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I. INTRODUCTION: This Student Handbook ("Handbook") applies to all students at Molloy College (undergraduate, graduate, doctorate, part-time, full-time).

A. HISTORY OF MOLLOY

Molloy College was founded by the Dominican Sisters of the Congregation of the Holy Cross Amityville. The establishment of a Catholic College for women on Long Island was a long-time dream of the Congregation that came to fruition after many years of patience and determination. In 1942, the Sisters obtained the deed to the land that would become Molloy’s campus, but actual plans for the building did not begin until 1948 and it was another six years before ground was broken for construction, on August 15, 1954.

With the support of Bishop Thomas E. Molloy and the encouragement of Monsignor Peter Quealy, on September 12, 1955, Mother Anselma Ruth O.P., Ph.D., first president of Molloy College and Sister Rose Gertrude Hoenighausen, O.P., Ph.D., its first academic dean, officially opened the doors of the College. They welcomed a freshman class of 44 young women at a Victorian residence, nicknamed the "mansion," on North Village Avenue in Rockville Centre.

Classes were underway at the "mansion," while construction was progressing quickly at Molloy’s permanent campus, just a few blocks away on Hempstead Avenue. Quealy Hall was completed for the 1956 fall term and the College quickly abandoned the "mansion" for this new space. The second key building on campus, Kellenberg Hall, was completed in the fall of 1958. Mother Bernadette de Lourdes, second president, presided over Molloy’s first graduating class in 1959. It was during Mother Bernadette’s tenure in 1960, that Molloy Catholic College for Women gained its absolute charter from New York State.

During the decade that followed, from 1962 to 1972, the College was led by its third president, Sr. Mary Celeste Beck, O.P., Ph. D. During this time, Molloy solidified its service-oriented professional programs in Nursing and Education and developed a reputation for excellence in higher education. Accreditation by the Middle States Commission on Higher Education was obtained in 1967 and professional accreditation of the Nursing Program by the National League for Nursing followed soon after. Towards the end of Sr. Celeste’s tenure, two significant and related changes took place at Molloy: the College accepted men into its evening classes in the Nursing Program and the name of the College was officially changed from Molloy Catholic College for Women to Molloy College.

Sr. Janet Fitzgerald, O.P., Ph. D., was elected President of Molloy College in the fall of 1972. This was a tremendous time of growth at the College. During Sr. Janet’s 24 years as President, Molloy officially became co-educational, the student population doubled and academic programs expanded, adding over 13 major fields of study. The College also introduced both graduate programs and post-master’s certificate programs in Nursing. The physical campus expanded, too, adding three new buildings - the Adelaide B. Wilbur Arts Center, The Sacred Heart Chapel and the William J. Casey Center.

The latter half of the 1990’s was a time of change at Molloy. Breaking with over 40 years of tradition, Molloy elected its first non-religious President in 1996, Dr. Martin Snyder, Ph.D. Notable achievements during his tenure, were the approval of a Master of Science degree in Education and the establishment of the Center for Social and Ethical Concerns and the Global Learning Program. Molloy’s facilities also grew with the addition of three houses adjacent to the main campus.

The millennium brought a new leader to Molloy and with him a renewed vision and purpose. Dr. Drew Bogner, Ph.D., was inaugurated in November 2000 as the sixth President of Molloy College. Under his guidance, Molloy has strengthened its commitment to providing a value-focused experience and has expanded upon one of its founding principles – Leadership through service. Dr. Bogner has been instrumental in helping the College develop as a center for social discourse.
In tandem with the growth of programs, Molloy’s campus has continued to evolve. In 2005, Siena Hall was dedicated on the main Rockville Centre campus and the Suffolk Center - Molloy’s first satellite facility – opened in Farmingdale. In 2011, after many years of planning, Molloy opened the Public Square, a new student and community-centered building. The Public Square was designed to serve as Molloy’s central hub for conversation and discussion with spaces for both public venues and student study. It is also home to the 550-seat Madison Theatre, which offers a diverse range of world-class entertainment to the community. To support continued growth in academic programs, the College expanded its facilities, opening the Barbara H. Hagan Center for Nursing in 2016.

Perhaps the most auspicious change at Molloy was the opening of Fitzgerald Hall, the College’s first student residence, in 2011. Renovation of the former religious faculty residence, Maria Regina Hall, provided additional student residential space in the fall of 2014. The beginning of the academic year 2019-20 brings the opening of another new building. Karen and Drew Bogner Hall will welcome its first residential students for the fall semester.

From modest beginnings, Molloy has grown rapidly and consistently. Today Molloy, steeped in its Dominican heritage, welcomes a multi-denominational student body and offers bachelors, masters, post-graduate certificates, and doctoral programs.

B. 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.

C. VALUES AND GUIDING VIRTUES

“The Dominican vision for education is a holistic way of looking at and being in the world. It is grounded in values integral to the mission of the order: the pursuit of truth, integration of study and contemplation, seeing God in all things, compassion and justice, and engaged scholarship.” Dominican Charism in Higher Education: A Vision in Service of Truth (2012). Therefore, Molloy College, grounded in the four pillars of study, service, spirituality and community, values:

Acting justly and with kindness in all our endeavors
We consciously choose the ethical direction.
- Choose the good in all our daily interactions
- Take actions that will improve the lives of others- both locally and globally
- Develop relationships that foster teamwork within a supportive college community

Transforming our communities
We believe that, as leaders, our own lives are in need of constant transformation as the starting point for creating a transformative learning environment
- Nurture habits for ongoing personal and professional growth
- Create an expansive vision that helps our students see limitless possibilities and encourages them to have an openness to all people and things.
- Develop reflective and responsive students and graduates in an ever-changing global society

Searching for truth; open to each other’s truth
We acknowledge that all of us share some part of the truth and endeavor to engage one another even in the midst of passionate disagreements on contrasting convictions.
- Commit to listening; taking a non-defensive stance
- Create an inclusive atmosphere where people can ask significant questions
- Be curious and flexible; open-minded
Reflectively listening to ourselves, our God and to the signs of the times in our contemporary world
With humility, we cultivate self-awareness in order to respond with our best truth to our diverse college community and world
- Cultivate an inner capacity for self-reflection; create opportunities for reflection-in classrooms, among colleagues in work settings and at every level of interaction on campus
- Act in such a way as to encourage a more and more inclusive campus community
- Build relationships that support diversity

The purpose of this Handbook is to set forth expected standards of conduct, prohibited behavior, and to identify the processes and procedures the College may employ to resolve breaches of those standards. Please note that this Handbook is subject to change and the College may, in its sole and absolute discretion, at times, review and revise the Handbook to ensure that it is up-to-date, applicable and consistent with the College’s overall mission and vision. This Student Handbook is intended only to provide information for the guidance of Molloy College students. The information is subject to change and Molloy reserves the right to depart without notice from any policy or procedure referred to in this Handbook. This Handbook is not intended to be and should not be regarded as a contract between Molloy College and any student or other person.

D. 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!

E. COLLEGE TRADITIONS

ORIENTATION

Orientation is a time where our College family comes together to welcome you to our community. Your attendance at this event is important in helping you embark on a successful experience here at Molloy College. Our new student orientation program is designed to facilitate the successful transition of undergraduate students into Molloy College's academic, social and spiritual communities. The program is intended to promote student learning and development while introducing students to the Dominican tradition of study, spirituality, service and community. Through personal connections with peer orientation leaders as well as student affairs staff, faculty and other college administrators, new students and their families will develop a fundamental understanding of and appreciation for the many opportunities and campus resources Molloy has to offer.
FRESHMAN EVENT

Each year, the Freshman 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. Deserving members of the class receive special honors and awards. The Valedictorian and Salutatorian address the class.
- 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 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. 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 full-time, undergraduate students who have attained high academic standing.

- White fourragères are bestowed on students on the Dean’s List for two consecutive semesters.
- Rose fourragères are bestowed on students on the Dean’s List for four consecutive semesters.
- Gold fourragères are bestowed on students on the Dean’s List for six consecutive semesters.
- A special Blue fourragere is given to those who have attained eight consecutive 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. It will be the responsibility of the student to request inclusion on this list. This request should be made in writing. Accompanying this written request should be a copy of the student’s current transcript or grade report indicating credits and cum index.

HOODING/CLASS NIGHT HONORS/COMMENCEMENT

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 extracurricular 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 for graduation are:
- October 1st for December /January graduates
- December 1st for May graduates
- March 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. All degree requirements, including appropriate courses, incomplete grades and number of credits, must be completed prior to the degree award date and prior to commencement activities. Graduation Application Fees and Late Fees for applications are billed to the student’s account. See the latest college catalog for the fees charged.

Students who are registered to complete any remaining courses for their degree requirements and who have filed for August graduation (deadline on March 1) will be allowed to participate in May commencement ceremonies. Students must be registered for their final requirements in Summer courses to show their degree will be completed in August. Students in the Applied Associate of Science programs in Allied Health, which are two and a half year long programs ending in August are encouraged to participate in the May ceremony.
Eligible students who are 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. The students cannot be designated in the program as receiving their degree with honors since the final cumulative average will not be known.

II. CAMPUS RESOURCES

A. 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. For more information about Student Affairs, please call (516) 323-3456. The Office of Student Affairs provides you with information and assistance in:

- Learning how to navigate internal college systems and external community services;
- Keeping you aware of college policies and procedures;
- Becoming familiar with the Student Handbook & Calendar, including the due process procedure for student discipline on non-academic areas;
- Preparing for Commencement;
- Becoming involved in campus life, Molloy Student Government, student clubs and organizations;
- Referring to in-house and outside agencies providing support services.

B. 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 baseball, basketball, cross-country, indoor and outdoor track and field, lacrosse, and soccer. Women’s varsity sports include basketball, bowling, cross-country, field hockey, lacrosse, rugby, soccer, softball, tennis, indoor and outdoor track and field, and volleyball. In addition, the Department of Athletics sponsors Men’s Rugby and co-ed equestrian, cheerleading and dance teams. The Athletics Department is located in the lower level of the Wilbur Arts Center.

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
- 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 – Softball
1996 ECAC Champions – 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  NYAC Champions – Men’s Baseball
   First Male Cross Country Runner in school history earns All NYACAC honors
2003  Men’s Basketball Team receives the CBOA Schoenfeld Sportsmanship Award
2005  ECAC Champions - Men’s Lacrosse
   Baseball player Joe Holden drafted by Major League Baseball – NY Mets
2006  Men’s Basketball hosts first playoff game in team history
   Inaugural Women’s Lacrosse season
2008  East Coast Conference Champions - Women’s Basketball earns a NCAA bid
   East Coast Conference Champions - Men’s Soccer earns a NCAA bid
2009  Inaugural Men’s and Women’s Indoor and Outdoor Track and Field Seasons
   Men’s Lacrosse Player Keith Galante drafted by Major League Lacrosse
2010  Men’s Lacrosse Player Albert Maione drafted by Major League Lacrosse
   East Coast Conference Champions - Women’s Basketball earns a NCAA bid
   Women’s Basketball wins first-ever NCAA tournament regional game
   East Super Regional Champions –Softball advances to National Championship
2011  East Coast Conference Champions- Softball earns NCAA bid
2012  East Coast Conference Champions- Advances to NCAA East Super Regional
   Stephanie Meyer qualifies for the NCAA Indoor Track and Field Championships - Long Jump
2013  East Coast Conference Champions - Men’s Indoor Track and Field
   East Coast Conference and East Super Regional Champions - Softball advances to National Championship
2014  East Coast Conference Champions - Men’s Indoor Track and Field
2015  Katie Gallagher qualifies for the NCAA Outdoor Track and Field Championships –
   Inaugural Women’s Bowling Season
   Baseball player Shea Spitzbarth drafted by Major League Baseball – LA Dodgers
2016  Baseball earns first-ever NCAA bid Baseball-First ever appearance in a NCAA Regional
   Inaugural Women’s Rugby Season
   Inaugural Women’s Field Hockey Season
   East Coast Conference Champions -Women’s Basketball earns a NCAA bid; Advances to East Regional Championship
2017  East Super Regional Champions –Softball advances to National Championship
   Basketball player Jaylen Morris drafted by National Basketball Association B League Draft
2018  East Coast Conference Champions – Volleyball earns NCAA bid
   Basketball player Jaylen Morris signed a multi-year contract with the NBA’s Atlanta Hawks
2019  East Coast Conference Champions – Men's Basketball earns a NCAA bid-First ever appearance in NCAA Regional
   Men’s Basketball wins the Sam Schoenfeld Sportsmanship Award
   Women’s Volleyball advances to the NCAA Regional
C. **CAMPUS LIFE**

The Office of Campus Life, in collaboration with Molloy Student Government and student clubs and 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 experiences of Molloy students.

Campus Life at Molloy College is vibrant and continuously growing, with more than 60 student clubs and organizations. Some of the diverse opportunities offered through Campus Life include leadership roles in student government and campus clubs, opportunities for civic engagement and cultural exploration, involvement in service learning and community service, positions in MolloyLife Media and participation in athletic teams. Whether you're interested in an academic-based club connected to your major or looking to explore your social and co-curricular interests, Molloy College has something for you.

Campus Life is dedicated to providing a vast array of opportunities for our students to get involved and continue to grow, both as individuals, and as members of the larger Molloy community. For more information on Campus Life at Molloy and getting involved, please visit life.molloy.edu, download the CORQ app, contact the Office of Student Affairs at studentaffairs@molloy.edu or 516-323-3455, or visit Public Square room 330.

D. **STUDENT GOVERNMENT (MSG)**

Molloy Student Government (MSG) provides students at Molloy with a forum for discussing student life both inside and outside of the classroom. MSG is responsible for representing and serving the needs of the student body through funding student organizations. They are dedicated to developing leadership skills and enhancing co-curricular life at Molloy. In addition, students are given the opportunity to interact with faculty, staff and administrators. MSG holds weekly meetings, every Tuesday at 3:30pm, which all students are welcome to attend. The MSG Office is located in room 346 of the Public Square. Students can contact MSG at (516) 323-6373, MSG@lions.molloy.edu, or by stopping by the office on weekdays.

E. **CLUBS AND STUDENT ORGANIZATIONS**

The Office of Student Affairs oversees more than 60 active student clubs and organizations at Molloy. Student groups coordinate more than 300 events each year, ranging from social or cultural events to educational or community service-related events, both on and off campus. For additional information about Molloy’s student clubs and organizations, including how to get involved on campus, contact Campus Life at 516-323-3455, visit life.molloy.edu, or stop by the Office of Student Affairs in Public Square Room 330.

