mace” or tear-gas) on the campus.

10. Intentionally initiating or causing to be initiated any false reports of a fire, explosion or other emergency on campus.

11. Hazing of any kind (refer to the Anti-Hazing Rule in the Student Handbook).

12. Theft of or damage to property of the College or of a member of the College community or campus visitor.

13. Knowingly and without consent or authorization, removing, using, misappropriating or selling the property of another person or of the College.

14. Intentionally or recklessly damaging or destroying the property owned or in the possession of others or of the College on the campus.

15. Unauthorized presence in, or the unauthorized using of Molloy College buildings or grounds, facilities or property.

16. Abusing or damaging College property by using it in a manner inconsistent with its obvious or designated purposes.

17. Forgery, unauthorized alerting of, or unauthorized using of any College property, document or instrument of identification.

18. Failing to comply with evacuation procedure.

19. Unauthorized using, possessing or distributing of any controlled or illegal drug on the campus.

20. Unauthorized using, consuming or possessing of alcoholic beverages, where prohibited by the College.

21. Unauthorized using or possessing of fireworks on the campus.

22. Theft or other abuse of computer time, including, but not limited to:
   A. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose;
   B. Unauthorized transfer of a file;
   C. Unauthorized use of another individual’s identification and password;
   D. Use of computing facilities to interfere with the work of another student, faculty member or College Official;
   E. Use of computing facilities to send obscene or abusive messages;
   F. Use of computing facilities to interfere with the normal operation of the College computing system.

Informal Procedure

All persons concerned should first make every effort to resolve the matter through informal consultation with the Vice President for Student Affairs to reach an acceptable solution short of the use of the formal procedure. When a student is charged with misconduct and chooses not to accept the discipline of the Vice President for Student Affairs, she/he may elect to initiate formal proceedings. The Vice President for Student Affairs may also elect to initiate formal proceedings in those situations serious enough to warrant the use of these formal channels for disciplinary action.

Rights of Students in Disciplinary Proceedings

For any disciplinary action for which sanctions may be imposed, the student shall have the right:

1. To be considered not responsible until found responsible, by evidence establishing that more likely than not the violation occurred.

2. To be informed of her/his rights.

3. To receive written, timely, and complete notice of the specific charges to be resolved.

4. To seek advice and/or counsel. If an attorney-at-law is chosen, this person may not participate directly in the proceedings.

5. To have fair disposition of all matters as promptly as possible under the circumstances.

6. To elect to have a private or public hearing.

7. To hold unaltered student status pending a final adjudication and disposition of all matters unless there are compelling reasons relating to the safety and well-being of members of the Molloy Community, or Molloy property, or compelling reasons to the student’s own physical or emotional safety or well-being.

8. To be informed of the maximum and minimum sanctions which may be imposed.

9. To be informed of the general nature of the evidence
to be presented.

10. To confront and question all parties and witness except when extraordinary circumstances make this impossible.

11. To present a factual defense through witnesses, personal testimony and other relevant evidence.

12. To suggest questions which might be put to witnesses.

13. To decline to testify against oneself.

14. To have only relevant evidence considered by the Judicial Board.

15. To be informed of all decisions within 14 days of the conclusion of the hearing.

16. To request an appeal of the disciplinary sanction of suspension from the Vice President for Student Affairs and to request an appeal of the disciplinary sanction of dismissal to the President of the College.

17. To be free from repeated disciplinary proceedings where the parties and issues are the same.

Formal Procedure

1. A complaint against a student may be filed with the Vice President for Student Affairs by any member of the Molloy College community for violation of the Student Code of Conduct.

2. The Vice President for Student Affairs gives written notification to the student of these charges and the general nature of the evidence to support these charges. The student must be notified within fourteen (14) days after the receipt of the formal notification to answer the charges in writing. She/He may choose to:

A. Waive her/his defense at a hearing before a Judicial Committee.

B. Withdraw from Molloy College.

C. Appear before the Judicial Committee.

3. Judicial Committee: The Judicial Committee shall be composed of three students chosen by the President of the Molloy Student Association, two faculty members chosen by the Faculty President and two administrators chosen by the College President. The Vice President for Student Affairs shall be the chairperson for the committee, but have no vote except in case of a tie. Members of the Committee are expected to be impartial, to seriously consider the facts of the case, and to avoid imposition of sanctions against any participants in the process. If the accused student chooses not to go before the Judicial Committee, this Committee will weigh the evidence and hand down a decision.

Formal Hearing

1. If the accused student chooses to appear before the Committee, she/he is entitled to be assisted in her/his defense by an advisor or counsel of her/his choice who may not participate directly in the proceeding.

2. The accused student has the right to have the hearing before the Judicial Committee. The accused student chooses whether the hearing is to be private or public.

3. At the hearing of the Judicial Committee, both the accused and the complainant may have the advisor or counsel of their choice present; however, the advisors or counsels may not participate directly in the proceedings.

4. It will be the policy of the College that a record of the hearing shall be taped.

5. Both accused and complainant have the right to cross-examine all witnesses, except for extra ordinary circumstances.

6. After the presentation of both the accused and complainant are completed, the Committee shall deliberate in private until a decision is reached.

7. When the decision has been reached, the hearing shall be reconvened and the decision announced.

8. The Committee can recommend that, based on insufficient evidence, the total case is dismissed.

9. If a decision is entered against the accused, the Committee shall recommend the imposition of disciplinary and restitutionary sanctions which may include:

A. Disciplinary Warning: a written statement from the Vice President for Student Affairs expressing disapproval of conduct. No record of this Disciplinary Warning shall be maintained in the student’s file.

B. Disciplinary Reprimand: a written statement from the Vice President for Student Affairs expressing disapproval of conduct. A record of this Disciplinary Reprimand shall be maintained by the Vice President for Student Affairs for the length of time a student attends Molloy College. This record may be introduced in subsequent disciplinary proceedings.

C. Disciplinary Probation: a conditional retention of student status for a specified period of time. During the probationary period, a student is excluded from participation in any extracurricular activities of the College and may not hold any appointed or elected position within the College community. A record of this Disciplinary Probation shall be maintained by the Vice President for Student Affairs.

D. Restitution: a written direction to replace, repair or make specific compensation for property of the College or another that was damaged, destroyed or misused; or to reimburse an individual for expenses or losses incurred as the result of the commission of an offense. A record of this direction to make restitution shall be maintained by the Vice President for Student Affairs for the length of time the student attends the College. This record may be introduced in subsequent disciplinary proceedings.

E. Loss of Privileges: denial of specified privileges (including use of computing facilities) for a designated period of time.
F. Disciplinary Suspension: a termination of registration as a student for a specified period of time. During the period of suspension, a student is excluded from classes and all other College privileges and activities. A record of this Disciplinary Suspension shall be maintained by the Vice President for Student Affairs for the length of time the student attends the College. This record may be introduced in subsequent disciplinary proceedings.

G. Disciplinary Dismissal: a termination of registration. If the student applies for readmission, she/he will not be allowed to return to the College. A permanent record of Disciplinary Dismissal shall be maintained by the Vice President for Student Affairs.

H. Substituted Sanction: a constructive and voluntary undertaking by a student which by agreement with the Judicial Committee, shall be substituted for the above sanctions. A record of this substituted sanction shall be maintained by the Vice President for Student Affairs for the length of time the student attends the College. If the substituted sanction is not satisfactorily completed, the Judicial Committee shall reinstate the original sanction.

Appeal

1. Students have the right to petition the President of the College for an appeal from a disciplinary sanction of the Judicial Committee resulting in dismissal from the College. The President will review the evidence as presented to her/him by the Judicial Committee and will make her/his decision after review of the case in question.

2. Students have the right to petition the Vice President for Student Affairs or his delegate for an appeal from a disciplinary sanction of the Judicial Committee resulting in the suspension from the College. The Vice President for Student Affairs will review the evidence as presented to her/him by the Judicial Committee and will make her/his decision after review of the case in question.

Disciplinary Dismissal/Disciplinary Suspension

Even in the absence of a student appeal, any sanction of Disciplinary Dismissal handed down by the Judicial Committee always requires administrative review and approval by the President of the College and may be altered, deferred or suspended by the President.

Even in the absence of a student appeal, any sanction of Disciplinary Suspension handed down by the Judicial Committee, always requires administrative review and approval by the Vice President for Student Affairs and may be altered, deferred or suspended by the Vice President for Student Affairs.

IMMUNIZATION REQUIREMENT

As mandated by New York State Public Health Law #2165 undergraduate, graduate, matriculated and non-matriculated students born on or after January 1, 1957 must submit documentation of immunization. The required immunizations include – Measles vaccine after their first birthday 2 doses 30 days apart, Mumps and Rubella or documentation of laboratory immunity to measles, mumps and rubella.

New York State Department of Health recommends two doses of MMR (Measles, mumps, rubella) for all students. Nursing students may require additional vaccinations.

In addition, New York State Law #2167 requires the college to distribute information concerning the meningitis vaccine and its availability to all the students, graduate and undergraduate. Written acknowledgement of receiving the meningitis information must be presented prior to registration.

Molloy College Health Services recommends a complete physical, PPD (tuberculin test), updated diphtheria booster (within the last ten years) for all new students.

PUBLICITY POLICY

Twenty-five notices, flyers or 6 posters may be posted in College buildings subject to the following conditions:

1. Flyers or notices must not exceed 8.5 x 11”. Posters must not exceed 22 x 30”. Banners of any size MUST be approved by the Vice President for Student Affairs Office.

2. All items to be posted must be approved by the Vice President for Student Affairs Office and bear the stamp of said office.

3. All items may be posted for a maximum of 2 weeks.

4. Using masking tape ONLY, items may be posted:

   In Wilbur Arts Center - M.S.A. board on the first floor hallway, other bulletin boards with permission of department head.

   In Kellenberg Hall - M.S.A. bulletin boards. Other bulletin boards with permission of department head.

   Casey Center - Bulletin boards with permission of department head.

   Case in Parking Lot “A” - ONE poster with special permission of the Vice President for Student Affairs Office.

5. Items may NOT be posted on glass surfaces or other areas not specified in #4 above.

6. Individuals or groups not a part of the Molloy College community who wish to distribute literature and/or posters may do so by leaving them with the Vice President for Student Affairs Office.

Failure to follow these procedures will result in the publicity material being removed and discarded.

POLICY STATEMENT ON SEXUAL ASSAULT

Molloy College Sexual Misconduct Policy

I. Introduction
Molloy is committed to a learning, working and living environment where all members of the community feel safe and respected. Acts of sexual harassment are serious violations of our policies and our values. This policy aims to ensure that all members of the Molloy community can study and work together without being subjected to sexually inappropriate behavior.

In this policy, the term “Molloy community” is used to refer to faculty, staff, students and others affiliated with the College by reason of employment or education. Despite the gendered nature of its language, this policy is inclusive of all members of the Molloy community.

The purpose of this policy is twofold: first, to establish clear procedures for the handling of sexual misconduct and sexual harassment allegations, and second, to educate the College community with respect to the limits of acceptable conduct. By educating students about Molloy’s expectations, this policy aims to prevent sexual misconduct and sexual harassment from occurring.

An underlying premise of this distinction between acceptable and unacceptable conduct is the notion of mutual respect and clear consent. It is important to realize that the use of alcohol or drugs can blur the distinction between consent and coercion. However, being under the influence of alcohol or drugs is not a defense to an allegation of sexual misconduct or sexual harassment.

Any community member who believes that he or she has been the victim of sexual misconduct or has experienced sexual harassment is encouraged to report it immediately. The College has designated the following individuals to receive complaints of sexual harassment and sexual misconduct:

- The College Title IX Coordinator, Lisa Miller, 323-3046
- Deputy Title IX Coordinators: Brendan Caputo 323-4021, Michael Grasso, 323-3602, Janine McElroy, 323-3458, Mary Jane Reilly, 323-3023,
- Public Safety 323-3500

This policy explains Molloy’s approach to investigating, adjudicating and disciplining acts of sexual misconduct and sexual harassment. Many acts of sexual misconduct or sexual harassment are also crimes. Molloy strongly encourages the reporting of such incidents to our Public Safety Office by dialing 11. Public Safety will assist a student in reporting an incident to the police if the student so requests. The criminal process is separate and distinct from this policy. The fact that a criminal complaint has been filed, prosecuted or dismissed will not prevent Molloy from pursuing disciplinary action.

The College has appointed several faculty, staff and administrators to serve on the College Harassment Advocacy Panel who are available to consult with any community members regarding the definition of sexual misconduct or sexual harassment as well as the College’s procedures and options available for addressing situations of concern. A list of current Harassment Advocacy panel members and contact information can be found on the College website.

II. On Campus and Off-Campus Behavior

This policy applies to conduct that occurs on any part of Molloy’s campus or property. It also applies when students travel off-campus as part of a College activity, team, organization or event. Additionally, Molloy has the discretion to discipline student behavior that occurs off-campus, and/or during a time when the College is not in session. In making these determinations, the Vice President for Student Affairs in conjunction with the Title IX Coordinator considers whether the behavior impacts the campus environment (as would be the case, for example, if one student sexually assaults another student in an off-campus apartment or overseas during a semester abroad, or if a student sends another student lewd and threatening sexual emails while at home during the semester break). In understanding this aspect of Molloy’s expectations for student behavior, it may be helpful to think of student status as “portable” and therefore operative even when students are not on Molloy’s campus or property.

III. Timeframe for Making a Complaint

While there is no time limit for bringing forward a complaint, the passage of time may make an incident difficult or even impossible to investigate fairly or fully and to adjudicate. Therefore, students are encouraged to make a complaint as soon as possible after the incident has occurred. Although not an ideal situation given the passage of time, a former student may make a complaint against a current student. However, the reverse is not true: the complaint of a current student against a former student is not subject to adjudication pursuant to this policy. Nevertheless, Molloy officials will help the complaining student to report the allegations to the appropriate off-campus authorities.

IV. Sexual Misconduct Offenses Include, but are not limited to: 
Types of Sexual Harassment include:
Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence, intimate partner violence, stalking; gender based bullying.

Quid pro quo sexual harassment exists when there are:
• unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and when
• the submission to or rejection of such conduct could result in adverse educational or employment action(s).

Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

Examples of Harassment:
• A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether or not the student accedes to the request.
• A student repeatedly sends sexually oriented jokes through social media, even when asked to stop, causing one recipient to avoid the sender.
• Explicit sexual pictures are displayed in a professor’s office, on the exterior of a residence hall door or on a computer monitor in a public space.
• Two supervisors frequently “rate” several employee’s bodies and sex appeal, commenting suggestively about their clothing and appearance.
• A professor engages students in discussions in class about their past sexual experiences, yet the conversations not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
• An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend turning him into a social pariah on campus.

Non-Consensual Sexual Contact is
• any intentional sexual touching,
• however slight,
• with any object,
• by a man or a woman upon a man or a woman
• that is without consent and/or by force.

Non-Consensual Sexual Intercourse is
• any sexual intercourse
• however slight,
• with any object,
• by a man or woman upon a man or woman
• that is without consent and/or by force.

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to.
• Invasion of sexual privacy
• Non-consensual video or audio-taping of sexual activity
• Engaging in voyeurism
• Knowingly transmitting an STD to another individual
• Sexually based stalking and/or bullying may also be forms of sexual exploitation.

VI. Additional Applicable Definitions

Consent is permission, freely given by word or action, by all participants to an activity. Since individuals may experience the same interaction in different ways, it is
the responsibility of all parties to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be an expression in words or actions that the other individual consented to that particular sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or drugs. A student who engages in sexual activity when the student knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the student accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In New York State, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact with a person less than 17 years old is a crime as well as a violation of this policy even if the minor wanted to engage in the sexual act.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion that overcome resistance or produce consent.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand “the who, why or how” of their sexual encounter).

VII. Other Misconduct Offenses (when gender based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

VIII. Sanctions

A determination as to whether harassment occurred depends on the totality of the circumstances, such as the severity of a particular incident, the context in which it occurred, whether the conduct was repeated, whether the conduct was verbal or physical, and whether it was threatening or merely annoying. For purposes of federal and state law, harassment has occurred if a reasonable person would have found the behavior offensive and his or her living, learning or working environment would be impaired as a result of the conduct. However, Molloy reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of harassment as defined by federal or state law.

In assessing a disciplinary penalty, the seriousness of the sexual harassment incident will be evaluated.

• Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
• Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
• Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus code violations.*
• The conduct body reserves the fight to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing nor any appeals body will deviate from the range of recommended sanctions unless compelling justification exists to do so.

IX. Definition of Retaliation

Victims have the right to report sexual harassment and sexual misconduct without fear of retaliation. Retaliation includes threats, intimidation, or reprisals. For example, it would be retaliatory to intimidate a witness or to shun a person from a student organization in retribution for the person’s having made a complaint of sexual harassment or sexual misconduct.

Molloy strictly prohibits retaliation by any student against a person who makes a report or sexual harassment or sexual misconduct, assists someone with a report, or participates in any aspect of the investigation or resolution of a report.

Acts of retaliation by students are subject to the standard disciplinary procedure set forth in the Due Process Procedure for Student Discipline in Non-Academic Areas and in certain cases, may result in suspension. Acts of retaliation by other members of the community, such as faculty or staff, are subject to sanction as set forth in the College's Anti-Harassment Policy and Procedures.

X. Confidentiality

Molloy understands that a student who has been the victim of sexual misconduct or sexual harassment may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Personal Counseling Services, the Campus Ministry's Office, and College Health Services. Students are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with the College or result in action being taken by the College to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described below.

A victim can seek advice from certain resources who are not required to share private, personally identifiable information unless there is cause for fear for the victim’s safety, or the safety of others. These are individuals who the College has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as office staff, adjunct faculty and others. These individuals have been instructed to share incident reports with their supervisors, but not to share any personally identifiable information about the report unless authorized by the complainant, except in the rare event that the incident reveals a need to protect the victim or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect the complainants' privacy.

Molloy College has designated the following groups of employees as “Responsible Employees”: The College President, Vice Presidents, Deans, Assistant and Associate Deans, employees with supervisory responsibility, employees of the student affairs offices, public safety department and athletics as well as all full time faculty and their administrative staff. If you are unsure of someone’s duties and ability to maintain an individual’s privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

The College endeavors to respect and follow the wishes of an individual who brings forward a sexual misconduct or sexual harassment concern. However, students should understand that Molloy may have ethical and legal obligations to investigate, attempt to resolve or adjudicate incidents of sexual misconduct or sexual harassment that come to its attention. Therefore, depending on the circumstances, it may not be possible for a conversation with Public Safety personnel, the
XI. Reporting Procedures & The Complaint Process

An individual who feels that he or she has been the victim of sexual harassment or sexual misconduct may consult a member of the Harassment Advocacy Panel or go directly to the Title IX Coordinator or Deputy Coordinators to make a report of an incident.

Members of the Advocacy Panel do not make a determination as to the nature of the incident being reported, but can:
• clarify the definitions of harassment and discuss how these definitions may or may not pertain in the circumstances described by the complainant;
• discuss with the complainant whether counseling should be considered based upon the circumstances;
• where appropriate, assist the complainant in filing a formal, written complaint regarding the harassment;
• facilitate the filing of the complaint with the appropriate party;

Complainants have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Witnesses are expected to cooperate fully with an investigation and share their knowledge of any incident in a truthful and honest manner. If a case involves underage drinking, the College shall not charge the following individuals with a violation of the University’s alcohol policy: the victim, the witnesses, and other individuals reporting, in good faith, incidents and/or assisting victims of sexual misconduct.