F. **CAREER CENTER**

The Career Center is located in the Public Square, Room 320. The center offers a variety of services and programs to assist students in exploring careers, providing job opportunities related to the students’ interests and preparing resumes and correspondence to network and apply for positions. This process starts as early as freshman year and is continued throughout your time at Molloy.

Students will immediately benefit from registering in Molloy’s online career program, Handshake (www.joinhandshake.com) using their Lions email. Handshake is updated daily with full-time and part-time jobs, internship opportunities, career events, workshops and helpful resources including sample resumes, cover letters and interview questions. Also, students can easily schedule a personal appointment with a Molloy Career Center Advisor on Handshake.
Career workshops are held during the day and evening covering topics such as job search strategies, resume and cover letter writing, interviewing skills, creating LinkedIn profiles and negotiating compensation.

Students are always welcome to stop by the office, call (516) 323-3470 or email jobsandinternships@molloy.edu.

G. STUDENT HEALTH SERVICES

The Student Health Services Office is located in Kellenberg 310. A nurse is available Monday-Friday. In an emergency contact Public Safety by cell phone at 516-323-3500, or dial 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box.

Student Health Services collects immunization records from all incoming students. Commuter students must also complete and submit a Meningococcal Vaccination Form. All students planning to reside on campus in the residence halls, must submit a completed Health History and Assessment form and a completed Resident Certificate of Immunization/Physical form. All forms can be accessed online at www.molloy.edu/studenthealthservices

All registered full-time (12 credits or more) undergraduate students of Molloy College with the exception of full-time undergraduate students new to the school in the summer semester are automatically covered under the Student Medical Insurance Plan. All full-time undergraduate students are automatically charged for this health insurance on their tuition bill. All part-time undergraduate students, and all graduate students with at least 6 credit hours are eligible to enroll in the Student Medical Insurance Plan. If a part-time student wishes to purchase these benefits they must complete the online Enrollment Form located at www.mystudentmedical.com. For further information regarding enrollment, coverage, premiums and all other questions contact the Allen J. Flood Companies directly at 1-800-734-9326 Ext: 9260.

If a student has existing medical coverage under another policy (i.e., through self, a parent, spouse, etc.) they may waive the Molloy College Insurance via the internet in the Lions Den Student Portal at https://lionsden.molloy.edu/ics. The deadline for fall waivers is October 1st. The deadline for spring waivers is February 1st.

If a student should lose their existing medical coverage under another policy (self, a parent, spouse, etc.) he/she should contact the Allen J. Flood Companies at 1-800-734-9326 Ext: 9260 for enrollment within 30 days of loss of coverage.

Contact Information for Student Health Services is below:
Phone: 516-323-3467
Fax: 516-323-3476
Email: studenthealthservices@molloy.edu

H. DISABILITY SUPPORT SERVICES

DSS/STEEP - Disability Support Services/Success Through Expanded Education Program

Molloy College provides a supportive environment for students with documented disabilities and is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973.
Students who are requesting accommodations and services must contact the Disability Support Services/Success Through Expanded Education Program (DSS/STEEP) office to initiate the process. Students are required to provide documentation, from a qualified professional, of their disability or chronic illness and to discuss how reasonable accommodations may assist them in fulfilling course requirements and participating in campus life. Determination of reasonable accommodations is an ongoing and interactive process. In order to receive accommodations and/or services, students must be registered with DSS/STEEP.

Students who have injuries, surgeries or other conditions which will temporarily restrict them on campus may contact DSS/STEEP to arrange for reasonable short-term accommodations. Documentation will be required.

DSS/STEEP also provides services to assist students in various areas of campus life. Appointments are scheduled on an as-needed basis to determine which individual and/or group services may be appropriate.

DSS/STEEP is located in Casey 017, lower level. The contact information is as follows:
- Cari Rose-Tomo, Coordinator: (516) 323-3315
- Kerri-Ann Li, Associate Coordinator: (516) 323-3316
- Email address: dss@molloy.edu

Accommodations and services are designed to equalize opportunities and access, not to lower the academic standard for these students or to alter the essential nature of the degree requirements.

I. **STUDENT PERSONAL COUNSELING CENTER**

The Student Personal Counseling Center (SPCC) is a confidential and free counseling service available to all Molloy College students. The SPCC offers a variety of short-term counseling and psychoeducational services, including individual counseling, crisis intervention, support groups, wellness workshops, on-campus training, and student mental health consultations for faculty and staff. The SPCC utilizes the Solution-Focused Brief Therapy (SFBT) model. Unlike traditional therapy, SFBT is short-term and focused on helping students to resolve or effectively manage a specific issue or challenge; or to make a particular desired change. Students who would benefit from longer-term counseling, intensive support, or some other mental health expertise not offered through SPCC, will be referred to an appropriate off-campus provider.

The SPCC is located in Public Square 030, and the office is open Monday-Friday offering daytime and evening appointments. For appointments or consultations please call 516-323-3484.

In the event of an urgent transport to a medical facility that results in admission to an inpatient facility (inpatient facility refers to hospitals, residential treatment facilities and other facilities that provide 24 hour/day care), the student must provide evidence to the Vice President of Student Affairs, or designee, that the student is “otherwise qualified” with or without accommodations to participate in essential functions of the College programs and activities, such as but not limited to intercollegiate sports, class attendance, club and organization activities, and living on campus. For more information, please contact the Student Personal Counseling Center (SPCC).

J. **TITLE IX**

Molloy College is committed to a learning, working and living environment where all members of the community feel safe and respected. In accordance with Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act/Campus Sexual Violence Act, and Article 129-B of the New York State Education Law, the College is committed to providing a safe community, free from all forms of sex discrimination, including sexual misconduct. In accordance with Title IX, the College does not discriminate on the basis of sex in its education
programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence.

The College will not tolerate any form of sexual misconduct. Sexual harassment and sexual violence, including the offenses of rape, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking are all forms of sexual misconduct and are strictly prohibited by the College. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity. The College’s Policy on Sexual Misconduct is located here: https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies/sexual-misconduct-policy.

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

Lisa Miller
Assistant Vice President for Human Resources and Title IX Coordinator
1000 Hempstead Avenue
Kellenberg Hall, Room K-112
Rockville Centre, New York 11571
Phone: (516) 323-3046
lmiller@molloy.edu

Deputy Title IX Coordinators:
• Michael Grasso, 323-3602
• Marion Flomenhaft, 323-3023

K. HONOR SOCIETIES

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

ALPHA KAPPA DELTA
Alpha Kappa Delta seeks to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. 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 3.3 and

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.

**CHI SIGMA IOTA**
The Chi Sigma Iota, CSI, is the international honor society of professional counseling. It was established in 1985 to provide recognition for outstanding achievement as well as outstanding service within the profession. CSI was created for counselors-in-training, counselor educators, and professional counselors whose career commitment is to research and service through professional counseling. The mission of CSI is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. The CSI symbols and colors were chosen to reflect its mission and values: white for virtue, blue for trustworthiness and integrity. In accordance with CSI by-laws, eligibility for membership is extended only to those students in the Molloy College Clinical Mental Health Counseling Program (CMHC) Master of Science Program who have at least 9 credit hours and have a cumulative GPA of 3.5 or better on a scale of 4.0 and are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary. A CMHC graduate student must be invited to membership by the CMHC faculty advisor to be eligible for membership and faculty recommendation is required of all candidates.

**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.

KAPPA ALPHA NU
Kappa Omicron Nu is the National Honor Society for Human Sciences. The Molloy chapter of Kappa Omicron Nu, Nu Alpha Kappa was established at Molloy in September 2017. The goal of Kappa Omicron Nu is to foster “excellence in leadership, scholarship and research” through multidisciplinary education, research and service for the health of individuals, families and communities. Nu Alpha Kappa chapter of the society at Molloy College embraces the mission of Kappa Omicron Nu, honoring students from the Department of Communication Sciences and Disorders who exemplify their high standards integrating theory, research and clinical practice through constant intellectual curiosity, compassionate service, cultural humility and strong professional ethics. Graduate student membership requires completion of at least 25 credit hours and a minimum GPA of 3.8.

LAMBD EPSILON CHI
Lambda Epsilon Chi (LEX) is a National Honor Society for Students of Paralegal Studies/Legal Studies. The purpose of the Molloy College Chapter of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal studies/legal studies in which they earn a Paralegal Studies Certificate. Undergraduates who have declared a Legal Studies Minor, attained a minimum GPA of 3.5 or better in Legal Studies courses, and who have a minimum overall GPA of a 3.25 or better are invited to apply for membership in LEX. Application for membership is made through the Director of Legal Studies/Paralegal Studies.

LAMBD 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 initiates 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.

PI SIGMA ALPHA
Pi Sigma Alpha, the National Political Science Honor Society founded in 1920. Its purpose is to recognize and promote high academic achievement in the field of Political Science. The Molloy Chapter of Pi Sigma Alpha, known as the Alpha Kappa Phi Chapter, was established in March 2016. The Honor Society is open to Juniors and Seniors with a declared major or minor in Political Science. Students must maintain a grade of “B” or better in all Political Science courses. They must complete at least on upper-level course and have completed 12 credits of course work in the discipline. The students must rank in the upper third of their class.

PSI CHI
Psi Chi is the International Honor Society in Psychology. Active members are invited to participate not only in the activities of the local chapter, but also in those of the regional and Society organization. Membership in the Molloy College chapter of Psi Chi requires a 3.4 or higher grade point average after completing at least three semesters of college and at least nine credits of psychology courses. Psychology majors that meet the requirements are invited to join during the spring semester and psychology minors that meet the requirements are encouraged to contact the faculty advisor if they are interested in membership. The Molloy College chapter encourages members to attend local conferences on psychology and to engage in group service projects that help advance the Department of Psychology and Counseling such as calling accepted students and answering questions at the majors and minors fair each semester. Students in Psi Chi work together to enhance their academic experience through extra-curricular educational events, service activities, and research opportunities. Dr. Melissa Gebbia is the faculty advisor to the Molloy College chapter of Psi Chi and she can be reached at 323-3848 or by email (mgebbia@molloy.edu).
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.

SIGMA TAU DELTA
The Alpha Phi Theta chapter of Sigma Tau Delta (STD), International English Honor Society, seeks members who are dedicated to the study of English literature and creative expression. All students who rank in the top 35% of their class and who have earned at least a “B” average in no fewer than 9 credits of English literature courses are encouraged to apply for membership. Admission is further contingent upon regular participation of the student’s written work (an analytic or creative piece) at one of the Society’s meetings.

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), Anthros (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.

L. ADDITIONAL CAMPUS RESOURCES

Tutoring Services
Tutoring Services assists students in achieving their academic potential in math, science, modern languages and nursing. Assistance in other disciplines is provided according to the individual student’s need and eligibility. Sessions are scheduled on an appointment basis; provided by professional, graduate or peer tutors; conducted one-on-one or in small groups; and scheduled for one or two hours a week. Students can receive help in as many as two courses per semester. Tutoring Services is located in Casey 012 and can be reached by calling (516) 323-3451.

Special Collections
The office of Special Collections comprises the College Archives, Manuscript Collections, Rare Books, Art Collections, and Art Gallery. The office is located in Kellenberg Hall 318 and can be reached by calling 516-323-3222. For information about Art Gallery exhibitions call 516-323-3196. Office hours are Monday through Friday 9:00 am until 5:00 pm. Students conducting primary research in the collections are encouraged to make an appointment in advance.
The College Archives contains valuable records of the College from the founding of Molloy to the present. All collections are non-circulating. Materials available for research purposes include College publications, annual reports and course catalogs, student newspapers, yearbooks and a variety of historic materials relating to student clubs, organizations and publications.

The Art Collections consist of Fine and Decorative works from the late 19th to the 21st century. Collecting areas focus on painting, prints and drawings, and fine art photography. Art from the permanent collections is exhibited throughout campus as part of our Art in Public Spaces program.

The Kellenberg Art Gallery, located on the 1st floor of Kellenberg Hall offers several exhibitions each semester which showcase nationally known and local artists, private collections and Molloy’s permanent collection. The Student BFA/BS Exhibition is held each spring, and students are welcome to propose exhibitions throughout the year. Exhibition schedules are published to the College website at www.molloy.edu/artgallery.

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. For two days each semester, the Molloy Student Government brings Long Island Blood Services to campus to accept blood donations. If you have any questions, please call the Office of Campus Life at (516) 323-3455.

Bursar’s Office
The Office of the Bursar is located in Wilbur 234 and can be reached by calling (516) 323-4100. The Bursar’s Office 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
The office of Campus Ministries is rooted in the Dominican Charism and the four pillars of study, service, spirituality, and community. With a foundation of Catholic identity, Campus Ministries brings together students and employees in the common search for Truth in the Dominican Way in an accepting and inclusive environment. Campus Ministries sponsors retreats, masses, prayer services, and service experiences both locally and globally. The office of Campus Ministries is located in Public Square 390. All are welcome to come relax in the campus ministries lounge where we offer friendly hospitality to students and employees. The Sacred Heart Chapel is located in the parking lot between Fitzgerald Hall and the Hagan Nursing Center and is open for all students when the College is in session. The Campus Ministries Team, consisting of two campus ministers, a chaplain, and the coordinator of campus ministries, is always available to meet with students or employees on an individual basis and in a confidential manner. The Campus Ministry Team works collaboratively with students, including the Mission Scholars and HOPE Team, to empower students to expand the influence of Campus Ministries on the Molloy College campus. For further details, visit us on Molloy’s website at www.molloy.edu/molloy-life/campus-ministries or call the office at (516) 323-3224. To contact a campus minister directly, email Michael Malinowski at mmalinowski1@molloy.edu or Michelle Lithgow at mlithgow1@molloy.edu.

Computer Labs
The Information Commons is located on the second floor of the Public Square and is available to all Molloy students and can be reached by calling (516) 323-4817. The Commons houses Windows computers as well as 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. In addition, there are small lounges
in each building (unstaffed) where computers and printers are available for student use.

Financial Aid Office
The Financial Aid Office, located in Wilbur 236, provides information regarding all types of available aid. These resources include federal, state and institutional grants along with federal and private loan options. Job opportunities are also available to students through the federal work study program. To qualify for these programs, students are required to complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. The financial aid staff is available on a full-time basis to assist students and their families. The office can be reached via phone at (516) 323-4200 or by email at financialaid@molloy.edu

Food Service
The Anselma Room is the main cafeteria, and is located in Kellenberg Hall. The Quick Byte Café is located in the Public Square, and offers a variety of grab and go items.

International Education
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 International Education Office. The International Education Office 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 International Education recognize the need for students to see the world as a living classroom. Our programs are designed to broaden your academic experience and to have you witness firsthand what your professors have shared with you in the classroom. The International Education Office is located in room 310 in the Public Square and can be reached by calling (516) 323-3950.