Informal Resolution Procedures

Informal procedures are designed to assist the parties to reach a mutually agreeable resolution. An individual wishing to employ informal procedures in the resolution of a complaint will meet with the Title IX Coordinator or designee, who will explain the process and options available to the student.

(i) Mediation

Mediation sessions will be held only if the complaining party and the accused party both agree to mediate and if the Title IX Coordinator determines that mediation is appropriate under the circumstances. The Vice President for Student Affairs will act as mediator or will designate another person to act as mediator. The goal of mediation is to facilitate the parties’ discussions with each other such that a mutually acceptable resolution can be reached. At any point in the process or if no mutual resolution is reached, the complaining party may move the complaint to the formal adjudication process described below.

(ii) Contractual Agreement

In certain situations, a formal understanding is reached between the parties. This agreement is formalized in writing and is subject to approval by the Vice President for Student Affairs or his or her designee. The terms may include a pledge that the parties will have no further contact with each other, known as a “No Contact Agreement.” Once a student has signed a contractual agreement, it may not be revoked, and the terms may not be appealed. A student's failure to adhere to any term of the agreement may result in referral to the Due Process Procedure for Student Discipline in Non-Academic Areas.

Formal Adjudication Procedure

Formal procedures are designed to determine the merits of the allegations through adjudication and, where appropriate, to determine a disciplinary consequence for the accused student.

(i) Formal Statement

An individual wishing to have a complaint formally adjudicated will be asked to give a statement of complaint to the Title IX Coordinator, Deputy Coordinator or Investigator. The complaint should be as specific as possible and the report of the complaint should be signed and dated by the complainant. The grievance should clearly describe the alleged incident(s), when and where they occurred and the desired remedy sought. Any supporting documentation should be included. The Title IX Coordinator will forward the statement to a trained investigator to meet with the complaining student and explain the process.
(ii) Investigation

The investigator will then take the following steps:

- In coordination with the campus Title IX Coordinator and Deputies, initiate any necessary remedial actions;
- Determine the identity and contact information of the complainant;
- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
  - If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
- Meet with the complainant to finalize the complaint and
  - Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
  - Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
  - Prepare a complete report of the investigation and findings for the Title IX Coordinator and Vice President for Student Affairs.

The Title IX Coordinator will:

- Share the findings and update the complainant on the status of the investigation and the outcome;
- Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings

(iii) Possible Outcomes of the Complaint Process

1. If the report finds that further adjudication is not warranted, the Title IX Coordinator will consult with the Vice President for Student Affairs. If the Vice President concurs, the complaint will be dismissed and the investigation will be closed.

2. When the accused individual accepts the findings that he or she violated College policy, the Vice President for Student Affairs will impose appropriate sanctions for the violation in consultation with the Title IX Coordinator. The College will act to end the discrimination, prevent its recurrence and mitigate its effects on the victim and larger College community.

3. In the event that the accused individual rejects the findings in part or entirety, the Vice President for Student Affairs will convene a hearing to determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing the findings will be admitted and the investigator may give evidence. The hearing will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil rights of all participants. The Vice President for Student Affairs has final decision making authority with regard to formal complaints, subject to appeal. Where an accused individual is found in violation, the Vice President will impose appropriate sanctions for the violation in consultation with the Title IX Coordinator. The College will act to end the discrimination, prevent its recurrence and mitigate its effects on the victim and larger College community.

(iv) Time Frame and Grounds for Filing an Appeal Request:

In the event that an accused individual accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Vice President for Student Affairs can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.

All sanctions imposed will be in effect during the appeal. A request may be made to the Title IX Coordinator for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Vice President for Student Affairs
may be appealed in a written petition within 3 business days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Title IX Coordinator. The Title IX Coordinator will share the appeal with the other party. All appeals and responses are then reviewed to determine if the appeal meets the grounds for appeal and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded to a trained panel of for their consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.;
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

XII. Statement of Rights

STATEMENT OF THE RIGHTS OF THE ALLEGED VICTIM

• The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;

• The right to be treated with respect by college officials;

• The right not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities;

• The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;

• The right to be informed by college officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;

• The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;

• The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  --Arranging to dissolve a housing contract and pro-rating a refund;
  --Exam (paper, assignment) rescheduling;
  --Taking an incomplete in a class;
  --Transferring class sections;
  --Temporary withdrawal;
  --Alternative course completion options.

• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;

• The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);

• The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;

• The right not to be questioned by the alleged harasser or to be required to question the alleged harasser.

• The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution;

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;

• The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
• The right to preservation of privacy, to the extent possible and allowed by law;

• The right to a hearing closed to the public;

• The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;

• The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;

• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;

• The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;

• The right to be present for all testimony given and evidence presented before the conduct body;

• The right to have complaints heard by conduct and appeals officers who have received periodic sexual misconduct training;

• The right to have College policies and procedures followed without material deviation;

• The right to be informed in advance of any public release of information regarding the complaint;

• The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

STATEMENT OF THE ACCUSED STUDENT’S RIGHTS

• The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators against the accused student;

• The right to be treated with respect by College officials;

• The right to be informed of and have access to campus resources for medical, counseling, and advisory services;

• The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;

• The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;

• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;

• The right to make an impact statement for the campus conduct proceeding and to have that statement considered by the board in determining its sanction;

• The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution;

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;

• The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

• The right to a hearing closed to the public;

• The right to petition that any member of the conduct body be removed on the basis of bias;

• The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;

• The right to have College policies and procedures followed without material deviation;

• The right to have an advisor or advocate to accompany and assist in the campus investigation and hearing process. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;

• The right to a fundamentally fair hearing, as defined in these procedures;

• The right to a campus conduct outcome based solely on evidence presented during the conduct process.
Such evidence shall be credible, relevant, based in fact, and without prejudice;

• The right to written notice of the outcome and sanction of the hearing;

• The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Molloy College Sexual Misconduct Policy

I. Introduction

Molloy is committed to a learning, working and living environment where all members of the community feel safe and respected. Acts of sexual harassment are serious violations of our policies and our values. This policy aims to ensure that all members of the Molloy community can study and work together without being subjected to sexually inappropriate behavior.

In this policy, the term “Molloy community” is used to refer to faculty, staff, students and others affiliated with the College by reason of employment or education. Despite the gendered nature of its language, this policy is inclusive of all members of the Molloy community.

The purpose of this policy is twofold: first, to establish clear procedures for the handling of sexual misconduct and sexual harassment allegations, and second, to educate the College community with respect to the limits of acceptable conduct. By educating students about Molloy’s expectations, this policy aims to prevent sexual misconduct and sexual harassment from occurring.

An underlying premise of this distinction between acceptable and unacceptable conduct is the notion of mutual respect and clear consent. It is important to realize that the use of alcohol or drugs can blur the distinction between consent and coercion. However, being under the influence of alcohol or drugs is not a defense to an allegation of sexual misconduct or sexual harassment.

Any community member who believes that he or she has been the victim of sexual misconduct or has experienced sexual harassment is encouraged to report it immediately. The College has designated the following individuals to receive complaints of sexual harassment and sexual misconduct:

• The College Title IX Coordinator, Lisa Miller, 323-3046
• Deputy Title IX Coordinators: Brendan Caputo 323-4021, Michael Grasso, 323-3602, Janine McElroy, 323-3458, Mary Jane Reilly, 323-3023,
• Public Safety 323-3500

This policy explains Molloy’s approach to investigating, adjudicating and disciplining acts of sexual misconduct and sexual harassment. Many acts of sexual misconduct or sexual harassment are also crimes. Molloy strongly encourages the reporting of such incidents to our Public Safety Office by dialing 11. Public Safety will assist a student in reporting an incident to the police if the student so requests. The criminal process is separate and distinct from this policy. The fact that a criminal complaint has been filed, prosecuted or dismissed will not prevent Molloy from pursuing disciplinary action.

The College has appointed several faculty, staff and administrators to serve on the College Harassment Advocacy Panel who are available to consult with any community members regarding the definition of sexual misconduct or sexual harassment as well as the College’s procedures and options available for addressing situations of concern. A list of current Harassment Advocacy panel members and contact information can be found on the College website.

II. On Campus and Off-Campus Behavior

This policy applies to conduct that occurs on any part of Molloy’s campus or property. It also applies when students travel off-campus as part of a College activity, team, organization or event. Additionally, Molloy has the discretion to discipline student behavior that occurs off-campus, and/or during a time when the College is not in session. In making these determinations, the Vice President for Student Affairs in conjunction with the Title IX Coordinator considers whether the behavior impacts the campus environment (as would be the case, for example, if one student sexually assaults another student in an off-campus apartment or overseas during a semester abroad, or if a student sends another student lewd and threatening sexual emails while at home during the semester break). In understanding this aspect of Molloy’s expectations for student behavior, it may be helpful to think of student status as “portable” and therefore operative even when students are not on Molloy’s campus or property.

III. Timeframe for Making a Complaint

While there is no time limit for bringing forward a complaint, the passage of time may make an incident
difficult or even impossible to investigate fairly or fully and to adjudicate. Therefore, students are encouraged to make a complaint as soon as possible after the incident has occurred. Although not an ideal situation given the passage of time, a former student may make a complaint against a current student. However, the reverse is not true: the complaint of a current student against a former student is not subject to adjudication pursuant to this policy. Nevertheless, Molloy officials will help the complaining student to report the allegations to the appropriate off-campus authorities.

IV. Sexual Misconduct Offenses Include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

Sexual Harassment: Federal and state laws prohibit sexual harassment. These laws include Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and the New York State Human Rights Law. It is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. This policy prohibits conduct that would violate the above mentioned laws. However, as a supportive and collegial community, Molloy also prohibits student behavior that sexually demeans or humiliates other community members as described below, even if the conduct does not violate the law.

Types of Sexual Harassment include:

Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence, intimate partner violence, stalking; gender based bullying.