Library
The James Edward Tobin Library (JET) is located on the second floor of Kellenberg Hall and can be reached by calling (516) 323-3910. JET is open to all members of the Molloy College community. The College ID serves as the Library borrowing card for physical items. Patrons can access many items digitally off-campus by using their Canvas log-in.

The library hours as well as other important information can be found on the website: http://www.molloy.edu/library. A fully integrated mobile site allows students the ability to access most electronic resources from either their smart phone or mobile device. Reference librarians are available when the library is open. Students can obtain research assistance from librarians in person, via email, telephone and text or instant messaging. Private reference appointments can be arranged upon request. Visit: http://www.molloy.edu/library/ask-a-librarian for more information.

There are 12 research computers in the main reference room of the library. Students may also utilize a total of 38 computers housed in two library instruction rooms when they are not being used for class purposes.

Additional facilities include 40 computers located in the Information Commons on the second floor of the Public Square building and a reference library located in the Suffolk Extension Center. The library’s media center has 8 touch screen computers and areas for students to view streaming and DVD materials in groups of up to 14 students. All facilities provide wireless and internet access.

The library also provides an extensive interlibrary loan service, where books and articles may be obtained from other colleges and universities throughout North America. Alternatively, materials can be retrieved locally if they are held by Long Island institutions, as the library is part of a Research Loan Program cooperative consisting of over 100 libraries.
**Lockers**

Lockers, located throughout campus, are available to rent from the Office of Student Affairs (Public Square 330). 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. For more information, you can call (516) 323-3456.

**Lost & Found**

Found articles that are turned in are brought to the Public Safety office located in the Maria Regina Annex. Persons looking for lost articles may inquire there or by calling (516) 323-3500. Lost articles will be kept for thirty (30) days and then discarded.

**Off-Campus Housing**

Off-campus housing information is available from the Office of Residence Life. This service helps students find housing near the Rockville Centre campus. Students living off-campus are expected to be considerate of their neighbors and the community at large. The Office of Residence Life can be reached at 516-323-3463.

**Residence Life**

Molloy College is home to three residence halls; Fitzgerald, Maria Regina, and Bogner Halls. The Office of Residence Life is staffed by the Director of Residence Life, two Residence Hall Directors (RDs) and Resident Assistants (RAs) that live in each building. For further information about Office of Residence Life policies and procedures, please refer to the Office of Residence Life Handbook, email residencelife@molloy.edu or call (516) 323-3463.

**The Partner Project**

The mission of The Partner Project is to educate, create awareness, stimulate conversation and provide resource information within the context of addressing the societal issue of relationship violence and offer individuals the opportunity to enhance their lives, develop healthy relationships and lay the ground work for continued success. This will be accomplished by education, training, research, and responsible action. The Partner Project is actively involved in research to determine behaviors and attitudes associated with relationship violence.

Contact Information:
Teresa Aprigliano
taprigliano@molloy.edu
516-323-3659

**Registrar**

The Registrar’s Office, located in Wilbur 235, 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 and graduation reviews and degree verifications. The Registrar’s office can be contacted at (516) 323-4300.

**Siena Center for Social Justice (SCSJ)**

The Siena Center for Social Justice seeks to explore and encourage a deeper understanding and appreciation for people from all backgrounds in keeping with the College’s Catholic and Dominican heritage. Through educational programming and services, SCSJ will provide resources that foster awareness as well as empower constituents with knowledge, tools and experiences that promote global citizenship and a more inclusive campus.

SCSJ is a part of the Office of Mission and Ministry and is located in Kellenberg Hall Room 207. For questions or help regarding resources contact Catherine Muscente, Vice President, 516.323.4710 or cmuscente@molloy.edu.

**Spirit Store**

Operated by Molloy College, the Spirit Store is located in the Public Square. To purchase/rent textbooks please go to
Emblematic clothing such as t-shirts and sweatshirts are only some of the items that are available for purchase. Business hours are 9:00am to 5:00pm, Monday through Friday. The Spirit Store may be contacted at (516) 323-3938.

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

The St. Thomas Aquinas Program (STAP) provides service to undergraduate students who have academic profiles that fall below traditional admissions standards, but still exhibit a high potential for success at the collegiate level. Entrance into the program is determined by the Office of Admissions upon evaluation of an incoming student’s academic profile.

Students accepted into STAP receive extensive support and guidance during their first year of college. A strong emphasis is placed upon the successful transition from high school to college and providing students with the skills and information needed for successful completion of an undergraduate degree. Program participants are linked with fellow students, peer mentors, faculty members and various clubs and organizations housed at Molloy in order to promote academic prosperity and holistic learning experience.

STAP students have access to individualized academic advisement services and weekly workshops on topics including study skills, time management, test anxiety, college requirements and stress relief. These integral workshops are designed to equip students with the skills, attitudes and information needed to accomplish their educational and career goals.

For more information about the St. Thomas Aquinas Program, contact the office at 516-323-4020.

**Student Solution Center**

A “one-stop-shop” serving all students in providing the answers to questions related to registration, billing, and financial aid. Centrally located in the Wilbur Arts Building lobby, the Student Solution Center should be the first stop when a student is confused about any process at Molloy or faces an issue and requires assistance in finding a resolution. The SSC team is committed to giving students accurate information and support in all aspects of their college experience. In addition, the Center hosts workshops open to all students. These workshops are intended to inform students of the tools available which allow them to take a proactive role in the direction of their college careers.

The Student Solution Center serves as home base for undeclared students. The SSC provides a variety of resources and referrals to assist students on their academic journey. All undeclared students will be assigned a professional advisor to assist in planning courses and discuss major exploration. For more information, call (516) 323-4400, e-mail studentsolutioncenter@molloy.edu or visit our webpage at www.molloy.edu/ssc

**Technology Support Services**

The Technology Support Services team supports all of the technology on the Molloy College Campus. Our “Helpdesk” is located in the lower level of Kellenberg in K022. The staff can assist students with gaining access to Molloy’s technology services such as Student E-mail, Network Account and Wi-Fi. These support services are also available in the Information Commons during scheduled Lab hours. Please note our staff is not authorized to work on non-Molloy equipment. If you have any questions, you may call (516) 323-4800.

**Transportation**

**Bus**

The N16 line of the NICE (Nassau Inter County Express) bus stops at the campus entrance. Bus schedules are available through the Office of Student Affairs in Public Square 330 or by going online to the NICE website.

**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 (via the Cross Island Parkway from the Whitestone and Throgs Neck Bridges; or via the Belt Parkway from the Verrazano Bridge) to either Exit 19 or Exit 20.

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 outside of the Student Affairs Office, located in room 330 Public Square. Campus shuttle schedules can be found online at http://www.molloy.edu/molloy-life/campus-life- and-activities/shuttle-schedule---bus-depot

TRiO Program – Student Support Services
The TRiO Program is the designation for the federally funded Student Support Services Program at Molloy College. The goal of the TRiO Program is to assist eligible students in achieving their educational objective. It represents Molloy’s commitment to the attainment of education for all students regardless of race, ethnic background or economic circumstances.

The TRiO Program is open to incoming freshmen and transfer students who have academic need and for whom one or more of the following applies:
• Families qualify as low income
• First generation college students
• Have a physical or learning disability

The services offered by the TRiO Program include academic assessments in reading, writing and math; academic and career advising; academic support; assistance with Admissions, Financial Aid and other College services; support for students with disabilities; cultural and social activities; professional mentoring; and other resources about scholarships, grants, volunteer placements, internships and opportunities for many other aspects of community life. For information, call (516) 323-3282.

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) free of charge. Appointments are given priority, but walk-ins are welcome when possible. For more information, you may call (516) 323-3293.

III. GOVERNANCE

Molloy College Governance Structure (Adopted by the Board of Trustees May 10, 2012.)

The Board of Trustees approved the Molloy College Governance Structure to serve as the operational and administrative governance structure of the College. The Governance Structure is designed to facilitate effective decision making for the overall good of the College, and to enable representatives of the four constituencies–administration, faculty, staff, and students--to work together in a collegial manner by defining roles and responsibilities, fostering effective communication, and facilitating campus-wide participation in the life of the College. The Board of Trustees, as the ultimate governing body of the College, determines and approves such policies as are necessary for the fiscal and educational soundness of the institution.
There are six standing committees of the Molloy College Governance Structure: Priorities and Planning, Financial Resources, Undergraduate Academic Policies and Procedures (UAPP), Graduate Academic Policies and Procedures (GAPP), Student Life, 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 student body (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 comprised of two students 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 student body.

- **Student Affairs Committee** – focuses on student-centered policies and programs, carrying out periodic evaluations of the Student Handbook, Residence Life Handbook and student-related policies; receive, review and take appropriate action regarding proposals on matters of student life and policy, and forwards such proposals to the Priorities & Planning committee when appropriate. Student membership is comprised of the Student Activities coordinator, one resident assistant, two students elected at large from the undergraduate student body, and one student elected from the graduate student body (or undergraduate if no graduate student is available).

- **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** - posted on the bulletin boards on the third floor of the Public Square and outside the gym;
- **Meetings** are 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 Governance Structure and will avail themselves of the many opportunities to take part in the governance of the College.
IV. NON-ACADEMIC POLICIES

A. ACCOUNTABILITY AND FAIRNESS

Molloy College offers an environment for students to learn that consequences follow choices. Students will be held accountable for their knowledge of and compliance with the policies and procedures set forth in this Handbook. Where an alleged violation of this Handbook exists, 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.

B. CHANGE OF NAME OR PERSONAL INFORMATION

At Molloy, a student’s “name of record” is the legal name under which the student was admitted to Molloy. A “legal name” is the name that appears on the student’s government issued identification documents (e.g., birth certificate, driver’s license, government issued identification card, passport, or U.S. Social Security Card). If a student has changed his/her legal name, a change of name form must be submitted with legal proof of the change to the Registrar’s Office. The legal proof required may include, but is not limited to, the following:

- Government-issued photo ID;
- Another form of ID;
- Proof of use of the old name (e.g., credit card, Molloy ID Card, court order, marriage certificate, bank statement, divorce document, etc.).

In the case of a name change due to marriage the student’s maiden name, as well as his or her married name, must appear on submitted documents in order to effectuate a change. After graduation, if a transcript is requested, a maiden name as well as married name must be given in the request.

Changes in a student’s address and telephone number 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 (student portal) on the web, with their PINs.

C. 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.

D. COLLEGE PROPERTY

College property may not be borrowed, nor used without permission. Individuals who violate this provision may be subject to the disciplinary process and procedures set forth herein.
E. **EQUAL OPPORTUNITY POLICY**

Molloy College is committed to providing a learning, living and working environment free from unlawful discrimination. The College prohibits discrimination against any person on the basis of age, ancestry, color, creed, sex, disability, ethnicity, gender, gender identity or expression, pregnancy, marital status, national origin, genetic disposition or carrier status, race, religion, sexual orientation, citizenship status, military status, veteran status or any other legally prohibited basis in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs. Such discrimination violates College policy and will not be tolerated.

Inquiries concerning the College’s nondiscrimination policies may be referred to the Vice President for Student Affairs (Public Square 330) by calling (516) 323-3457 or the Assistant Vice President for Human Resources and Title IX Coordinator (Room K112) by calling (516) 323-3046.

The non-discrimination policy can be found online at https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies.

F. **OFF CAMPUS STUDY PROGRAMS**

Students registered for Molloy College’s study 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.

Students registered for domestic and study abroad programs through Molloy College will notify the Director of International Education or Vice President of Student Affairs 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 international study abroad programs disciplinary action may be taken by the College against an individual(s), accused of violating college policies or civil/criminal laws.

G. **ADVISORY REGARDING OFF CAMPUS BEHAVIOR**

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 and/or detrimental to the College or of such a nature as to indicate to the community that College disciplinary action should be taken. Regardless of whether civil/criminal action is pending, the College may take action in order to best serve the interests of the College community and its students.

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, unbecoming 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.
H. COMPUTER PRIVILEGES AND ACCEPTABLE USE OF TECHNOLOGY

1. Policy Summary
The technology resources at Molloy College are designed to support the educational, instructional, research, and administrative activities of the College. The use of these resources is a privilege extended to members of the Molloy community. Users of these services and facilities have access to valuable College resources, sensitive data, and internal and external networks. Consequently, it is important for all College constituents to behave in a responsible, ethical, and legal manner. In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements.

2. Policy Scope
This policy applies to all users of computing resources owned or managed by Molloy College. Individuals covered by the policy include (but are not limited to) Molloy faculty and visiting faculty, staff, students, alumni, guests or agents of the administration and external individuals and organizations accessing network services via Molloy's computing facilities.

Computing resources include all college owned, licensed, or managed hardware and software, and the college network (via a physical or wireless connection), regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, resources administered by central administrative departments (such as the Library and Information Technology), personally-owned computers and devices connected by wire or wirelessly to the campus network, and to off-campus computers that connect remotely to the College’s network services.

3. Policy
3.1 Acceptable Use

- Users may only use the computers, computer accounts, and computer files for which they have authorization.
- Users may not use another individual's account, or attempt to capture or guess other users’ passwords.
- Users are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, software and hardware.
- The College is bound by its contractual and license agreements respecting certain third-party resources; users are expected to comply with all such agreements when using such resources.
- Users should make concerted and consistent efforts to protect passwords and to secure resources against unauthorized use or access. Users must configure hardware and software in a way that reasonably prevents unauthorized users from accessing Molloy's network and computing resources (see Molloy College’s Password Policy – see Appendix A.1 for policy).
- Users must not attempt to access restricted portions of the network, an operating system, security software, or other administrative applications.
- Users must comply with the policies and guidelines for any specific set of resources to which they have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- Users must not use Molloy computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
• Tools may not be used on the Molloy network and/or computing systems that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffer, etc.).

3.2 Adherence with Federal, State and Local Laws

As a user of Molloy's computing and network resources, users must:
• Abide by all federal, state, and local laws
• Abide by all applicable copyright laws and licenses. Molloy College has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements
• Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
• Not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.
• Not use email to harass, intimidate or otherwise violate the rights of others.

Please visit Molloy College’s Copyright and Fair Use web page for more information.

3.3 Other Inappropriate actions

Use of Molloy’s computing facilities and services for those activities that are consistent with the educational, research, and public service mission of the College. Other prohibited activities include:
• Activities that would jeopardize the College's tax-exempt status
• Use of Molloy's computing services and facilities for political purposes
• Use of Molloy's computing services and facilities for personal economic gain

3.4 Privileges provided

Access to College technology resources is granted to specific constituencies. The procedures for gaining access to services are detailed in the appendix of this policy.

• Students: See Appendix A.2 and A.3 for student procedures. Students are granted access to electronic services which are utilized for College communication and course materials.
• Alumni: Alumni may maintain their Google Apps account for as long as they wish as long as they are in good standing with the College.
• Employees: Employees are granted access to electronic services depending upon their positions at the College.
• Guests: Guests of the College are able to request temporary computing access. The College provides a Wi-Fi network for guests.

4. Definitions

• College: refers to Molloy College
• Molloy: refers to Molloy College
• Student: refers to anyone registered for a course offered by the College. Student status is extended
to those on official leave

- **Alumni:** refers to a student who has officially graduated from the College and
  1. has not re-enrolled in another program
  2. is in good standing with the College (i.e. outstanding debt paid, no post-graduation disciplinary actions levied)

5. **Penalties and Consequences**

Users in violation of the policies mentioned in this document may be subject to disciplinary action in accordance with this Handbook.

**Student account creation**

Student accounts are created within 48 hours of registration for one course or more. Students are notified via email to the personal email address that was provided upon application to the College or acceptance into a program. Upon receipt of the notification email, students must follow the instructions to activate their accounts. Each student is provisioned the following:

- One Google Apps account
  - Used for student email but includes all Google Apps for Education services such as Google Docs, YouTube, Calendar, etc.
- One Microsoft Active Directory Services account which is used to access the following:
  - Computers on campus designated for student use
  - Wireless internet on campus
  - Canvas (for coursework and materials)
  - Lion’s Den (for grading, finances, financial aid, registration etc.)

**Student account deactivation**

Student account deactivation occurs based on the conditions of separation from the College.

- **For Graduating Students:** Alumni maintain access to e-mail as long as they are in good standing with the College.
- **For Terminated, Suspended, and Expelled Students:** Services are expired immediately per confirmation from the Vice President of Student Affairs.
- **For Students Who Have Withdrawn from Classes:** All students who have withdrawn from classes will maintain email privileges for one semester. If the student does not register after one semester, the email account will be deactivated.

**Student Email Addresses and Accounts**

Email services are available for students to support learning and for the purpose of communication between the College and the students. Services are provided only while a student is enrolled in good standing at the College. Student email services may be terminated as per the conditions specified in the Computing Privileges and Acceptable Use Policy. Upon termination, the account holder may no longer access the contents of his/her mailbox.

Student email users are advised that electronic data (and communications using the College network for transmission or storage) may be reviewed and/or accessed by authorized College officials for purposes related to College business. Molloy has the authority to access and inspect the contents of any equipment, files, or email on its electronic systems without notice.
**Alumni and Others**

Individuals with special relationships with Molloy, such as alumni or consultants, who are neither employed nor enrolled at Molloy, are granted limited email privileges, including an email address, commensurate with the nature of their special relationship. Molloy is free to discontinue these privileges at any time for any or no reason in the College’s sole discretion.

**Prohibited Use of Email**

- Unauthorized access to another person’s email;
- “Spam,” chain letters, or other wide distribution of unsolicited email (refer to Molloy’s “Mass Email Policy”);
- Commercial activities or personal monetary gain;
- Partisan political or lobbying activities;
- Transmission of sensitive data including but not limited to Social Security numbers, driver’s license scans, passport information, credit card numbers, bank account numbers or other items that individuals expect to remain private. This includes transmission of your own or someone else’s sensitive data.
- Copies of documents in violation of U.S. copyright laws;
- Sensitive information not intended for public dissemination;
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications;
- Promotion or support of personal agendas not in accordance with the mission of the College;
- Use of email address to sign up for promotions, sweepstakes, or any website of questionable content not related to College business.

**Security and Privacy of Email**

Molloy endeavors to provide secure, private and reliable email services by following sound industry standard information-security practices. All email users should exercise extreme caution when using Molloy email services to communicate sensitive data or confidential matters.

Molloy College Information Technology (IT) staff members will not “whitelist” accounts of family, friends, or any other non-College business-related contacts.

Certain file types are restricted from being attached to emails including .zip, .exe, and other similar, potentially malicious file types. These file types cannot be sent or received using Molloy email services.

**Computer Labs**

The Information Commons (located on the 2nd floor of Public Square) is available to all Molloy students and includes Pcs, Macs, scanners and laser printers. In addition, there are open computers located throughout the campus for student use. Each computer will require a username and password for access. Most areas are equipped with printing capabilities. Some academic departments include their own computer lab for instructional use and may not be open to the general student population. To contact Information Commons, call (516) 323-3932.

### I. SOCIAL NETWORKS

Social networks continue to grow in popularity 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.

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.
- Should you encounter an inappropriate or harassing post do not respond to it. Instead, save a copy of the post and report the incident to Molloy’s Student Personal Counseling Center.
- 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 social media outlets. Students’ use of social media must comply with Molloy’s policies prohibiting discrimination and harassment. It is important that students recognize the power of public social 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 in accordance with this Handbook.

J. 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.

K. 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 Technology Support Services Helpdesk at (516) 323-4800 immediately, and the password should be changed.

L. DRONES

As a private institution, Molloy College establishes the following policy which is applicable to all employees, students, contractors, volunteers, and guests: The operation of an unmanned air craft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). Operation by any person of a UAS, from or above the campus, is governed by this policy. This policy is established to require and ensure compliance with applicable
laws, reduce safety risks, and preserve the security and privacy of members of the Molloy community. **Drones are banned from campus unless given express authorization from a designated Molloy College employee.**

The FAA classifies UAS use as one of three types:

- Public – Governmental
- Civil Operations – Non-Government
- Model Aircraft – Hobby or recreation only

Using a UAS to take photos/videos for personal use is recreational. Using the same device to take photos/video for compensation or sale is commercial use; commercial use requires an FAA Sec. 333 Exemption or a Special Airworthiness Certificate. A Certification of Waiver or certificate of authorization means an FAA grant of approval for a specific unmanned operation. (See [www.faa.gov](http://www.faa.gov))

**Campus Policy**

Any use of a UAS from or over the campus or inside a campus building is prohibited except under the following circumstances:

- **Hobby or Recreational Use:**
  - Must obtain prior approval from the Department of Public Safety at least 48 hours prior to the use of the UAS.
  - Must provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
  - Must comply with all federal and state laws.
  - Must operate the UAS in a responsible manner.
  - Must not operate over areas of public assembly, stadium, or areas of construction.
  - Must not photograph/video or monitor areas where other members of the Molloy community would have a reasonable expectation of privacy, such as, locker rooms, restrooms, individual residence rooms, or other private areas.
  - Any violations of law (trespassing/illegal surveillance) or violations of College policies may subject the individual to both criminal and/or disciplinary action. Damages/injuries occurring to College property or individuals will be the responsibility of the UAS operator.

- **Civil Operations/Commercial Use:**
  - All civil (commercial, contract, or College owned) operated UAS’s must comply with all federal (FAA), state, and local laws.
  - Must obtain prior approval from the Department of Public Safety at least 48 hours in advance of the proposed use of the UAS.
  - A College owned or commercial UAS must comply with FAA regulations by obtaining and producing a “333 Exemption” or a “Special Airworthiness Certificate” prior to use on the campus. (See: [www.faa.gov](http://www.faa.gov))
  - A commercially owned (for hire) UAS operator must file a certificate of insurance with the College (Office of the CFO) naming Molloy College as the additionally insured. Liability coverage must be for $1M.
  - A commercially owned (College or contract) operator must file a “flight plan” including date, time, and duration of flight and operational area, with the Department of Public Safety 48 hours prior to commencing the UAS flight.
  - A contract operator must be accompanied by a representative of the College at all times while operating a drone.
  - The UAS must be operated in a responsible manner.
  - The UAS may not operate over areas of assembly, stadium, or populated areas.
  - The UAS is not permitted to photograph, video, or monitor areas of the College where other members of the Molloy community would have a reasonable expectation of privacy. (See above).
  - Any violations of law (trespassing/illegal surveillance) or violations of College policies may subject the individual to both criminal and/or disciplinary action. Damages/injuries occurring to College property or individuals will be the responsibility of the UAS operator.
The Department of Public Safety maintains the authority to “ground” or suspend operations of any UAS that is not compliant with FAA regulations, this policy, or presents a danger to Molloy College property or to the Molloy community and our neighbors.

M. **DRUG AND ALCOHOL POLICY**

Molloy College 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 this end, the College has a strong commitment to the health and safety of the members of its community. 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-sponsored activity, whether located on- or off-campus. This policy also includes intoxication, regardless of substance, anywhere on Molloy’s campuses or at any Molloy-sponsored activities, whether located on- or off-campus.

Faculty, employees, staff, contractors, vendors, licensees, students and their guests are subject to all federal, State and local regulations concerning the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs, drug related paraphernalia and alcohol, as well as Molloy’s Drug and Alcohol Policy set forth herein. Thus, violations of this policy are subject to both sanctions under this policy and criminal sanctions as provided by federal, state, and local law. The College may refer any individual in violation of this policy for criminal prosecution. 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 the College from investigating complaints or pursuing disciplinary action. Any sanction imposed under this policy is independent of, and in addition to, any penalty imposed in connection with a criminal conviction. 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. Where appropriate or necessary, the College will cooperate with law enforcement agencies if a member of the Molloy community’s use, possession, or distribution of a substance violates the national, state, and/or local laws of the country in which the campus where the incident occurred is located. For this reason, it is crucial that members of the Molloy community who are participants in a Molloy-sponsored student abroad program familiarize themselves with the laws and policies of the location to which they are traveling.

**PROHIBITED CONDUCT**

**a. Standards of Conduct.**

It is a breach of College policy for any faculty, employee, staff, contractor, vendor, licensee, student or guest on the Molloy College campus or at any event sponsored by Molloy College, whether located on- or off-campus:

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 purchase, 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.

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. Complaints involving intoxication are investigated in accordance with the provisions of this Handbook. Any member of the Molloy Community found to be in violation of this policy will be subject to disciplinary sanctions, up to and including dismissal.
b. **Campus Buildings and Spaces.**

Individuals of legal drinking age may consume alcohol on campus only in accordance with the policy set forth herein, and only at a Molloy-sponsored event that permits the legal consumption of alcohol.

The possession and consumption of alcohol is strictly prohibited in all public campus buildings and spaces, without prior written approval from the Vice President of Student Affairs. Public campus buildings and spaces include, but are not limited to:

- Buildings and hallways;
- Offices;
- Student organization offices and work spaces;
- Lounges;
- Outdoor spaces (e.g., athletics fields, parking lots, quads, lawns, etc.)

**SANCTIONS – STUDENTS**

A student who is found to be in violation of this policy is subject to the “Procedures for Student Discipline in Non-Academic Areas” as stated in the Student Handbook below. If a decision is entered against an accused student, the following sanctions, among others, 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 that is 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 in his/her sole and absolute discretion to immediately suspend the student pending the adjudication of the matter in accordance with Molloy’s “Procedures for Student Discipline in Non-Academic Areas.” During the period of suspension, a student is barred from classes and all other College privileges and activities, including residing on campus, and is not permitted access to Molloy’s campus for any reason.

The Judicial Committee convened as per the “Procedures for Student Discipline in Non-Academic Areas” may recommend one or more of the following to the Vice President for Student Affairs, in addition to recommending appropriate sanctions afforded for under that policy:

- Continuation of the suspension for a specified period of time;
- Evaluation from the Student Counseling Center and possible attendance in a rehabilitation program if suggested by counseling center staff;
- Dismissal from the College, with or without the right to reapply after a specific period of time.

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

b. **Alcohol.**

As previously stated and reiterated herein, alcohol infractions will be adjudicated in accordance with the policies and procedures set forth in Molloy’s “Procedures for Student Discipline in Non-Academic Areas.” The following serves as a guide for additional sanctions afforded under this policy should a violation be found. The Judicial Committee convened to review any alcohol related incidents under the “Procedures for Student Discipline in Non-Academic Areas” is free to deviate from the below depending on the severity of the infraction.
A. 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 the following:
  o 20 volunteer hours

B. 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:
  o A monetary fine of up to $50.00;
  o 25 volunteer hours;
  o Mandatory meeting with the Student Personal Counseling Center.

C. Third or Subsequent Infraction - Alcohol

Illegal Possession, Consumption, Aiding or Abetting in the Purchase or Possession of Alcohol
  o Will require a suspension 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 Student Personal Counseling Center. Resident student will be dismissed from Residence Life.

Consideration for reinstatement is dependent upon proof of satisfactory completion of the recommended program. Should the student continue to engage in prohibited conduct, a Disciplinary Dismissal may be required.

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. A student who does not comply with the policies may be subject to disciplinary dismissal.

GUESTS
Any guests of the College who do not comply with policies found in any of the College’s handbooks will be banned from campus. 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.

FACULTY, STAFF, AND EMPLOYEES
A member of the faculty, staff, and/or an employee who is accused of a violation of this policy may be subject to disciplinary action in accordance with the procedures set forth in the applicable conduct handbook or collective bargaining agreement. Sanctions may include, but are not limited to, reprimand, suspension without pay, or termination of employment.

LEGAL IMPLICATIONS
Violations of this policy are subject to both Molloy’s aforementioned sanctions, as well as criminal sanctions as provided by federal, state, and local law.

Federal, State and local laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or possess a controlled substance. Controlled substances include, but are not limited to, heroin, cocaine,
methamphetamine, ecstasy, LSD, PCP, marijuana, and certain pharmaceutical drugs if unlawfully possessed. Faculty, employees, staff, contractors, vendors, licensees, students, and/or guests who violate these laws can receive sanctions ranging from community service to life imprisonment. Students found to violate these laws may also forfeit their eligibility for various financial aid programs.

Faculty, employees, staff, contractors, vendors, licensees, students, and guests should be aware that actual physical possession of a controlled substance is not required in order to be found guilty of a crime. The unlawful presence of a controlled substance may result in presumptive evidence of knowing possession of a substance by each person present in the area. For example, the presence of certain substances in plain view in a dorm room may result in presumptive evidence of knowing possession of anyone in close proximity to the substance. Moreover, the presence of a controlled substance in an automobile may result in presumptive evidence of knowing possession for each passenger in the vehicle, unless the substance is concealed on the person of one of the vehicle’s occupants.

a. Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td>Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Fentanyl 400 grams or more mixture</td>
<td>Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Second Offense: 100 grams or more or 500 grams or more mixture</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td>Second Offense: 100 grams or more or 500 grams or more mixture</td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: 1 kilogram or more mixture</td>
<td>Heroin 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td>Second Offense: 10 grams or more or 50 grams or more mixture</td>
<td>LSD 10 grams or more or 50 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td>Second Offense: 50 grams or more or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more or 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td></td>
<td>PCP 100 grams or more or 1 kilogram or more mixture</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td>First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1.25 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td>First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
</tbody>
</table>
b. State Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance.