Quid pro quo sexual harassment exists when there are:

• unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and when
• the submission to or rejection of such conduct could result in adverse educational or employment action(s).

Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

Examples of Harassment:

• A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether or not the student accedes to the request.
• A student repeatedly sends sexually oriented jokes through social media, even when asked to stop, causing one recipient to avoid the sender.
• Explicit sexual pictures are displayed in a professor’s office, on the exterior of a residence hall door or on a computer monitor in a public space.
• Two supervisors frequently “rate” several employee’s bodies and sex appeal, commenting suggestively about their clothing and appearance.
• A professor engages students in discussions in class about their past sexual experiences, yet the conversations not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
• An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend turning him into a social pariah on campus.

Non-Consensual Sexual Contact is

• any intentional sexual touching,
• however slight,
• with any object,
• by a man or a woman upon a man or a woman,
• that is without consent and/or by force.

Non-Consensual Sexual Intercourse is

• any sexual intercourse
• however slight,
• with any object,
• by a man or woman upon a man or woman
• that is without consent and/or by force.

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to.
• Invasion of sexual privacy
• Non-consensual video or audio-taping of sexual activity
• Engaging in voyeurism
• Knowingly transmitting an STD to another individual
• Sexually based stalking and/or bullying may also be forms of sexual exploitation.

VI. Additional Applicable Definitions

Consent is permission, freely given by word or action, by all participants to an activity. Since individuals may experience the same interaction in different ways, it is the responsibility of all parties to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be an expression in words or actions that the other individual consented to that particular sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or drugs. A student who engages in sexual activity when the student knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the student accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In New York State, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact with a person less than 17 years old is a crime as well as a violation of this policy even if the minor wanted to engage in the sexual act.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion that overcome resistance or produce consent.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand “the who, why or how” of their sexual encounter).

VII. Other Misconduct Offenses (when gender based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

VIII. Sanctions

A determination as to whether harassment occurred depends on the totality of the circumstances, such as the severity of a particular incident, the context in which it occurred, whether the conduct was repeated, whether the conduct was verbal or physical, and whether it was threatening or merely annoying. For purposes of federal and state law, harassment has occurred if a reasonable person would have found the behavior offensive and his
or her living, learning or working environment would be impaired as a result of the conduct. However, Molloy reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of harassment as defined by federal or state law.

In assessing a disciplinary penalty, the seriousness of the sexual harassment incident will be evaluated.

- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus code violations.*
- The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing nor any appeals body will deviate from the range of recommended sanctions unless compelling justification exists to do so.

IX. Definition of Retaliation

Victims have the right to report sexual harassment and sexual misconduct without fear of retaliation. Retaliation includes threats, intimidation, or reprisals. For example, it would be retaliatory to intimidate a witness or to shun a person from a student organization in retribution for the person’s having made a complaint of sexual harassment or sexual misconduct.

Molloy strictly prohibits retaliation by any student against a person who makes a report or sexual harassment or sexual misconduct, assists someone with a report, or participates in any aspect of the investigation or resolution of a report.

Acts of retaliation by students are subject to the standard disciplinary procedure set forth in the Due Process Procedure for Student Discipline in Non-Academic Areas and in certain cases, may result in suspension. Acts of retaliation by other members of the community, such as faculty or staff, are subject to sanction as set forth in the College’s Anti-Harassment Policy and Procedures.

X. Confidentiality

Molloy understands that a student who has been the victim of sexual misconduct or sexual harassment may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Personal Counseling Services, the Campus Ministry’s Office, and College Health Services. Students are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with the College or result in action being taken by the College to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described below.

A victim can seek advice from certain resources who are not required to share private, personally identifiable information unless there is cause for fear for the victim’s safety, or the safety of others. These are individuals who the College has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as office staff, adjunct faculty and others. These individuals have been instructed to share incident reports with their supervisors, but not to share any personally identifiable information about the report unless authorized by the complainant, except in the rare event that the incident reveals a need to protect the victim or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect the complainants’ privacy.

Molloy College has designated the following groups of employees as “Responsible Employees”: The College President, Vice Presidents, Deans, Assistant and Associate Deans, employees with supervisory responsibility, employees of the student affairs offices, public safety
department and athletics as well as all full time faculty and their administrative staff. If you are unsure of someone’s duties and ability to maintain an individual’s privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

The College endeavors to respect and follow the wishes of an individual who brings forward a sexual misconduct or sexual harassment concern. However, students should understand that Molloy may have ethical and legal obligations to investigate, attempt to resolve or adjudicate incidents of sexual misconduct or sexual harassment that come to its attention. Therefore, depending on the circumstances, it may not be possible for a conversation with Public Safety personnel, the College Title IX Coordinator, or other administrators to be kept in confidence always or, said another way, for these individuals simply to listen without taking action.

XI. Reporting Procedures & The Complaint Process

An individual who feels that he or she has been the victim of sexual harassment or sexual misconduct may consult a member of the Harassment Advocacy Panel or go directly to the Title IX Coordinator or Deputy Coordinators to make a report of an incident.

Members of the Advocacy Panel do not make a determination as to the nature of the incident being reported, but can:
• clarify the definitions of harassment and discuss how these definitions may or may not pertain in the circumstances described by the complainant;
• discuss with the complainant whether counseling should be considered based upon the circumstances;
• where appropriate, assist the complainant in filing a formal, written complaint regarding the harassment;
• facilitate the filing of the complaint with the appropriate party;

Complainants have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Witnesses are expected to cooperate fully with an investigation and share their knowledge of any incident in a truthful and honest manner. If a case involves underage drinking, the College shall not charge the following individuals with a violation of the University’s alcohol policy: the victim, the witnesses, and other individuals reporting, in good faith, incidents and/or assisting victims of sexual misconduct. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

The College offers both informal and formal resolution options. Generally, the College seeks to follow the complaining party’s wishes as to which procedure to pursue. However, there may be situations in which, due to the nature of the allegations, informal resolution is inappropriate. This decision will be based on factors such as the egregiousness of the allegations, whether the accused student is a repeat offender, or whether there is otherwise reason to believe that the safety or interests of the campus community demand adjudication. In those instances, the College will apply the formal procedure only.

Informal Resolution Procedures
Informal procedures are designed to assist the parties to reach a mutually agreeable resolution. An individual wishing to employ informal procedures in the resolution of a complaint will meet with the Title IX Coordinator or designee, who will explain the process and options available to the student.

(i) Mediation
Mediation sessions will be held only if the complaining party and the accused party both agree to mediate and if the Title IX Coordinator determines that mediation is appropriate under the circumstances. The Vice President for Student Affairs will act as mediator or will designate another person to act as mediator. The goal of mediation is to facilitate the parties’ discussions with each other such that a mutually acceptable resolution can be reached. At any point in the process or if no mutual resolution is reached, the complaining party may move the complaint to the formal adjudication process described below.

(ii) Contractual Agreement
In certain situations, a formal understanding is reached between the parties. This agreement is formalized in writing and is subject to approval by the Vice President for Student Affairs or his or her designee. The terms may include a pledge that the parties will have no further contact with each other, known as a “No Contact Agreement.” Once a student has signed a contractual agreement, it may not be revoked, and the terms may not be appealed. A student’s failure to adhere to any term of the agreement may result in referral to the Due Process Procedure for Student Discipline in Non-Academic Areas.

Formal Adjudication Procedure
Formal procedures are designed to determine the merits
of the allegations through adjudication and, where appropriate, to determine a disciplinary consequence for the accused student.

(i) Formal Statement
An individual wishing to have a complaint formally adjudicated will be asked to give a statement of complaint to the Title IX Coordinator, Deputy Coordinator or Investigator. The complaint should be as specific as possible and the report of the complaint should be signed and dated by the complainant. The grievance should clearly describe the alleged incident(s), when and where they occurred and the desired remedy sought. Any supporting documentation should be included. The Title IX Coordinator will forward the statement to a trained investigator to meet with the complaining student and explain the process.

(ii) Investigation
The investigator will then take the following steps:

- In coordination with the campus Title IX Coordinator and Deputies, initiate any necessary remedial actions;
- Determine the identity and contact information of the complainant;
- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
- If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
- Meet with the complainant to finalize the complaint and
- Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Prepare a complete report of the investigation and findings for the Title IX Coordinator and Vice President for Student Affairs.

The Title IX Coordinator will:
- Share the findings and update the complainant on the status of the investigation and the outcome;
- Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings.

(iii) Possible Outcomes of the Complaint Process

1. If the report finds that further adjudication is not warranted, the Title IX Coordinator will consult with the Vice President for Student Affairs. If the Vice President concurs, the complaint will be dismissed and the investigation will be closed.

2. When the accused individual accepts the findings that he or she violated College policy, the Vice President for Student Affairs will impose appropriate sanctions for the violation in consultation with the Title IX Coordinator. The College will act to end the discrimination, prevent its recurrence and mitigate its effects on the victim and larger College community.

3. In the event that the accused individual rejects the findings in part or entirety, the Vice President for Student Affairs will convene a hearing to determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing the findings will be admitted and the investigator may give evidence. The hearing will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil rights of all participants. The Vice President for Student Affairs has final decision making authority with regard to formal complaints, subject to appeal. Where an accused individual is found in violation, the Vice President will impose appropriate sanctions for the violation in consultation with the Title IX Coordinator. The College will act to end the discrimination, prevent its recurrence and mitigate its effects on the victim and larger College community.