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.

2. No person under 21 years of age may misrepresent his/her age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.

3. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.

4. Actions or situations that involved forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.

5. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.

Violation of New York State law may subject the violator to legal penalties ranging from confiscation of the beverage to suspension of one’s driver’s license to fine or imprisonment.

HEALTH RISKS
The following is a brief overview concerning the effects of alcohol and drug use. Molloy College does not seek to
provide medical advice, but offers the following summaries solely for their educational value.

a. **Health Issues Related to Alcohol Use.**

Alcohol consumption may cause changes in behavior, ranging from significantly impaired judgment and reduced coordination to marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information, to respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can produce the effects described above.

Alcohol misuse and abuse, including excessive or “binge” drinking, can be a contributory factor to some mental illnesses, such as depression, and can lead to other mental health problems, resulting in destructive, violent, or asocial behaviors. Furthermore, studies have found a strong correlation between alcohol consumption and instances of wrongful or inappropriate sexual behaviors.

Frequent use of alcohol can lead to dependence and, in those instances, cessation of alcohol intake can produce withdrawal symptoms, including, but not limited to, severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening, and long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, which can include irreversible physical abnormalities and mental retardation.

b. **Health Issues Related to Drug Use.**

Drug use can result in adverse health effects that can vary depending on the substance. Typical adverse health effects include one or more of the following: headaches, nausea, dizziness, anxiety, damage to organs, addiction, and, in extreme cases, death. Drug use may also result in asocial or violent behaviors.

c. **Health Issues Related to Prescription Drug Misuse.**

Using prescription drugs outside of the purpose or in a method other than that in which they were prescribed can lead to addiction and is very dangerous. Only prescribing practitioners can properly decide the amount of a medication that an individual should consume.

**AMNESTY POLICY**

Individuals reporting to the College instances of sexual misconduct or suspected overdose, in good faith, will not be subject to alcohol and/or drug use policy violations occurring around the time of the alleged incident.

**COUNSELING AND SUPPORT PROGRAMS**

Molloy College is committed to the education of its community members concerning alcohol and drug use. The College provides confidential counseling services to students who are concerned about their alcohol and/or substance abuse. The Student Personal Counseling Center (SPCC) is a free and confidential counseling service available to all Molloy College students.

The SPCC utilizes the Solution-Focused Brief Therapy (SFBT) model. Unlike traditional therapy, SFBT is short-term and focused on helping students to resolve or effectively manage a specific issue or challenge; or to make a particular desired change. The therapy is typically focused on the solution to the student's problem rather than the cause. Sessions are geared towards direct and active intervention, emphasizing students' strengths, to help them achieve specific and well-defined goals. Students who would benefit from longer-term counseling, intensive support, or some other mental health expertise not offered through SPCC, will be referred to an appropriate off-campus provider. Similarly, faculty, staff and employees may seek the assistance of the Human Resources Department in locating appropriate services. Labor unions may also be of assistance to their members.
**N. IMMUNIZATION REQUIREMENT**

As mandated by the New York State Public Health Law, undergraduate, graduate, matriculated and non-matriculated students born on or after January 1, 1957 must submit proper documentation of immunization for measles, mumps and rubella to Molloy’s Student Health Services Office (located in Kellenberg 310) before they can be eligible to register for classes. The American College Health Association and the Center for Disease Control recommend that all students entering college have received two doses of MMR vaccine (measles-mumps-rubella), a current tetanus diphtheria vaccine, the hepatitis B vaccine series, meningococcal vaccine, chicken pox vaccine (if not immune) and influenza vaccine. All entering students are encouraged to have a complete physical and Tuberculin test.

Resident students (those living on campus) are required to have further vaccines and tests. Any student entering a clinical rotation may also be required to show documentation of further vaccines, exams, and tests. Students must contact their respective departments within which they are taking a clinical rotation for specific clinical requirements.

Proper documentation of required vaccinations includes, but is not limited to,

- A certificate from a licensed physician;
- Migrant or union health records;
- Community health plan records;
- Military records; and/or
- Immunization cards signed by a physician, physician’s assistant or nurse practitioner.

In addition, the New York State Public Health Law 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.

Failure to provide documentation of all required vaccinations by the first day of the semester will result in the student being dropped from his/her classes. To be reinstated, the student must provide the required documentation before the end of the ADD/DROP period. Please note that a delay in the submittal of proper documentation may result in foreclosure from certain classes that may no longer be available at the point of registration.

The Student Health Services Office is located in Kellenberg 310. A nurse is available Monday-Friday. In an emergency, dial 11 for Public Safety from an on-campus phone, or call (516) 323-3500. Information sessions regarding healthier lifestyles are offered throughout the year.

**O. 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 and stamped by the Student Affairs Office.
2. All items to be posted must be approved by the 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:
a. In Wilbur Arts Center - M.S.A. board on the first floor hallway, other bulletin boards with permission of department head.
b. In Kellenberg Hall - M.S.A. bulletin boards. Other bulletin boards with permission of department head.
c. Casey Center - Bulletin boards with permission of department head.
d. Case in Parking Lot “A” - ONE poster with special permission of the Student Affairs Office.

1. Items may NOT be posted on glass surfaces or other areas not specified in #4 above.
2. 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.

P. ANTI-HAZING

Molloy College has a zero-tolerance policy towards hazing (i.e., any action which intentionally, unintentionally, or recklessly endangers the mental or physical health or safety of another, or creates a risk of injury or causes discomfort, embarrassment, harassment, humiliation, or ridicule, or which destroys or removes public or private property, for the purpose of initiation, admission or affiliation with or as a condition for continued membership in any club, team, and/or organization, regardless of the person’s willingness to participate). Hazing includes, but is not limited to:

- Forcing the consumption of alcohol and/or drugs;
- Forcing the consumption to eat unknown substances;
- Compelling an individual to engage in an illegal activity;
- Forcing a person to engage in degrading, humiliating, or dangerous stunts, games, or activities;
- Forcing a person to remain in a position for a duration of time;
- Forcing a person to clean houses or rooms;
- Forcing a person to do the personal errands of another;
- Remote area drop-offs;
- Paddling;
- Any other similar activities which are not consistent with College policies and procedures.

To be considered a participant in hazing, an individual merely needs to (a) be present during the activity or action that constitutes hazing or (b) have knowledge of it, and fail to report it.

All Molloy-sponsored 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:
   i. For individual students, faculty or staff members, violation may result in suspension, expulsion or other disciplinary action.
   ii. For visitors, licensees or invitees, violations will result in ejection from the campus.
   iii. 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.

Instances of hazing should be reported and adjudicated in compliance with the procedures set forth in the “Procedure for Student Discipline in Non-Academic Areas” policy contained herein. Incidents of hazing may result in violation of this Policy as well as criminal prosecution in violation of the New York State Anti-Hazing Law.

Q. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES

As an educational institution, Molloy College is committed to maintaining an environment in which its faculty, students, administrators and staff members are safe, can be trusted and count on others to be trustworthy and receive and extend to others respect as human beings. Indeed, mutual respect among faculty members, students, staff persons and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded.

Molloy’s Non-Discrimination and Anti-Harassment Policy and Procedures sets forth the College’s procedures for addressing discrimination and harassment complaints based on a protected characteristic as defined therein involving faculty, students, administrators, staff, and vendors. Some conduct, which may not constitute harassment, may still violate the standards of conduct set forth in the provisions of the College’s Student Handbook, Employee Handbook, Faculty Handbook, or other College policies. To the extent the conduct in question does not constitute harassment as defined in this policy, the provisions of such other Handbooks, rules or policies are applicable. To the extent that the terms of a collective bargaining agreement contain procedures which differ from this policy, the collective bargaining agreement shall control.

The policy applies to all applicants, students, and employees, and prohibits harassment whether engaged in by a fellow student or employee, a supervisor or manager, or persons conducting business with or visiting the College, or any behavior that takes place at a College sponsored event. This policy is inclusive of all members of the College community. In this policy, the term “Molloy community” is used to refer to faculty, staff, administrators, students and others affiliated with the College by reason of employment or education.

V. PROCEDURES FOR STUDENT DISCIPLINE IN NON-ACADEMIC AREAS

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. Policies and procedures regarding any allegations of sexual misconduct are set forth in the Sexual Misconduct Policy located at: https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies/sexual-misconduct-policy.

A. PROHIBITED CONDUCT

Students are expected to conduct themselves as responsible members of the Molloy Community and may be accountable to both external authorities and to the College for acts which constitute violations of law and/or this Handbook. 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: (i) takes place on the Molloy College campus; or (ii) takes place in the course of a Molloy College sponsored or supervised activity, whether located on- or off- the Molloy College campus ((i) and (ii) are herein collectively referred to as “the campus”).

CONDUCT SUBJECT TO DISCIPLINARY ACTION:
1. ASSAULT as defined by New York State penal law.
2. COERCION as defined by New York State penal law.
3. FAILURE TO COMPLY
   a. Failing to comply with a directive or request from a College official or department.
   b. Failing to comply with a College or departmental policy.

ADDITIONAL CONDUCT SUBJECT TO DISCIPLINARY ACTION:
1. Intentionally or recklessly conducting oneself in a manner which one could reasonably expect would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with any College or College-sponsored activities.
2. Intentionally or recklessly, without authority or consent, limiting or restricting the freedom of a person to move about in a lawful manner 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. Such behavior includes, but is not limited to:
   a. Physical abuse, threats, intimidation and/or coercion;
   b. Verbal abuse, threats, intimidation and/or coercion;
   c. Written abuse, threats, intimidation and/or coercion, whether engaged in via hard copy or electronic means (including, but not limited to texts, email, social media, blogs, Instagram, Snapchat, etc.).
4. Engaging in disorderly, lewd, or indecent conduct;
5. Intentionally furnishing false or deceiving information or record to a College official or office.
6. Failing to comply with the direction of College officials including, but not limited to, campus Public Safety officials.
7. Disorderly, disruptive, or abusive conduct in the classroom or on College premises;
8. Gambling in any form on the College campus;
9. Failing to present proper College identification upon request by an authorized College official.
10. Intentionally or recklessly interfering with or obstructing the normal operation of the College or a College-sponsored activity on- or off-campus, including, but not limited to, studying, teaching, research, College Administration, or fire, police or emergency services. Actions that interfere with
or obstruct normal operation of the College or a College-sponsored activity include, but are not limited to:

a. Participating in a demonstration, riot, or gathering that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the Molloy Community;
b. Impeding ingress/egress to/from the College Campus and/or its facilities;
c. Infringing on the rights of others to access normal activities provided for by the College.

11. Knowingly obstructing or interfering with the terms of any disciplinary sanctions imposed in accordance with this Handbook or other College regulations or rules.

12. 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.

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


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

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

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

18. Unauthorized presence in, or the unauthorized using of Molloy College buildings or grounds, facilities or property. This includes, but is not limited to, the unauthorized entry, use, or occupation of Molloy College buildings, grounds, facilities and/or property, and the unauthorized possession, duplication, or use of keys or access cards to any Molloy College building, grounds, facility and/or property.

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

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

21. Failing to comply with evacuation procedure.

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

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

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

25. 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.

26. Any unauthorized use of electronic or other device to make an audio or video recording of a person on the Molloy Campus or participating in a Molloy-sponsored activity, without that person’s prior consent, when such recording is likely to cause injury or distress. This includes, but is not limited to, taking pictures of another individual without his or her consent and/or using someone’s name and likeness without their approval.

27. Aiding or abetting any conduct prohibited by the Student Handbook.
28. Violating any conduct policy of the College that is not covered by a separate disciplinary procedure.

Students are also expected to be in attire appropriate to an academic environment.

B. **INFORMAL PROCEDURE**

All persons 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. At any time during or following the conclusion of the informal resolution process, the complainant has the right to discontinue or bypass informal resolution and initiate a formal complaint. Similarly, at any time during or following the conclusion of the informal resolution process, the College has the right to investigate and handle the complaint in a formal manner, with or without the complainant’s consent. Certain allegations may be better suited to a formal adjudication and the College, at all times, reserves and retains the right to investigate any complaint in a formal manner to take whatever other action it deems appropriate, with or without the complainant’s consent.

When informal action is deemed appropriate by the complainant and the Vice President for Student Affairs, written notes will still be taken in connection with the complaint. The Vice President for Student Affairs or his/her designee will listen to the concerns of the complainant and offer advice on different ways to handle the situation such as: a letter to a respondent, clarification of College policy, or an informational meeting to mediate the concerns.

C. **RIGHTS OF STUDENTS IN NON-ACADEMIC 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 the violation more likely than not 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 assistance from an advisor. The advisor may be any person who is not otherwise a party or witness involved in the investigation. The choice of whether or not to invite an advisor is solely that of the complainant and respondent. The parties may be accompanied by their respective advisors at any meeting or proceeding related to the investigation of a complaint under this policy. Advisors cannot actively participate or speak on behalf of the complainant or respondent. If an attorney-at-law is chosen, this person may not participate directly in the proceedings. If an advisor’s conduct is not consistent with these guidelines, he or she may be excluded from the process.
5. To have a 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, or a separate policy provides otherwise. To be informed of the potential maximum and minimum sanctions that may be imposed.
8. To be informed of the general nature of the evidence to be presented.
9. To confront and question all parties and witnesses except when extraordinary circumstances make this impossible or impracticable.
10. To present a factual defense through witnesses, personal testimony and other relevant evidence.
11. To suggest questions which might be posed to witnesses.
12. To have the right to choose whether he/she will participate in the hearing process.
13. To have only relevant evidence considered by the Judicial Committee.
14. To be informed of all decisions within 14 days of the conclusion of the hearing.
15. To request an appeal of the disciplinary sanction of suspension and/or dismissal.
16. To be free from repeated disciplinary proceedings where the parties and issues are the same.

**D. FORMAL PROCEDURE**

**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 Handbook.
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. They may choose to:
   a. Waive their defense at a hearing before a Judicial Committee;
   b. Withdraw from Molloy College; or
   c. Appear before the Judicial Committee.
3. Judicial Committee: The Judicial Committee shall be composed of three (3) students chosen by the President of the Molloy Student Association, two (2) faculty members chosen by the Faculty President and two (2) administrators chosen by the College President or designee. The Director of Campus Life shall be the chairperson for the Judicial Committee. A party wishing to challenge the participation of any appointed Judicial Committee member must notify the Assistant Vice President for Student Affairs, in writing, within twenty-four (24) hours of receiving written notice of the members of the Judicial Committee. The party must state the specific reason(s) for the party’s objection. The College will determine whether the challenge has merit and, if so, will assign a new committee member(s). Members of the Judicial Committee are expected to be impartial and to seriously consider the facts of the case. If the accused student chooses not to go before the Judicial Committee, this Judicial Committee will weigh the evidence and hand down a decision of responsible or not responsible.
4. The sanction will be determined by the Vice President for Student Affairs. Notification will be made within five (5) business days of the hearing.