(iv) Time Frame and Grounds for Filing an Appeal Request:

In the event that an accused individual accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Vice President for Student Affairs can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.
All sanctions imposed will be in effect during the appeal. A request may be made to the Title IX Coordinator for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Vice President for Student Affairs may be appealed in a written petition within 3 business days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Title IX Coordinator. The Title IX Coordinator will share the appeal with the other party. All appeals and responses are then reviewed to determine if the appeal meets the grounds for appeal and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded to a trained panel of for their consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

XII. Statement of Rights

STATEMENT OF THE RIGHTS OF THE ALLEGED VICTIM

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators;
- The right to be treated with respect by college officials;
- The right not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  --Arranging to dissolve a housing contract and pro-rating a refund;
  --Exam (paper, assignment) rescheduling;
  --Taking an incomplete in a class;
  --Transferring class sections;
  --Temporary withdrawal;
  --Alternative course completion options.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
- The right not to be questioned by the alleged harasser or to be required to question the alleged harasser.
• The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution;

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;

• The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

• The right to preservation of privacy, to the extent possible and allowed by law;

• The right to a hearing closed to the public;

• The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;

• The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;

• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;

• The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;

• The right to be present for all testimony given and evidence presented before the conduct body;

• The right to have complaints heard by conduct and appeals officers who have received periodic sexual misconduct training;

• The right to have College policies and procedures followed without material deviation;

• The right to be informed in advance of any public release of information regarding the complaint;

• The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

STATEMENT OF THE ACCUSED STUDENT’S RIGHTS

• The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators against the accused student;

• The right to be treated with respect by College officials;

• The right to be informed of and have access to campus resources for medical, counseling, and advisory services;

• The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;

• The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;

• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;

• The right to make an impact statement for the campus conduct proceeding and to have that statement considered by the board in determining its sanction;

• The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution;

• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;

• The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

• The right to a hearing closed to the public;

• The right to petition that any member of the conduct body be removed on the basis of bias;

• The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
The right to have College policies and procedures followed without material deviation;

The right to have an advisor or advocate to accompany and assist in the campus investigation and hearing process. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;

The right to a fundamentally fair hearing, as defined in these procedures;

The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;

The right to written notice of the outcome and sanction of the hearing;

The right to be informed in advance, when possible, of any public release of information regarding the complaint.

ANTI-HAZING RULE

In 1969, pursuant to Section 6450 of the Education law, the Board of Trustees adopted and promulgated rules and regulations governing public order on campus and other College property of Molloy College. The New York State Legislature in 1980 adopted an amendment to Section 6450 to prohibit dangerous activity conducted for the purpose of initiation into or affiliation with any campus club or organization. In recognition of that amendment, the Board of Trustees adopts the following rule and regulation (to be called the Anti-Hazing Rule). All clubs, teams and organizations must abide by the following Anti-Hazing Rule:

1. No student, faculty or staff member, visitor, licensee, invitee or group organization of such persons on or off the campus of Molloy College at Rockville Centre, New York, and on any other College property used for educational purposes (collectively called campus), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation of entering into an affiliation of any group or organization.

2. It shall be a condition of any College approval, or the continuation of approval for the operation of any group or organization on the campus that the Anti-Hazing Rule shall be deemed included in the Charter and By-Laws of all groups or organizations now, or hereafter, operating on the campus. A statement acknowledging the inclusion of such prohibited conduct in its Charter and By-Laws shall be filed with the Office of Student Affairs by all groups or organizations operating on the Campus. With respect to presently approved organizations operating on the Campus, such a statement shall be filed within 30 days of the first publication of the Anti-Hazing Rule in the Molloy College FORUM newspaper, and thereafter within the 30 days of commencement of each academic year.

A failure to comply with the filing of such statement shall result in the denial of College approval and the right to operate on the campus of such group or organization or the rescission of any prior approval and right to operate on the campus, as the case may be.

3. The Anti-Hazing rule shall be included in Faculty, Staff, and Student Handbooks. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of the Anti-Hazing Rule shall be as follows:

A. For individual students, faculty or staff members, violation may result in suspension, expulsion or other disciplinary action.

B. For visitors, licensees or invitees, violations will result in ejection from the campus.

C. For any group or organization, the violation will result in the rescission of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus as the case may be.

D. The disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule shall be those contained in the “Due Process Procedure for Student Discipline in Non-Academic Areas.”

RECORDING MEETINGS

In order to foster an environment which encourages and supports the full and free expression of information, ideas and opinions between student, faculty and administration of the College, the student, faculty and administration hereby agree that they will not record in any manner or by any means conversations, meetings, class lectures, or any communication without the explicit consent of all participants. The undersigned understands and acknowledges that this is a critical commitment to the collegiate experience at Molloy and any violation may become the subject of a disciplinary action.

HOW STUDENTS CAN SECURE help IN NON-ACADEMIC AREAS AT MOLLOY COLLEGE

1. Contact the Vice President for Student Affairs at (516) 323-3457 for all non-academic concerns.

2. Contact the Director of Campus Life (516) 323-3458 for any administrative (non-academic) issues or problems during your first year.
3. A student with health problems can receive advice and assistance from the Health Services Office located in K310.
4. A student in need of Mental Health services can receive free confidential counseling from the Personal Counseling Service Office located in K003A (516) 323-3465.

**PUBLIC SAFETY REPORT**
MOLLOY COLLEGE – MAIN CAMPUS AND SATELLITE CAMPUS
Total Occurrences On Campus
Criminal Offense 09 10 11
a) Murder/Non-negligent manslaughter 0 0 0
b) Negligent manslaughter 0 0 0
c) Sex offenses – Forcible 0 0 0
d) Sex offenses – Non-forcible 0 0 0
e) Robbery 0 0 0
f) Aggravated assault 0 0 0
g) Burglary 0 0 1
h) Motor vehicle theft 0 0 1
i) Arson 0 0 0
j) Arrests 0 0 0
k)Referrals for Disciplinary Action 0 0 0
l) Hate Crimes 0 0 0

**BIAS-RELATED CRIME PREVENTION INFORMATION**
Bias-related incidents are defined as behavior which constitutes an expression of hostility against the person or property of another because of the person’s age, race, creed, gender, disability, marital status, and sexual orientation.
As of August 14, 2008, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime was amended to include new reportable hate crimes. These crimes are: Assault, Menacing, Aggravated Harassment, Harassment, Grand Larceny, Petit Larceny, and Criminal Mischief. These new reporting categories are only reported if motivated by bias as determined by the bias categories listed above.
If you are a victim of, or witness a hate/bias incident, please notify the Department of Public Safety immediately at ext. 6276 or dial 11 from any campus emergency phone.

**EMERGENCY PHONE CALLS**
In case of emergency ONLY, the concerned party should call the Office of Student Affairs at 516-323-3461 for possible contact of the student. For other campus-related emergencies, contact Public Safety at ext. 11.

**EVACUATION PROCEDURES**
Upon activation of the fire alarm, utilize FIRE EXIT instructions which are posted in all rooms. IF TIME PERMITS, take all property belonging to you. Follow the instructions given to you by Public Safety Officers and Maintenance personnel. Persons who are handicapped and/or injured will be assisted in the evacuation by Public Safety and Maintenance personnel. REMAIN CALM. DO NOT RUN. WALK to the proper fire exit and follow instructions. Do not attempt to re-enter the buildings unless authorization has been given by proper authority.

**FALSE FIRE ALARMS**
Turning in a false fire alarm is a crime with a maximum of one-year sentence and/or fine. It is also prohibited conduct subject to disciplinary action as per the “Student Code of Conduct”.

**FIRE EXIT SIGNS AND FIRE ESCAPE WINDOW SIGNS**
For obvious safety reasons, FIRE EXIT signs are placed in all rooms. These signs should not be covered. If the sign is missing, please contact Public Safety. For the same reason, FIRE ESCAPE WINDOW signs should not be removed or blocked. Additionally, no furniture or other object should be placed in front of these escape windows.

**ID CARDS**
Molloy College identification cards (ID Cards) are required for identification and issued to all faculty, staff, and students. ID Cards are necessary for after hours access to all academic and administrative buildings, use of the library (including off-campus access), entry to athletic events, student activities and the computer lab. All members of the Molloy community must wear their ID cards when on campus.

**EMERGENCY CLOSINGS/INCLEMENT WEATHER POLICY**
Decisions on school closing due to inclement weather are announced no later than 7:00 am on the days in question. The College will notify the following radio and television stations: WINS (1010 AM), WCBS (880 AM), WNBC Newschannel 4, WBAB (102.3 FM), WHLI (1100 AM), Channel 12 LI Cablevision, WALK (1370 AM/97.5 FM), WRCV (103.9 FM), WBLI (106.1 FM), 95.5 FM, as well as the Molloy College website – www.molloy.edu, the telephone – 678-5000, or the e-mail system – email.molloy.edu, or the College Emergency Notification System.

**EMERGENCY NOTIFICATION SYSTEM**
The college currently has a campus-wide voice notification system that allows us to communicate instructions throughout the campus during an emergency.
In addition to the on campus Emergency Voice Notification System, Molloy College has contracted with Rave for the use of their Alert Find 24hr emergency message notification system. The intended use of the message system is for emergency use only. Rave will be a valuable tool to reach students and employees that are not on campus at the time of an emergency.

Both notification systems will be utilized to communicate
instructions in the event of an emergency.

Below is the link that will take you to the Rave registration form. It is mandatory for all students to register with the emergency notification system. Please save this address for access to the web site for any future changes you may want to make to your contact information: http://www.getrave.com/login/molloy

PARKING REGULATIONS

All parking regulation information is given out when you obtain a parking sticker.

Basic Regulations: All faculty, staff administrators and students (full -and part-time) must complete a parking registration form and have the newly designed parking sticker obtained from Public Safety. The back parking lot will be closed after 11:00 pm.

Parking Violation Fees:
$10.00 for the first offense
$15.00 for the second offense
$25.00 for the third and any future offenses

Fines for unauthorized vehicles parked in the circle in front of Kellenberg or in the Handicapped area are: $25.00 for any offense.

All parking tickets are considered financial obligations to the College; therefore, the College reserves the right to withhold a student's grades, to refuse student registration privileges, and has the right to withhold diplomas and transcripts to graduating seniors if parking violations are not paid in full.

SMOKING

Because of fire regulations and health reasons, there is no smoking in classrooms, stairways, roofs, the Anselma Room, hallways, lavatories and corridors of hallways in ANY building on campus.

STUDENT CONDUCT

Students are members of an academic community, and as such, are expected to follow college policies that are in place for the safety and well-being of all members of the Molloy community.

Students will be held responsible for their actions while off-campus. Any violations of college policies, village, county, state or federal laws will be addressed with the same procedures and policies for an infraction committed on campus.

USE OF FACILITIES

Molloy College reserves the right to prohibit any organization or individual from using Molloy's facilities unless invited, sponsored or authorized by a recognized Molloy College group or entity.

VISITORS

Any guests or visitors to the campus MUST receive a temporary pass and parking permit from Public Safety. Students of Molloy College are responsible for the behavior of their guests or visitors.

RESIDENT STUDENT MISSING POLICY

All resident students will be required to provide and file a Missing Student Contact Information Form which provides a contact person who will be notified in the event that the resident is determined to be missing. This contact will remain confidential, but the record of their information will be maintained by the Office of Student Affairs, the Office of Residence Life, and the Department of Public Safety. Students under the age of 18 are required to list their parent or legal guardian as their emergency contact. Students are responsible for updating this contact information should there be any changes. In the event that a resident student is determined missing, a college administrator can notify the confidential contact not more than 24 hours after the student is determined to be missing. The college will also notify local law enforcement if the student is determined to be missing for 24 hours.

The term “missing student” would be defined for any Molloy student residing in an on-campus residence hall. Reports of missing students should be made to representatives of any the following: the Department of Public Safety or the Office of Residence Life, including RAs, or Coordinator of Residence Life. Whenever a Molloy resident student is believed missing, the Department of Public Safety and Residence Life will initiate steps to locate him or her or determine why it is believed that the student is missing. If the circumstances indicate that an investigation is warranted, a full investigation will be conducted. The Department of Public Safety will notify local police, who will make a determination that the student should be classified as a missing person; and they will initiate their own investigation. The Department of Public Safety and Residence Life will support the police investigation with whatever technical support that is required.

Missing Student Contact Information Form can be located at Public Safety or Residential Life office.

ESCORT

Public Safety Officers provide escort service to any Molloy student or employee from one point on campus to another or to their vehicle. Public Safety honors all requests for this service.

To request a Public Safety escort use the Molloy Wall Phone located throughout the buildings. Dial 11 or ext. 3500.
Non-Smoking Policy

The following policy applies to students, faculty, staff and administrators of Molloy College as well as any contractors, vendors and all other visitors to the campus.

Molloy College is committed to providing its employees and students with a healthy environment in which to work, learn and/or live and as such discourages the use of any tobacco related products as follows:

1. Lighted cigarettes, cigars, pipes, and smokeless tobacco are prohibited within College owned or leased premises, including offices, classrooms, hallways, waiting rooms, restrooms, lunch rooms, elevators, and meeting rooms and in College-owned or leased vehicles, and on campus grounds, except in designated smoking areas (25 feet from entrance to campus buildings).

2. The Office of Human Resources and Office of Student Health Services have partnered with North Shore Long Island Jewish’s Center for Tobacco Control to offer a no-cost smoking cessation program. The CTC offers free FDA-approved smoking cessation medications and cessation classes followed by a weekly support group, to any student, employee, or family member interested in quitting smoking.

3. The College requires that those who smoke on campus grounds deposit their cigarette butts in the designated vessels that are situated on campus. Smokers should not discard cigarette butts on the ground, as it serves as litter and detracts from the beauty of the campus.

4. Smoking by college staff or administrators is permitted only during nonworking time periods in designated smoking areas. Nonworking time periods include designated breaks, or before or after work.

STATEMENT OF ACADEMIC INTEGRITY

(Accepted by the Senate - April 1983)

Molloy College is an independent comprehensive College, Catholic and Dominican in tradition and dedicated to academic excellence. Genuine commitment to excellence is the fundamental purpose of a college community and demands responsible standards of scholarship, teaching and learning. By seeking to promote an atmosphere of trust and dialogue, Molloy College intends to foster goodwill among its Faculty, Students and Administrators. Within the framework of a liberal arts core, Molloy College is concerned not only with critical and creative thinking, but also with the virtuous formation of character. Of essential importance to Molloy College is Academic Integrity which confirms our common responsibility for fulfilling the goals of education.

Certain guidelines of Academic Integrity need to be specified in order to enhance the traditional relationship between faculty and students involved in their sincere pursuit to attain excellence. The professional and legal rights of all members within the College community are to be recognized and upheld with the highest standards of mutual respect and honesty. Continuous effort must be made by the community to share accountability on the various levels of academic concerns.

It is incumbent upon the faculty to provide an environment of Academic Integrity and to fulfill all professional responsibilities which include but are not limited to the following:

- Distributing and reviewing course outline
- Meeting classes as scheduled and making appropriate preparations for all class sessions
- Providing an atmosphere conducive to serious and scholarly study
- Encouraging students to fulfill their potential
- Respecting the dignity of students
- Grading assignments, tests and papers within a reasonable amount of time and by criteria mutually understandable and acceptable within the field of study
- Using academic evaluations based on unbiased professional judgment
- Being available for appointments with students.

It is expected that students fulfill their responsibilities within the College community by:

- attending and being prepared for scheduled class meetings
- complying with course requirements as stated in course outline.

It is also expected that administrators fulfill their responsibilities with the College community by:

- promoting an atmosphere of trust and integrity
- lending support to the accomplishments of the academic goals and objectives of both students and faculty

In the spring 2000, the Honor Pledge was ratified by the Molloy College community. The following pledge was approved by the ad hoc Committee on Academic Integrity, which is a subcommittee of Undergraduate Academic Policies and Programs Committee:
HONOR PLEDGE
As a member of Molloy College, Catholic and Dominican in tradition, I dedicate myself to the ideals of truth, scholarship and justice. I pledge to demonstrate personal and academic integrity in all matters. I promise to be honest and accountable for my actions and to uphold the Honor System to better myself and those around me. I will refrain from any form of academic dishonesty or deception.

GRADING
Students may log in to a secure website for Molloy through www.molloy.edu using their student I.D. number and PIN number to view or print their grade reports. The student ID number is printed on the Molloy College I.D. card. Students may request a replacement or a change in PIN through Molloy’s secured website or contact the Office of the Registrar to provide additional assistance.

1. EXAMS/LAST CLASS MEETING - The written examinations or their equivalent are held at the end of each fall and spring semester, January Intercession and Summer Sessions. The Final Exam/Last Class Meeting Schedule during the last week of the Fall or Spring semester can be found at Lion’s Den, My Academics, Final Exams. Students are required to attend the final exam/last class meeting as posted online at the hour announced on the official schedule. In case of absence from the final examination, the student will be held to the policy on Incompletes or a final grade will be given that reflects missing work and absence from the course. See “Grades” in the catalog for more information.

2. INCOMPLETES - A grade of incomplete “I” will be granted only in the case of hardship (circumstances which, in the judgment of the instructor, warrant special consideration). If all course work is not completed by the last day of class, it is the student’s responsibility to contact the instructor within 24 hours after the final examination. If the student fails to follow the above procedures, the instructor will grade accordingly (as per course outline).

The instructor will determine the appropriate amount of time required to complete and change grades of “I,” (usually within thirty days of the last class meeting). Any extension beyond the published dates of the academic calendar requires written approval of or from both the instructor and the Vice President for Academic Affairs or designee.

An “I” will remain on the record for five class days into the following semester. (Refer to the Academic Calendar for actual deadlines). If by that time the instructor has not notified the Registrar that the “I” has been changed to a letter grade, the “I” becomes an “F.” In extreme cases the deadline for changing the grade of “I” may be extended, but only with the written approval of both the instructor and the Vice President for Academic Affairs or designee.

Students who are graduating must have all incomplete grades changed to an acceptable letter grade prior to the graduation award date for their application.

3. PASS/FAIL POLICY - The maximum number of credits allowed for Pass/Fail courses is 12 outside the core and department requirements. Students will be allowed to elect these credits in part or in whole as desired, subject to the limitation set forth by the Vice President of Academic Affairs. A request for permission to receive a grade on Pass/Fail basis must be made in writing to the Office of the Registrar during the first three weeks of a semester. Beginning with the fourth week of a semester, no request will be accepted for changing from a letter-grade status to Pass/Fail or vice versa. Fail grades will be equivalent to “F” and computed in the student’s index.

POLICY CONCERNING GRADE APPEALS
(accepted by the Senate - April 1983)
In all questions concerning grades, the student should first confer with the instructor, and then with the department chairperson. Should either or both of these individuals not be available, the student should notify the Associate Dean for Academic Services so that other arrangements can be made.

A. That a grade appeals committee be empowered as the final board of appeals, in the rare event that a student has exhausted all appropriate channels (instructor, chairperson, Associate Dean for Academic Services), to make a final decision.

B. That this committee, called a Tribunal, consists of the Associate Dean for Academic Services, or a delegate, two faculty members, and two students.

C. At the start of the fall semester, a pool of faculty and a pool of students will be chosen at the direction of the Faculty President and the President of Molloy Student Association respectively. These faculty members and students will be appointed for a one year term to serve on the Tribunal. After receiving written notification regarding a grade appeal, the Associate Dean for Academic Services will select two of these faculty and two students to serve on the Tribunal. These faculty and student members will serve on the Tribunal on a voting basis and will participate in successive appeals as necessary.

D. That the responsibilities of the members of the Tribunal will be to:
1. assure confidentiality of all parties concerned;
2. have both parties appear before the Tribunal together;
3. allow the parties concerned the right to question each other;
4. permit both parties to have witnesses;
5. allow the parties concerned the right to question the witness brought forward;
6. formulate a decision regarding a grade appeal,
ATTENDANCE

The policy on attendance is one of “responsible attendance.” Students are expected to attend all classes, regularly and punctually. First semester freshmen students are limited to three absences in a course. All other students see attendance policy as stated in the course outline. This is also described in the current College Catalog.