**Formal Hearing**

1. If the accused student chooses to appear before the Judicial 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 the accused student and the complainant have the right to cross-examine all witnesses, except for extraordinary circumstances.
6. After the presentation of both the accused student and the complainant are completed, the Judicial Committee shall deliberate in private until a decision is reached.
7. The Judicial Committee can recommend that, based on insufficient evidence, the total case is dismissed. The Judicial Committee can also determine that a violation of the Student Handbook has occurred.
8. If a decision is entered against the accused, the Judicial Committee shall recommend the imposition of disciplinary and/or restitution-based sanctions which include, but are not limited to:
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.

In determining the appropriate sanction, the Judicial Committee has the right to consider any past violations. Should past violations exist, more severe sanctions are warranted.

As noted, the sanction will be determined by the Vice President for Student Affairs. Notification will be made to both parties within five (5) business days of the Judicial Committee’s recommendation.

E. **APPEAL**

All appeals will be conducted in a fair, impartial, and equitable manner. Either party can file a written appeal based upon: (i) potential procedural errors that had an impact on the decision; (ii) a claim that the sanction(s) imposed is not proportionate to the finding of facts; and/or (iii) new evidence that was not reasonably available at the time of the adjudication.

All sanctions imposed will be in effect during the appeal. A request may be made 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 five (5) business days of receiving the written decision for a review of the decision or the sanctions imposed. Prior to appointing the Appeals Panel, the Director of Campus Life, in his or her sole and absolute discretion, will 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 the Appeals Panel for their consideration.

All appeals and responses are then reviewed by a panel composed of one administrator, one staff member, and one faculty member (the “Appeals Panel”). The Appeals Panel shall not include any member of the Judicial Committee and shall be assembled by the Director of Campus Life.

Except for appeals brought under (iii) above, the Appeals Panel’s entire review process will be based on the party’s appeal, the non-appealing party’s response to the appeal, if any, and the Appeals Panel’s record of the case. Otherwise, no additional evidence is allowed and no witnesses may be heard. The Appeals Panel will make a final determination on the appeal and issue a final determination letter to the respondent and the complainant. This final determination will not be subject to appeal.

F. INTERIM MEASURES

Remedial and protective measures may be available regardless of whether a complainant pursues a complaint or investigation under this Handbook. When the College receives a report of alleged misconduct, the College may take immediate steps to protect the complainant, the affected parties and the community. In this regard, interim measures may include issuance of a no contact order, a change in housing, academic transportation, campus employment, campus involvement, activities or overall student status. The College may suspend a student for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time.

G. RETALIATION

Victims and/or participants in any investigation under this policy who report or participate in good faith have the right to be free of retaliation. Retaliation includes threats, intimidation, or reprisals. Retaliation occurs when an adverse action is taken against an individual because the individual has engaged in an activity protected by law or this policy. For example, it would be retaliatory to intimidate a witness or to shun a person from a student organization in retribution for the person having made a complaint or participated as a witness under this policy.

The College strictly prohibits retaliation by anyone against a person who makes a report or assists someone with a report under this policy, or participates in any aspect of the investigation or resolution of a report. Acts of retaliation are subject to the disciplinary procedures specified herein, or other applicable handbook.
VI. MISCELLANEOUS

A. 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 student understands and acknowledges that this is a critical commitment to the collegiate experience at Molloy and any violation may be become a subject of a disciplinary action. Thus, recordings are only permitted if all participants are fully-informed that the recording will be had, and all participants consent to being recorded.

B. HOW STUDENTS CAN SECURE HELP IN NON-ACADEMIC AREAS

Contact the Vice President for Student Affairs at (516) 323-3457 for all non-academic concerns, any administrative (non-academic) issues or problems.

A student with health problems can receive advice and assistance from the Health Services Office located in K310 (516) 323-3467.

A student in need of mental health services can receive free confidential counseling from the Personal Counseling Service Office located in Public Square 030 or by calling (516) 323-3484.

C. 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. New York Penal Law Section 485 asserts that a person commits a hate crime when he/she commits a specified criminal offense and either:

1. Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

2. Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of bias-related incidents, or “hate crimes”, include, but are not limited to: threatening phone calls; hate mail; cyber bullying; physical assaults; vandalism; and destruction of property.

Penalties for bias-related crimes are very serious, ranging from fines to imprisonment. Molloy community members alleged to have participated in a bias-related incident will be subject not only to applicable federal, state, and local laws, but also to the disciplinary procedures and potential sanctions as outlined in applicable Molloy policies and procedures. Contractors, vendors, licensees, invitees, and guests who are alleged to have participated in a bias-related incident may be referred to law enforcement authorities, immediately ejected from the Molloy campus or Molloy-sponsored event, whether located on- or off-campus, and barred from Molloy premises and sponsored
If you are a victim of, or witness a hate/bias incident, please notify the Department of Public Safety immediately at ext. 3500 or from any campus emergency phone which connects directly to the Public Safety Command Center. Molloy’s Student Personal Counseling Center (SPCC) is available to all students free of charge. All appointments are fully confidential, and counseling is available whether or not you decide to report an incident of bias-related crime. The SPCC is located in Public Square 030 and is open Monday through Friday offering daytime and evening appointments. Students can make appointments by calling 516.323.3484.

D. EMERGENCY CLOSINGS/ INCLEMENT WEATHER POLICY

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 web address for the Rave registration form. 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

E. EMERGENCY PHONE CALLS

In case of emergency ONLY, the concerned party should call the Office of Student Affairs at 516-323-3456 for possible contact of the student. For other campus-related emergencies, contact Public Safety by calling 516-323-3500.

In an emergency situation, notification will be made to a student’s emergency contact on file with the College.

F. EVACUATION PROCEDURES

Upon activation of the fire alarm, utilize FIRE EXIT instructions which are posted in all rooms. 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. The Public Safety Command Center can be reached by calling (516) 323-3500 24 hours a day, seven days a week. There are also red phones in campus hallways that directly connect you to the Public Safety Command Center. 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.

G. 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 this Handbook.
H. **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.

I. **HOVERBOARD/SCOOTER POLICY**

Due to the recent concerns surrounding hover-boards, self-propelled scooters or similar devices, the College has decided to prohibit the use and possession of such hover boards, self-propelled scooters, and similar devices throughout the campus, including use or storage within our residence halls. The devices present an unacceptable risk of fire, crashes, falls, and speeding in our walkways, hallways and elevators. In addition, recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Our priority is the safety of the members of our community, and until a time that the safety standards of these devices are improved, the College has prohibited these devices from being in all campus buildings and grounds. Should these devices be found in any area on campus, they will be confiscated by appropriate College staff. Such violations will be referred through the student conduct process.

J. **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 (this includes all campus locations – Main Campus, 30 Hempstead, Suffolk Center, CERCOM and 50 Broadway).

K. **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.

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.

L. **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. This applies to students and non-students.

M. VISITORS

Students of Molloy College are responsible for the behavior of their guests or visitors. Resident students are responsible for their guests as per the Office of Residence Life Handbook policies. Visitors found in violation of any of the College’s policies will be banned from campus.

N. 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 after the student is determined to be missing. The College will also notify local law enforcement if the student is determined to be missing.

Reports of missing students should be made to representatives of any the following: Department of Public Safety or the Office of Residence Life, including RAs, Residence Hall Directors, or Director of Residence Life. There is no set amount of time that a resident student is believed to be missing in order to initiate this policy.

Whenever a Molloy resident student is believed missing, the Department of Public Safety and the Office of 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 the Office of 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.

O. 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 a Molloy wall phone located throughout campus buildings. The phone will automatically be directed to Public Safety or call 516.323.3500 direct.

P. 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:

- Lighted cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, electronic hookahs etc. are prohibited within College owned or leased premises, including residence halls, 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).

- 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 FD A-approved smoking cessation medications and cessation classes followed by a weekly support group, to any student, employee, or family member interested in quitting smoking.
- 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.

Q. **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.

R. **COMPLAINT PROCEDURE**

Individuals may file a complaint when they believe Molloy College has acted contrary to its published standards. A complaint may be filed if conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Complainants may seek advice about procedures from the Vice President for Academic Affairs or from the Associate Dean for Academic Services or from the Office of Student Affairs.

**Informal Procedure**

Concerned students should first make every effort to resolve the matter through informal consultation with involved individuals. Should this fail, the complainant may meet with the individual's immediate supervisor. If the problem is unable to be resolved at either of these levels, the formal procedure can be initiated.

**Formal Procedure**

The formal procedure to be followed for students are either the Procedure for Student Discipline in Non-Academic Areas or the Procedure for Student Discipline in Academic Areas or the Grade Appeal Policy, as stated in the Student Handbook.

**To Make a Report**

A student may use either of the following two methods to submit a report:
(1) on the web, make a report at ethicspoint.com or
(2) dial toll-free, within the United States, Guam, Puerto Rico and Canada: 844-719-2851 After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

**Notification to State Agencies**

A student may also file a complaint with the appropriate state agency within the state in which they reside. Pursuant to the United States Department of Education's Program Integrity Rules, Molloy College is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning or correspondence
education within that state.

**VII. ACADEMIC ISSUES**

A. **STATEMENT of ACADEMIC INTEGRITY**

ACADEMIC INTEGRITY exists in an environment where students are committed to honesty and truth in scholarship and research. Based on the Dominican tradition of VERITAS (truth) and one of its pillars STUDY, academic integrity is striving to do one’s best work in a way that does not cheat, demean, or manipulate others. This may be defined as changing facts, presenting others’ ideas as your own, misleading a professor, poor work, and other means. At Molloy, SUCCESS is expressed by your commitment to academic excellence with respect for each person.

Students may contact the Office of the Associate Dean for Academic Services with any faculty or grading concern; located in Kellenberg Hall, room 119, 516-323-3024 or mflomenhaft@molloy.edu.

The rights of all members within the College community are 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. To this end, members of the Molloy community must be committed to maintaining the highest standards of professional and academic honesty, fairness, and professionalism in their academic work and interactions with others.

**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 student understands and acknowledges that this is a critical commitment to the collegiate experience at Molloy and any violation may be become a subject of a disciplinary action.

As a student enrolled in courses offered by Molloy College, Rockville Centre, New York, I understand that classes may sometimes be audio or digitally captured for instructional purposes. **THESE RECORDINGS ARE INTENDED ONLY FOR EDUCATIONAL PURPOSES AND WILL BE USED ONLY BY THE FACULTY AND STUDENTS ENROLLED IN THE COURSE. PLEASE NOTIFY YOUR INSTRUCTOR BY EMAIL IF YOU DO NOT CONSENT TO PARTICIPATION IN A DIGITAL RECORDING OF YOUR COURSE.** Instructors who intend to digitally record classes will notify students of a date by which the email should be received. Any student who has not contacted the professor prior to the designated date will be deemed to have consented to the recording. You may notify your professor by email at any time if you choose to revoke your consent.

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:

- Distributing and reviewing course outlines
- 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
- Basing academic evaluations on unbiased professional judgment
- Maintaining time for appointments with students.
It is expected that students fulfill their responsibilities within the College community by:
  o Attending and preparing for scheduled class meetings
  o Complying with class requirements as stated in course outline
  o Respecting the classroom environment for professors and fellow students
  o Engaging in academically honest behaviors
  o Acting professionally at all times.

It is also expected that administrators fulfill their responsibilities to:
  o Promote an atmosphere of trust and integrity
  o Support the academic goals and objectives of both students and the faculty

**B. ACADEMIC 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. 
\textit{Ratified by the Molloy College community, spring 2000, ad hoc Committee on Academic Integrity, a subcommittee of Undergraduate Academic Policies and Programs Committee.}

**C. GRADING**

Accessing grades – Students can access grades through Lion’s Den or CANVAS. The student account retrieval link on Lion’s Den homepage allows students to make changes to their accounts and retrieve usernames and passwords.

Exams/last class meeting – Written examinations or their equivalent are held at the end of each fall and spring semester, January intersession and summer sessions. In case of absence from the final, students are held to the incomplete grade policy below or are assigned a final grade that reflects missing work and absence from the course. The final exam/last class meeting may occur on a different date, time, or room than the course. Students are responsible to find the exam schedule through Lion’s Den or Office of the Registrar.

Incompletes – A grade of incomplete “I” is granted only in the case of hardship (circumstances that 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 by email within 24-hours after the final examination takes place.

Pass/fail policy – Students have the option to request up to 12-credits as a pass/fail option. The credits may not be in general education, core, nor from department major or minor requirements. Students submit a request form for pass/fail permission from the Office of the Registrar.

Withdrawals – Each semester the Registrar’s Office posts a strict deadline to withdraw with a grade of “W” that is on the academic calendar. Several majors have their own withdrawal policies that supersede all others; and students must refer to their major’s handbook. See G below Withdrawal and Separation for more information.

**D. POLICY and PROCEDURES CONCERNING GRADE APPEALS**

All grade protests within the course of the semester must be received within ten (10) school days of receipt of the grade by the student. Final grade protests must be received within 30 calendar days from the grade posting.
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 (hereinafter referred to as the “Dean”). The first step is to attempt an informal resolution between student and instructor, with mediation by either the department chairperson or Dean. Some majors require an academic review as the first step. Please refer to your major’s handbook.

**Formal Grade Appeal Before Tribunal**

1. The formal appeal begins when a student submits a written request to the Dean for a hearing before a Tribunal; within 30-calendar days from the grade posting. The request should list the specific complaints that the student has regarding the grade at issue, the academic integrity and/or the fulfillment of professional responsibilities of the professor.

2. After receiving written notification regarding a grade appeal, two faculty members and two students are selected to serve on the grade appeal committee known as the Tribunal. The Tribunal consists of the Dean, or a delegate, two faculty members, and two students. A Tribunal is empowered as the final board of appeals, in the event that a student has exhausted all appropriate channels (instructor, chairperson, and Dean) to make a final decision.

3. Tribunal member’s selection – Faculty members of a Tribunal are recommended by the Faculty Council President. Student members of a Tribunal for an undergraduate student will be recommended by the MSG President. Student members of a Tribunal for a graduate student are recommended by the department, and one appropriate administrator chosen by the Dean.