Students are to notify the Office of the Vice President for Student Affairs, located on the third floor of the Public Square, if they will be absent from classes so this information can be brought to the attention of their instructors.

1. Religious Observances - A student who is to be absent from class because of a religious obligation or practice, should inform the instructor in writing at least one week before the day. The student has the right to make up any examination, study or work requirements which may have been missed because of religious observances.

2. Withdrawal from Course – Once Add/Drop Period ends, withdrawing from a course with a grade of “W” is done at the Registrar’s Office in W235 of the Wilbur Arts Center and requires signatures of the instructor, the Director of Financial Aid and the academic advisor before the mid-semester appraisal date. Withdrawal from a course after this date can be made up to the last academic day of class (refer to Academic Calendar for exact dates) with a grade of “W” or “WF” as determined by the instructor and based on the student’s work up to that time. “WF” grades will be equivalent to “F” and computed in the student’s grade point average.

Withdrawal from courses may change the student’s full-time or half-time standing and may require the return of Title IV financial aid funds and could affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by not progressing toward the degree as planned. (For refunds and policies, see catalog section on “Expenses”.)

3. Withdrawal-Leave for One Semester Off – See the current Molloy College Catalog or the current Student Planner/Handbook for details. Forms are available at the Registrar’s Office in W235 of the Wilbur Arts Center and online.

Withdrawal-Exit Officially from College – See the current Molloy College Catalog or the current Student Planner/Handbook for details. Forms are available at the Registrar’s Office in W235 of the Wilbur Arts Center and online.

CHANGE OF MAJOR/MINOR

Students wishing to change their major, minor, or teacher certification, or to add or delete all or part of a major, minor, or teacher certification, must apply through the student’s online access Lion’s Den account. All newly undeclared majors will have up to the end of
their freshmen year to declare a major. Some programs require an interview or recital for acceptance, so students must promptly submit the Interview Evaluation for Undergraduate Change of Majors Form, that will be sent to the student by Admissions.

**ACADEMIC INFRACTIONS SUBJECT TO DISCIPLINARY ACTION** (this is a formatting change to give Academic Infractions its own heading.)

Engaging in any form of academic dishonesty is an Academic Infraction Subject to Disciplinary Action (AISDA). Students are responsible for knowing the policies regarding cheating, plagiarism, facilitating academic dishonesty, and fabrication, as well as the penalties for such behavior. Academic Infractions Subject to Disciplinary Action include:

- **A. Cheating** - utilizing a source other than self during an exam or in completing an assignment.
- **B. Fabrication** - intentional and unauthorized falsification or invention of any information.
- **C. Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help someone commit an act of academic dishonesty. For example, allowing another to copy from you during an examination, doing work for another and allowing her/him to represent it as her/his own, and supplying information regarding examinations to others.
- **D. Plagiarism** - failure to document the direct words of another or the rephrasing of another’s words so as to represent them as one’s own; handing in another’s paper or project as one’s own, or reusing your own paper from another course without the prior approval of the instructor.

**DUE PROCESS PROCEDURE IN ACADEMIC AREAS**

(Accepted by Student Senate - April 1983, for fair resolve of student disciplinary matters in academic areas on campus)

The President, who is the Chief Executive Officer of the College, delegates the supervision of student conduct and discipline in academic areas to the Associate Dean for Academic Services.

**PROCEDURE (FORMATTING CHANGE)**

1. All persons concerned should first make every effort to resolve the matter through informal consultation with the Associate Dean for Academic Services to reach an acceptable solution short of the use of the formal procedure. In the event that there is no resolution at this level or no acceptance by the student of the discipline meted out by the Associate Dean for Academic Services, formal proceedings may be initiated provided a written charge against the student is filed by the complainant on the official AISDA Complaint Form which can be found in the Office of the Associate Dean for Academic Services. The Associate Dean for Academic Services may also elect to initiate formal proceedings in those situations serious enough to warrant the use of these formal channels for disciplinary action.

2. Upon the filing of such a written charge, the Associate Dean for Academic Services gives written notification to the student of the charges and the general nature of the evidence to support these charges. The student must be notified within twenty-one (21) calendar days of the complaint of the offense in question.

3. The student has fourteen (14) calendar days after receipt of the formal notification to answer the charges in writing. She/he may choose to:
   - **A. Not initiate a formal procedure and accept the discipline of the Associate Dean for Academic Services.** This option is not available when the formal proceeding has been initiated by the Associate Dean for Academic Services.
   - **B. Waive her/his defense at the hearing before a Judicial Committee.**
   - **C. Appear before the Judicial Committee.**
   - **D. Withdraw from the College.**

4. The Judicial Committee shall be composed of two faculty members chosen by the Faculty President, two students chosen by MSG President, and one appropriate administrator chosen by the Associate Dean for Academic Services. The Associate Dean for Academic Services shall serve as chairperson for the committee, with no vote except in the case of a tie.

5. The Associate Dean for Academic Services will notify the accused and complainant of the composition of the committee. If any member of the committee is unacceptable to either the accused or the complainant, that party must notify the Associate Dean for Academic Services within three (3) days of receiving this information. Each party is limited to two (2) objections. Members of the Committee are expected to be impartial, to seriously consider the facts of the case, and to avoid imposition of sanctions against any participants in the process.

6. In the event that the charges in the academic dishonesty case are not sustained by the Judicial Committee, then, based on the information presented and the decision reached during the hearing, this Committee would be empowered to request a grade change from the faculty member concerned with the work or course in question in accordance with the course outline that is on file in the office of the Associate Dean for Academic Services. Should the faculty member not wish to comply, the term paper, test or other project in question is to be given to the Associate Dean for Academic Services to be re-graded by a qualified scholar of her choice. After the
work in question has been re-graded, the Committee will re-convene to calculate the student’s grade which, when filed, will be the grade for such work.

7. If the accused student chooses not to appear before the Judicial Committee, this committee will weigh the evidence and hand down a decision.

**RIGHTS OF STUDENTS IN DISCIPLINARY PROCEEDINGS**

For any disciplinary action for which sanctions may be imposed, the student shall have the right to:

1. Be considered innocent until found guilty, by clear and convincing evidence, of academic dishonesty.
2. Be informed of his/her rights.
3. Receive written, timely and complete notice of the specific charges to be resolved.
4. Seek advice and/or counsel. If any attorney-at-law is chosen, this attorney may not participate directly in the proceedings.
5. Have fair disposition of all matters as promptly as possible under the circumstances.
6. Elect to have a private or public hearing.
7. Hold unaltered student status pending a final adjudication and disposition of all matters, except in extraordinary circumstances.
8. Be informed of the maximum and minimum sanctions which may be imposed.
9. Be informed of the general nature of the evidence to be presented.
10. Confront and question all parties and witnesses except when extraordinary circumstances make this impossible.
11. Present a factual defense through witnesses, personal testimony and other relevant evidence.
12. Suggest questions which might be put to witnesses.
13. Decline to testify against oneself.
14. Have only relevant evidence considered by the Judicial Committee.
15. Be informed of all decisions within 14 calendar days of the conclusion of the hearing.
16. Request an appeal of the disciplinary sanction of suspension from the Vice President for Academic Affairs and to request an appeal of the disciplinary sanction of dismissal from the President of the College. Students are to notify the Associate Dean for Academic Services if they want to file an appeal.
17. Be free from repeated disciplinary proceedings where the parties and the issues are the same.

**FORMAL HEARING**

1. The accused student has the right to have the hearing before the Judicial Committee. The accused student chooses whether the hearing is to be private or public.
2. At the hearing before the Judicial Committee, both the accused and the complainant may have the advisor or counsel of their choice present; however, the advisor or counsel may not participate directly in their proceedings.
3. It will be the policy of the College that a record of the hearing shall be taped.
4. Both accused and complainant have the right to cross-examine all witnesses.
5. After the presentation of both the accused and the complainant, the committee shall deliberate in private until a decision is reached. When a decision has been reached, the hearing shall be reconvened and the decision announced.
6. In the event that the Committee is unable to reach a decision, the case will be reviewed by the President of the College and a decision will be handed down by the President.
7. If a decision is entered against an accused, the Committee shall recommend the imposition of disciplinary and restitutory sanctions which may include:

   A. **Disciplinary Warning**: A written statement from the Associate Dean for Academic Services expressing disapproval of conduct. No record of the Disciplinary Warning shall be maintained in the student’s file.

   B. **Disciplinary Reprimand**: A written statement from the Associate Dean for Academic Services expressing disapproval of conduct. A record of this disciplinary reprimand shall be maintained in the student’s folder in the Office of the Associate Dean for Academic Services for the length of time the student attends the College. This record may be introduced in subsequent disciplinary proceedings.

   C. **Disciplinary Probation**: A conditional retention of student status for a specified period of time. During the probationary period, a student is excluded from participation in any extracurricular activities of the College and may not hold any appointed or elected positions.

   D. **Disciplinary Suspension**: A termination of registration as a student for a specified period of time. During the period of suspension, a student is excluded from classes and all other College privileges and activities. A record of the Disciplinary Suspension shall be maintained in the student’s folder in the Office of the Associate Dean for Academic Services and made a permanent part of this folder. This record may be introduced in subsequent proceedings.

   E. **Disciplinary Dismissal**: A termination of registration of a student. If the student applies for readmission, she/he will not be allowed to return to the College. A record of this Disciplinary Dismissal shall be maintained in the student’s folder as a permanent record in the Office of the Associate Dean for Academic Services.

   F. **Substituted Sanction**: A constructive and voluntary undertaking by a student which by agreement with the Judicial Committee, shall be substituted for any of the
above sanctions. A record of this substituted sanction shall be maintained in the student’s folder in the Office of the Associate Dean for Academic Services for the length of time the student attends the College. If the substituted sanction is not satisfactorily completed, the Judicial Committee shall reinstate the original sanction.

G. Partial credit for the exercise involved.

H. Score of zero on the particular exercise involved.

I. Failure of the course.

**APPEAL**

Students who want to appeal the sanction of suspension or dismissal should notify the Associate Dean for Academic Services.

1. Students have the right to petition the President of the College for an appeal from a disciplinary sanction of the Judicial Committee resulting in dismissal from the College. The President will review the evidence as presented to her/him by the Judicial Committee and will make her/his decision after review of the case in question.

2. Students have the right to petition the Vice President for Academic Affairs for an appeal from a disciplinary sanction of the Judicial Committee resulting in suspension from the College. The Vice President for Academic Affairs will review the evidence as presented to her/him by the Judicial Committee and will make her/his decision after the review of the case in question.

**DISCIPLINARY DISMISSAL/DISCIPLINARY SUSPENSION**

Even in the absence of a student appeal, any sanction of Disciplinary Dismissal handed down by the Judicial Committee always requires administrative review and approval by the President of the College and may be altered, deferred or suspended by the President.

**FERPA RIGHTS NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student’s education records within 45 days after the day Molloy College receives a request for access. A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Molloy College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

- A student who wishes to ask Molloy College to amend a record should write the Molloy College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

- If Molloy College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (Molloy College additional information is further described under “Grade Appeals” and “Complaint Procedures” of the college catalog, as well as in the Molloy College Student Handbook.)

- The right to provide written consent before Molloy College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- Molloy College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person who is employed by Molloy College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Molloy College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official...
needs to review an education record in order to fulfill his or her professional responsibilities for Molloy College.

- Upon request, Molloy College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education, concerning alleged failures by Molloy College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, S.W.
  Washington, D.C. 20202-5901

- Molloy College’s public notice on directory information is provided under “Confidentiality and Directory Information” in the catalog.

FERPA permits the disclosure of personally identifiable information (PII) from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the student. §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within Molloy College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)-(i)(ii) are met. (§99.31(a)(1).)

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2).)

- To authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf, (§§99.31(a)(3) and 99.35).

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid. (§99.31(a)(4).)

- To organizations conducting studies for, or on behalf of, the school, in order to (a) develop, validate or administer predictive test; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6).)

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7).)

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8).)

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9).)

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10).)

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11).)

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13).)

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14).)

- To parents of a student regarding the student’s violation of any Federal State or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a
disciplinary violation and the student is under the age of 21. (§99.31(a)(15).)

- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

CONFIDENTIALITY AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Molloy College, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from the student’s education records. However, Molloy College may disclose appropriately designated “directory information” without written consent, unless the student has requested non-disclosure. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. It can be disclosed to outside organizations without prior written consent. Designated directory information at Molloy College includes the following:

- Student’s name
- Address (see policy explanation)
- Telephone listing (see policy explanation)
- Electronic mail address (see policy explanation)
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance (an academic year or semester, not specific daily records)
- Grade level or classification
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time, withdrawn or on leave)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Student identifications numbers (excludes passwords and PINS)

Molloy College does not give student home addresses or phone numbers to outside callers (family, friends, prospective employers, etc.), but Molloy may use this information to contact the student, to distribute college information for outside organizations and as needed for governmentally mandated institutional reporting to federal and state agencies. Email addresses are available to the campus community through the college email software.

Non-directory information is confidential and is not released without the student’s consent. Items such as a student’s social security number or any parts thereof, GPA, specific disciplinary actions, health status, financial aid awards, billing information, test scores, specific grades received, race, ethnicity, religion, gender or country of origin are confidential. A student must sign a release to have this confidential information given out. Letters of recommendation may only include the student’s GPA or grades in Molloy classes if the student has signed a release.

Additional details on Confidentiality Policy are in the College catalogs and posted in Lion’s Den.

LIBRARY POLICY

Access Policy:
All Molloy College Students, faculty, administrators and staff are welcome to use the James Edward Tobin Library. We also welcome, as guests to the library, visitors from the neighboring communities. Visitors will have access to the collection. They will not have borrowing privileges.

Borrowing:
The Molloy ID card also serves as a library card. A current Molloy College ID card is necessary when borrowing books from the library.

COMPLAINT PROCEDURE

Any individual who believes that Molloy College has acted contrary to its published standards, or that conditions at the College appear to jeopardize the quality of the College’s instructional programs or the general welfare of its students, may file a complaint. Complainants may seek advice about the procedure from the Vice President for Academic Affairs, the Associate Dean for Academic Services, or the Vice President for Student Affairs. The Informal and Formal Procedures to be followed are documented in the current Molloy College Catalog.

PASS/FAIL POLICY

The maximum number of credits allowed for Pass/Fail courses is 12. Courses in the major, minor, related and general education requirements cannot be taken as Pass/Fail unless specified by the course description. Students will be allowed to elect these credits in part or in whole as desired, subject to the limitation set forth by the Vice President of Academic Affairs. A request for permission to receive a grade on Pass/Fail basis must be made in writing to the Office of the Registrar during the first three weeks of a semester. Beginning with the fourth week of a semester, no request will be accepted for changing from a letter-grade status to Pass/Fail or vice versa. Fail grades will be equivalent to “F” and computed in the student’s index.

WITHDRAWAL - LEAVE FOR ONE SEMESTER OFF

Currently matriculated students may request a “Withdrawal - Leave for One Semester Off” if they plan to return to the college the following academic semester after not
completing a semester or when skipping a semester. The **Withdrawal Application** with Financial Aid’s Withdrawal Consequences Form must be submitted to the Registrar’s Office. **Withdrawal Applications** are available online and at the Registrar’s Office in W235 of the Wilbur Arts Center.

At the time of withdrawals, students may see Financial Aid to review the “consequences” of withdrawing.

Approval for one semester off maintains a student’s matriculated status. Students requesting a “Withdrawal - Leave for One Semester Off” after the Add/Drop Period ends and during the Withdrawal Period must also complete the **Add/Drop Withdrawal Form**, which requires the signature of the advisor, the instructor for each class with the last date attended and the approval signature of Financial Aid.

Students experiencing extenuating circumstances merit hardship consideration should provide documentation for the following types of circumstances: military leave, jury duty and any conditions covered by the Family and Medical Leave Act of 1993.

Only one “Withdrawal - Leave for One Semester Off” may be granted within a 12 month period.

All returning students from the “Withdrawal - Leave for One Semester Off” will have the **Re-Entry Form** approved by the Associate Dean for Academic Support Services in K119 Kellenberg Hall and submitted to the Registrar’s Office in order to be advised and registered into the returning term. Some students may need to see the Associate Dean for Academic Support Services to be approved for re-entry.

Students who do not return from an approved “Withdrawal - Leave for One Semester Off” will be considered to have left the College and will be “Withdrawn Officially” retroactive to the date they last attended.

Taking any time off from college may require the return of Title IV financial aid funds and will affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by taking a term off.

Newly admitted students attending Molloy for their first semester or readmitted students returning after being “Withdrawn” should notify the Admissions Office in W226 of Wilbur Arts Center if they plan to cancel or defer their enrollment to the next term.

Students who discontinue their studies and do not notify the college will be **Withdrawn Administratively**. Students who have left the college during an academic semester or for an academic semester without approval for a “Withdrawal - Leave for One Semester Off” and wishing to return to Molloy College must apply to be readmitted with Admissions.

For refunds and policies, see the **“Expenses” section of this catalog**.

**WITHDRAWAL - EXIT OFFICIALLY FROM COLLEGE**

Withdrawal from the College before the completion of the coursework for a degree, with the intention of not returning requires that the student file a **Withdrawal Application** with the Registrar’s Office in W235 of the Wilbur Arts Center. The **Withdrawal Application** available online with Financial Aid’s Withdrawal Consequences Form must be submitted to the Registrar’s Office.

The Withdrawal Application form must also be signed by the Financial Aid Office before submitting it to the Registrar’s Office. At that time, the student is informed of the “consequences” of withdrawing. A form explaining the “consequences” of withdrawing must be read and the signed by the student acknowledging receipt.

Students requesting “Withdrawal - Exit Officially from College” after the Add/Drop Period ends and during the Withdrawal Period must also complete the **Add/Drop Withdrawal Form**, which requires the signature of the advisor, the instructor for each class with the last date attended and the approval signature of Financial Aid.

Students experiencing extenuating circumstances merit hardship consideration should provide documentation for the following types of circumstances: military leave, jury duty and any conditions covered by the Family and Medical Leave Act of 1993.

Taking any time off from college may require the return of Title IV financial aid funds and will affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by taking a term off.

Newly admitted students attending Molloy for their first semester or readmitted students returning after being “Withdrawn” should notify the Admissions Office in W226 of Wilbur Arts Center if they plan to cancel or defer their enrollment to the next term.

**FOR REFUNDS AND POLICIES, SEE THE “EXPENSES” SECTION OF THIS CATALOG.**

**HOW STUDENTS CAN SECURE HELP AT MOLLOY COLLEGE**

1. If the problem is purely academic or related to a specific subject, the first person to see is the professor. If you still need additional help, see your faculty advisor. He/She will advise you of the appropriate course of action. If further assistance is needed, see your Academic Board Representative (located in the Molloy Student
Government Office – third floor of the Public Square) or the Associate Dean for Academic Services.

2. If the problem is financial, the Financial Aid, Bursar’s Office or Student Solution Center are three possible sources for help. Guidelines for scholarships and loans do change from time to time and so do student’s circumstances. The Bursar’s Office, in some cases, may be able to arrange for deferred or partial payment. The Career Development Center can assist with part-time positions. Faculty Advisors may also have additional ideas and would want to know if financial problems are burdening their advisees.