4. Tribunal responsibilities:
   a) Formulate a decision regarding the grade appeal after review of all resources and information related to the case.
   b) Assure confidentiality, to the extent possible, of all parties (professor and student).
   c) Both parties appear before the Tribunal together, to the extent possible.
   d) Allow both parties the right to question each other, to the extent possible.
   e) Permit both parties to have witnesses (if necessary).
   f) Allow the parties concerned the right to question the witness brought forward.
   g) Make appropriate recommendations to the professor and student.
   h) Inform the Dean of their deliberations and decision.
   i) Retain a recording of the appeal.
   j) Lawyers and/or counsel may not participate in these academic proceedings.
   k) Votes are made by faculty and student members who serve on the Tribunal, and a majority decides.
   l) In the case of a tie the Dean, who serves as a chairperson for the committee, may vote.

5. The Dean’s responsibilities:
   a) Obtain from the student a written request for a formal hearing before a Tribunal.
   b) Send a copy of the written request for the Tribunal to the professor involved.
   c) Make necessary arrangements. If a mutually agreeable time for the Tribunal cannot be obtained within a one-week period, a date will be set by the Dean.
   d) Assure the student and professor that the members of the Tribunal are acceptable to both (professor and student are each limited to two objections).
   e) Monitor any disposition made by the Tribunal to the final conclusion of the case.
   f) Confidential files related to the case will be made available for review in the Dean’s presence at least two days before the Tribunal.
   g) The Dean serves as chairperson for the committee, with no vote except in the case of a tie.
   h) Inform all parties involved in writing of the final decision of the Tribunal.

6. Evidence used during the final grade appeal review may include grades received throughout the semester, if these grades were used in calculating the final grade for the course. If during the semester a grade was brought before a Tribunal and a decision handed down, then that grade cannot be re-appealed before a final...
grade Tribunal.

7. The professor responds, except under extraordinary circumstances, within 30 calendar days after the Tribunal meeting. In the event a professor leaves the College, dies, or for some reason does not appear before the Tribunal, the student will still present his/her case. In this eventuality, a recommendation will be made at the discretion of the Tribunal. If, after the date is set for the Tribunal, any member of the party (professor or student) fails to appear, the Tribunal will meet and dispose the case.

8. The decision of the Tribunal is final.

E. ATTENDANCE

The Molloy policy on attendance is one of responsible attendance. Students are expected to attend all classes, regularly and punctually. Illness, life problems or stress may sometimes inhibit a student’s ability to fully participate in the educational experiences, including class or fieldwork. Such life circumstances do not relieve students of their responsibility. Students must make every effort to communicate with Molloy, and to follow their major department’s handbook regarding absences and lateness. Individual course outlines may contain strict attendance policies that affect grades, and these supersede the College’s policy. Failure to attend class for two (2) consecutive weeks at any point in the semester, without notification of extenuating circumstances, will result in an administrative withdrawal from the course.

For online and hybrid courses, students are expected to participate in the course from the first date of the term to be considered attending the course. Students who do not participate will be considered non-attending and subject to removal or withdrawal from the course.

NOTE: Students must notify the Office of Student Affairs at 516-323-3461 or studentaffairs@molloy.edu if absent from class and/or clinical fieldwork for a day or more. Student Affairs notifies all professors involved. If a student is unable to contact Molloy, another person may contact Molloy on the student’s behalf.

While it is extremely important that students attend all regularly scheduled classes, Molloy recognizes that circumstances arise which render absence from a class unavoidable. When such instances arise, the associated absence may be considered excused should the nature of the absence and supporting documentation warrant same. Such circumstances include:

- Religious observances – A student who wishes to be absent from class because of a religious obligation or practice should inform the instructor in writing at least one (1) 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.
- Medical – Documented illnesses or injuries (temporary and/or long-term illnesses may be eligible for accommodations through the DSS/STEPP Office dss@molloy.edu);
- Death in the immediate family (with documentation);
- Participation in a Molloy sanctioned event (e.g., an athletic game).

F. CHANGE of MAJOR/MINOR

Students wishing to change their major, minor, concentration, or teacher certification must apply online through their Lion’s Den account. All undeclared majors will have up to the end of their first year or completion of 30 credits to declare a major. Some programs require an interview or recital for acceptance that require an Interview Evaluation for Undergraduate Change of Majors Form available on Lion’s Den.

G. WITHDRAWAL and SEPARATION

WITHDRAWAL from a COURSE - Students may withdraw from a course after the official add/drop period.
Use the Add/Drop & Withdrawal Form obtained at the Registrar’s Office, the Student Solution Center, and the Office of the Associate Dean for Academic Services. The form requires students to obtain signatures of the instructor, the Financial Aid Office and academic advisor or associate dean. An instructor may assign a grade of “W” or “WF” if the withdrawal is requested after the posted mid-semester deadline (see current academic calendar). A “WF” grade is equivalent to “F” and computed in the student’s grade point average. Nursing majors have specific requirements regarding withdrawals and must consult the Nursing Handbook. Several other majors have withdrawal policies that supersede all others; therefore, students must refer to their major’s handbook.

Students who stop attending a course for two consecutive weeks at any point in the semester will be withdrawn administratively by the instructor. Students must notify the Office of Student Affairs at 516-323-3461 or studentaffairs@molloy.edu if absent from class and/or clinical fieldwork for a day or more.

NOTE: Withdrawing 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 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, search Bursar Office at www.molloy.edu.)

SEPARATION from COLLEGE - Current matriculated students may request to separate or withdraw from college for a semester or two. Students can file for a separation leave using either a paper form available in the Registrar’s Office and the Office of the Associate Dean for Academic Services or electronically, accessible through Lion’s Den under the My Academics tab. Students withdrawing from the current semester must determine if they will finish the current semester. If students cannot finish the semester in which they are enrolled, they must also submit the Add/Drop & Withdrawal Form (see details above).

The Withdrawal Consequences Financial Aid Form is required at the same time. Refer to NOTE above regarding the financial aid consequences of withdrawing and separating from college.

Students returning from a separation from college may require approval from the Associate Dean for Academic Services. This will allow returning students to be advised and registered into the returning term.

Students who do not return from two semesters leave will be considered withdrawn retroactive to the last date of attendance. Students who wish to return later must file for Re-Admit through the Admissions Office.

Newly admitted students attending Molloy for their first semester who wish to defer their enrollment to the next term must contact the Admissions Office.

Students who wish to stop attending Molloy must follow the separation from college procedures above and indicate on the form the wish to officially withdraw.
VIII. **PROCEDURES for STUDENT DISCIPLINE in ACADEMIC AREAS**

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 (K119 516-323-3024).

**A. ACADEMIC INFRACTIONS SUBJECT to DISCIPLINARY ACTION**

Academic dishonesty includes, but is not limited to, any action or behavior that can be broadly described as lying, stealing or cheating within the academic context. Engaging in any form of academic dishonesty is an academic infraction subject to disciplinary action.

Academic infractions include, but are not limited to:

a. Cheating – utilizing a source other than self during an exam, in completing an assignment, or during a take home academic exercise. Examples of cheating include, but are not limited to:
   i. Copying from a peer or an unauthorized source during an academic exercise or willingly allowing another to copy your work;
   ii. Unauthorized collaboration on homework, assignments or examinations;
   iii. Obtaining and/or using an unauthorized test, examination, quiz, etc. prior to its administration.

b. Fabrication – intentional and unauthorized falsification or invention of any information.

c. Facilitating academic dishonesty – includes, among other things, 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 – includes, among other things, 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 substantial portions of a previously done assignment in response to a current assignment, without first obtaining approval for same from the instructor. It is irrelevant whether the theft was intentional and deliberate, or accidental.

e. Falsifying Documents – includes, among other things, forging signatures of authorization; falsifying information on any official academic records; etc.

Students are responsible for knowing the policies regarding cheating, plagiarism, facilitating academic dishonesty, and fabrication, as well as the penalties for such behavior. Academic integrity is expected in all learning modalities, whether online, hybrid, or in-person.

**B. ACADEMIC INFRACTION PROCEDURES**

1. The Associate Dean for Academic Services (herein after referred to as the “Dean”) is appointed by the President of the College to supervise student academic conduct and discipline.

2. Professors, who perceive that a student may have committed an academic infraction, should first attempt to resolve the matter informally with the student.

3. In the event that there is no informal resolution because the academic infraction is too serious, or the student denies the accusation; the professor can initiate formal proceedings. The Dean can initiate formal proceedings in egregious situations.

4. The professor submits an academic complaint form to the Dean.

5. Upon the professor’s filing of a written charge, the Dean sends written notification to the student of the charge and the general nature of the evidence. The student is notified within 21-calendar days of the complaint of the offense in question.

6. The student has 14-calendar days after receipt of the formal notification to respond to the charge in in-person or face-to-face web software (i.e. Skype) for online courses.
7. Upon receipt of the charge, the student may admit wrongdoing. At that point, the Dean will impose an educational discipline, the student completes the assignment, and the academic infraction is resolved. The professor is notified. If a student does not admit wrongdoing, he or she has 14-days to respond the Dean in writing. The student may choose:
   a. Waive her/his defense at the hearing before an Academic Judicial Committee (AJC); therefore, become subject to disciplinary actions
   b. Appear before the AJC
   c. Withdraw from the College.

8. If an undergraduate student chooses to appear before the AJC, a committee is formed consisting of two faculty members chosen by the Faculty Council President and two students chosen by the MSG president. In the event of a graduate student hearing, a committee is formed consisting of two faculty members (chosen by the Faculty Council President), a student member recommended by the department, and one appropriate administrator chosen by the Dean. The Dean notifies the student and professor of the composition of the committee. If any member of the AJC is unacceptable to either party; he or she must notify the Dean within 3-days of receiving this information. Each party is limited to two objections. Members of the AJC are expected to be impartial and to seriously consider the facts of the case.

9. A majority vote of the AJC makes the decision. The Dean serves as chairperson for the AJC, with no vote except in the case of a tie.

10. In the event that the charges in the academic infraction case are not sustained by the AJC, then, based on the information presented and the decision reached during the hearing, the AJC 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 Dean. Should the professor not wish to comply, the term paper, test or other project in question is given to the Dean to be re-graded by a qualified scholar of her choice. After the work in question has been re-graded, the AJC reconvenes to calculate the student’s grade which, when filed, is the grade for such work.

Faculty, administrators, and students engaged in academic integrity proceedings shall treat as confidential all information disclosed in the course of the proceeding, as well as the fact that a complaint was filed.

C. STUDENT RIGHTS in ACADEMIC DISCIPLINARY PROCEEDINGS

For any academic disciplinary action for which sanctions may be imposed, students have the responsibility to:
• Be aware of his/her rights by reading the student handbook and by talking with the Dean.
• Students may submit written, email, or electronic resources and bring a witness to support their case.
• Until the conduct is investigated and adjudicated, the student is presumed innocent.
• Hold unaltered student status pending final adjudication and disposition of all matters, except in extraordinary circumstances.
• The student may have an advisor of his or her own choosing present to support and assist them during the proceeding, hearing, and appeal stages process. An advisor may not direct questions to the AJC or witnesses at the hearing but may consult with the party that he or she is assisting. The advisor may not participate directly in the proceedings. The AJC will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the hearing.
• Receive written, timely and complete notice of the specific charges to be resolved.
• Have fair disposition of all matters as promptly as possible.
• Be informed of the maximum and minimum sanctions which may be imposed.
• Be informed of the general nature of the evidence to be presented.
• Confront and question all parties and witnesses, except under extraordinary circumstances.
• Suggest questions which might be put to witnesses.
• Have only relevant evidence considered by the AJC.
• Be informed of all decisions within 14-calendar days of the conclusion of the hearing.
• Petition the Vice President of Academic Affairs to assess the integrity of the proceedings.
• Request an appeal of the disciplinary sanction of dismissal or suspension in writing using a form, from the Academic Affairs Review Committee.

D. ACADEMIC JUDICIAL COMMITTEE HEARING

1. Students who dispute being charged with an academic infraction violation have a right to a hearing before an Academic Judicial Committee (AJC).
2. At the hearing before the AJC, both the student and professor may bring a silent advisor of their choice; however, the advisor may not participate directly in their proceedings.
3. It is Molloy College policy to record hearings.
4. Both student and professor have the right to question all witnesses.
5. After the presentation of both sides, the AJC deliberates in private until a decision is reached. All decisions are announced in writing.
6. If a decision is entered against the student, the AJC may recommend the imposition of disciplinary and restitution-based sanctions which may include:
   a. Academic Disciplinary Warning: A written statement from the Dean expressing disapproval of conduct. No record of the disciplinary warning is maintained in the student’s file.
   b. Academic Disciplinary Reprimand: A written statement from the Dean expressing disapproval of conduct. The disciplinary reprimand is maintained in the student’s file in the Dean’s office. This record may be introduced in subsequent disciplinary proceedings.
   c. Academic 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 Molloy extracurricular activities and may not hold any appointed or elected positions.
   d. Academic 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 is maintained in the student’s file in the Dean’s office and the Office of the Registrar as a permanent part of the student’s record. This record may be introduced in subsequent proceedings.
   e. Academic Disciplinary Dismissal: A termination of registration of a student. If the student applies for readmission, he or she will not be allowed to return to the Molloy College. A record of this disciplinary dismissal is maintained in the student’s file in the Dean’s office and the Office of the Registrar as a permanent part of the student’s record. This record may be introduced in subsequent proceedings.
   f. Academic Substituted Sanction: A constructive and voluntary undertaking by a student which by agreement with the AJC, may be substituted for any of the above sanctions. A record of this substituted sanction is maintained in the student’s file in the Dean’s office. If the substituted sanction is not satisfactorily completed, the AJC has the right to 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.

In determining the appropriate sanction, the ALJ has the right to consider any past violations. Should past violations exist, more severe sanctions are warranted.

E. ACADEMIC APPEALS

In the event that the charges in the academic infraction case are sustained by the Academic Judicial Committee (AJC), then, the student has the right to petition the Vice President of Academic Affairs (VPAA) to assess the
integrity of the proceedings. The VPAA judges the integrity of the process and proceedings. If all is correct, the charges stand. The VPAA may uphold, reverse or modify the AJC’s finding. However, the party requesting an assessment must show error as the original AJC finding is presumed to have been decided reasonably and appropriately.

Step A. Please explain to the VPAA how you perceive the actions of the AJC were unfair. Elaborate your concerns regarding the evidence, presentation of facts, respect level shown to you, and other factors. Please include specific charges against any member(s) of the AJC. Send a business letter to the address below.

Step B. The VPAA may or may not interview you or members of the AJC. The decision will be issued to you in writing within 14-days.

ACADEMIC DISMISSAL/ACADEMIC SUSPENSION - Upon receipt of the VPAA’s determination, students have the right to send a letter the Academic Affairs Review Committee (ARC) for an appeal from a disciplinary sanction of the Academic Judicial Committee resulting in suspension or dismissal from the College. The ARC is composed of one vice president (not the VPAA) and two divisional academic deans as selected by the Faculty Council President. Students who want to appeal the sanction of suspension or dismissal should notify the Academic Review Committee. Procedural instructions are available in Kellenberg Hall, room 119. Appeals are required to be received by the ARC in the following manner:

- Appeal petitions must be received by the ARC no later than 14-business days after the outcome of the AJC’s decision, as stated on the letter.
- Students must submit requests in writing. The ARC does not take any phone calls under any circumstances. All information will be exchanged in writing to avoid the possibility of confusion.
- Appeals must be made by the student. An appeal “on the behalf” of a student will not be considered.
- A written decision is issued to the student within 14-days.
- All ARC decisions are final.

The Academic Review Committee will examine the findings of the AJC’s decision. The information from the VPAA’s decision will be included in consideration, as well. Please be very specific about the specific reasons you want to reverse the AJC’s decision. Include any important documents. Even in the absence of a student appeal, any sanction of academic disciplinary dismissal handed down by the AJC always requires administrative review by the ARC.

Submit correspondence and subsequent petition to:

Molloy College Academic Review Committee
1000 Hempstead Avenue
PO Box 5002
Rockville Centre, NY 11571-5002
IX. STUDENT RECORDS

A. FERPA Rights Notification

The Family Educational Rights and Privacy Act (FERPA) 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 or attended a postsecondary institution. An “education record” is a record that (1) contains information directly relating to the student, and (2) is maintained by Molloy College, with certain exceptions. These rights afforded to eligible students under FERPA include, but are not limited to:

- 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. “Records may be inspected and reviewed on campus. Copies will not be provided to the student. Offsite inspection will only be arranged where proof of need is demonstrated.” “When a record contains information about more than one student, the student may only inspect the records that relate to him/her.”

- 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. (Additional information is further described under “Grade Appeals” and “Complaint Procedures” in 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 (defined below in Part B: Confidentiality and Directory information), except to the extent FERPA authorizes the disclosure of this information without the student’s prior written consent.

B. 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” to parties having a legitimate interest in the information, without the student’s prior written consent, unless the student has requested non-disclosure.

a. Personally Identifiable Information.

Non-directory information is confidential and is only released without the student’s prior written consent under certain exempted circumstances. 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 considered “non-directory personally identifiable” information. A student must sign a release to have this confidential information given out, unless an exception applies. 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 Molloy’s Confidentiality Policy are in the College Catalogs and posted in Lion’s Den.
Exceptions that permit disclosure of this information without the student’s prior written consent include, but are not limited to:

- Disclosure to a school official who has a legitimate educational interest in the information;
- Disclosure to officials of another school upon request, in which the student is seeking to enroll or where the student is already enrolled;
- Disclosure to an education auditing or enforcing agency of a federal or state-supported program;
- Disclosure associated with eligibility for financial aid;
- Disclosure pursuant to a court order or subpoena; and/or
- Disclosure that is necessary to protect the safety of the student or other individuals.

b. Directory Information.

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. 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.

To request non-disclosure of this information, students must complete a form with the Registrar’s Office requesting that any or all of the aforementioned “directory information” not be released without prior written consent. This form is available at the Registrar and may be modified at any time by Molloy College in its absolute and sole discretion.

Molloy reserves the right to withhold directory information at its discretion.
C. TRANSCRIPT NOTATION POLICY FOR SEXUAL MISCONDUCT VIOLATIONS

Transcript Notation Policy for Clery Crimes of Violence

Pursuant to Article 129-B §6444(6) of the New York State Education Law, if a student is found responsible through the College’s conduct process for crime(s) of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. § 1092(f) (1) (F) (I) (I)-(VIII) (“Clery Crimes of Violence”), the Vice President for Student Affairs will direct that a notation be placed on the student’s transcript.

- Where the sanction is a suspension, the following notation will be listed: “SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION.”
- Where the sanction is expulsion, the following notation will be listed: “EXPELLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION.”

If a student respondent withdraws from the College, while such conduct charges are pending for allegation(s) related to Clery Crimes of Violence and the student declines to complete the disciplinary process, the Vice President for Student Affairs will direct that the following notation be placed on the student’s transcript: “WITHDREW WITH CONDUCT CHARGES PENDING.”

- Conduct charges are considered “pending” once a student is informed in writing that there are allegations that the student may have violated the College’s Code of Conduct.

Vacating a Finding of Responsibility: The College is statutorily required to place notations on transcripts of students when two factors are met: (1) The student is found responsible, after a process (or takes responsibility) for a code of conduct violation that is equivalent to the Crimes of Violence; and (2) The student is expelled, suspended, and/or withdraws with conduct charges pending. However, if a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Further Appeals

A student whose transcript states “SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION” may appeal, in writing, to the Vice President for Student Affairs to have the notation removed. Appeals may be granted provided that:

i. One year has passed since the conclusion of the suspension;
ii. The term of suspension has been completed and any conditions thereof; and
iii. The Vice President for Student Affairs has determined that the student is once again “in good standing” with all applicable College and academic and non-academic standards.

This request must be in writing and include the rationale for the request. The Vice President for Student Affairs, or his or her designee, will review the request and provide a written response within 30 days from the date the request was received.

9/24/2018
A student whose transcript states “EXPELLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION” or “WITHDREW WITH CONDUCT CHARGES PENDING” is ineligible to appeal to have the notation removed.

Those students who were expelled or withdrew with such notifications on their transcripts will leave the College with the status “not in good standing” and will be ineligible for readmission to Molloy College, absent any vacating of a finding of responsibility.

D. DISCIPLINARY HOLDS & TRANSCRIPT NOTATIONS FOR NON-ACADEMIC, NON-VIOLENT INFRACTIONS

The Office of Student Affairs has the ability to place an encumbrance or “disciplinary hold” on a student’s college record while disciplinary proceedings are pending or sanctions are incomplete. A disciplinary hold prevents a student from registering or un-registering for academic courses. A disciplinary hold does not prevent a student from obtaining an academic transcript from the college.

Transcript Notations for disciplinary violations:

A notation of non-academic disciplinary action will be made on an academic transcript whenever a student is expelled or suspended.

Students may petition for removal of the notation of suspension when the suspension period has expired or after three years, whichever comes first. Such petitions may be granted at the discretion of the Vice President for Student Affairs or designee. Factors to be considered in reviewing petitions for notation removal include the current demeanor of the student, the student’s conduct subsequent to the violation, and the nature of the violation, including the damage, injury, or harm.

For non-academic disciplinary transcript notations, if a student is granted a removal of the transcript notation, the student may still need to disclose information regarding their disciplinary record to a third party, including but not limited to, a potential employer, a professional governing body (ex. a Bar or Medical Board), or another college through an admissions process.

Suspension: The student is separated from enrolling in courses or otherwise participating as a student at the institution for a stated finite period of time after which the suspension notation may be removed, based on the institution’s practices. This may or may not include other requirements that must be met prior to return. This should be notated on a transcript. Variations: Separation, Judicial Suspension, Student is eligible to return after xxx date, disciplinary suspension

Expelled/Dismissed: The institution has permanently separated the student from taking courses at the institution for an indefinite period of time. Some institutions permit a student to petition to be reinstated after a period of time. This should be notated on a transcript. Variations: Social expulsion, judicial expulsion, judicial dismissal, disciplinary expulsion/dismissal

Pending Conduct: If an institution is in the process of determining whether a student has violated the College’s policies and procedures, and a potential outcome is suspension or expulsion, a “pending” comment may be notated on the transcript to prevent the individual from transferring prior to the final outcome of the case.

9/24/2018
Other types of notations that may be found on transcripts, at the discretion of the College:

Withdrawn: The institution or the student has initiated a separation from the college, or course(s), or program(s). There may or may not be requirements to return to the college.

Not in Good Standing/Under Restriction: The student is eligible to enroll but may not be permitted full participation in college activities due to a discipline issue. For example, a student may only be permitted to take courses online, or may be permitted to attend classes but not participate in athletics, student organization trips or study abroad. Variation: Social suspension

Holds/Blocks: Molloy College will place a ‘hold’ on a current or former student’s record, preventing the student from registering for classes, receiving or sending copies of academic transcripts or completing other types of necessary transactions. Holds may be placed on a student’s record if a student conduct case is pending and/or if a student withdraws, or if a student fails to complete sanctions. Molloy College may note that the student is ‘blocked’ from doing certain types of transactions until a specific matter is resolved. Variations: Student Affairs Hold, Disciplinary Hold, Registration Hold, Registration Block, Judicial Matter pending

Molloy may also place a hold on a current or former student’s record where the student has outstanding financial obligations to the College. Outstanding financial obligations include, but are not limited to: tuition/fee payments; student loan obligations; parking/vehicle fines; library fines; and/or rental fees.

X. SEXUAL MISCONDUCT POLICY

XI. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES
https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies
Advisory
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. Your advisor may suggest an appropriate course of action. If further assistance is needed, see the Associate Dean for Academic Services in K119 (516)323-3023.

2. If the problem is financial, the Financial Aid, Bursar’s Office or Student Solution Center are three possible sources for help. Financial Aid is located in W236 and can be reached by calling (516) 323-4200. The Bursar’s Office is located in W225 and can be reached by calling (516) 323-4100. The Student Solution Center is located in Wilbur lobby and can be reached by calling (516) 323-4400. 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 Center can assist with part-time positions and is located in Public Square 320. They can be reached by calling (516) 323-3468. Faculty Advisors may also have additional ideas and would want to know if financial problems are burdening their advisees.
1. Policy Summary

This policy establishes a set of guidelines and regulations for passwords used by employees of Molloy College.

2. Policy Scope

This policy applies to all Molloy College employees and all College software applications and websites that require password authentication.

3. Policy

Based on industry standards and recommendations from Molloy College’s auditors as well as from the Information Technology (IT) Management Team, the following password policy is in effect:

- **Enforce password history:** 3 passwords remembered
- **Maximum password age:** 120 days
- **Minimum password age:** 5 days
- **Minimum password length:** 6 characters
- **Password complexity requirements:** Enabled (see addendum)
- **Account lockout duration:** 15 minutes
- **Account lockout threshold:** 4 invalid logon attempts
- **Reset account lockout counter after:** 15 minutes

The following additional security measures will be applied to users of programs containing sensitive information:

- **Hide Screen Saver tab:** Enabled
- **Password protect the screen saver:** Enabled
- **Screen Saver:** Enabled
- **Screen Saver executable name:** Lock Workstation
- **Screen saver timeout:** Enabled (15 minutes)
3.1 **Password complexity requirements**

Complexity requirements are enforced when passwords are changed or created. Passwords must meet the following minimum requirements when they are changed or created:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least six characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)
- Complexity requirements are enforced when passwords are changed or created.

3.2 **Additional Information for Users**

The College has provided users the ability to perform password self-service. The self-service system allows users to reset forgotten passwords or unlock a mistakenly locked account. Users must pre-register ([https://selfservice.molloy.edu/showLogin.cc](https://selfservice.molloy.edu/showLogin.cc)) to use this service.

3.3 **Use of Active Directory Credentials:**

Where possible, the IT Management team will work to integrate application credentials with domain credentials.

3.4 **Social Media:**

For official Molloy College affiliated accounts, please refer to the Social Media Policy for information regarding passwords.

5. **Related Policies and/or Documents**

- Accessibility Policy
- Computing Privileges and Acceptable Use Policy
- Copyright and Fair Use Policy
- Employee, Student and Faculty Handbooks
- FERPA Policy
- Mass Email Policy
- Use of Electronic Mail (Email) Policy
- Social Media Policy
1. Policy Summary

The technology resources at Molloy College are designed to support the educational, instructional, research, and administrative activities of the College. The use of these resources is a privilege extended to members of the Molloy community. Users of these services and facilities have access to valuable College resources, sensitive data, and internal and external networks. Consequently, it is important for all College constituents to behave in a responsible, ethical, and legal manner. In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements.

2. Policy Scope

This policy applies to all users of computing resources owned or managed by Molloy College. Individuals covered by the policy include (but are not limited to) Molloy faculty and visiting faculty, staff, students, alumni, guests or agents of the administration and external individuals and organizations accessing network services via Molloy's computing facilities.

Computing resources include all college owned, licensed, or managed hardware and software, and the college network (via a physical or wireless connection), regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, resources administered by central administrative departments (such as the Library and Information Technology), personally-owned computers and devices connected by wire or wirelessly to the campus network, and to off-campus computers that connect remotely to the College’s network services.
### 3. Policy

#### 3.1 Acceptable Use

- Users may only use the computers, computer accounts, and computer files for which they have authorization.
- Users may not use another individual's account, or attempt to capture or guess other users' passwords.
- Users are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, software and hardware.
- The College is bound by its contractual and license agreements respecting certain third-party resources; users are expected to comply with all such agreements when using such resources.
- Users should make concerted and consistent efforts to protect passwords and to secure resources against unauthorized use or access. Users must configure hardware and software in a way that reasonably prevents unauthorized users from accessing Molloy's network and computing resources (see Molloy College’s Password Policy).
- Users must not attempt to access restricted portions of the network, an operating system, security software, or other administrative applications.
- Users must comply with the policies and guidelines for any specific set of resources to which they have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- Users must not use Molloy computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- Tools may not be used on the Molloy network and/or computing systems that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.).

#### 3.2 Adherence with Federal, State and Local Laws

As a user of Molloy's computing and network resources, users must:
- Abide by all federal, state, and local laws
- Abide by all applicable copyright laws and licenses. Molloy College has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
• Not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.
• Not use email to harass, intimidate or otherwise violate the rights of others.

Please visit Molloy College’s Copyright and Fair Use web page for more information.

3.3 Other Inappropriate actions

Use of Molloy’s computing facilities and services for those activities that are consistent with the educational, research, and public service mission of the College. Other prohibited activities include:

• Activities that would jeopardize the College's tax-exempt status
• Use of Molloy's computing services and facilities for political purposes
• Use of Molloy's computing services and facilities for personal economic gain

3.4 Privileges provided

Access to College technology resources is granted to specific constituencies. The procedures for gaining access to services are detailed in the appendix of this policy.

• Students: See Appendix A.I for student procedures. Students are granted access to electronic services which are utilized for College communication and course materials.
• Alumni: Alumni may maintain their Google Apps account for as long as they wish as long as they are in good standing with the College.
• Employees: See Appendix A.II for employee procedures. Employees are granted access to electronic services depending upon their positions at the College.
• Guests: Guests of the College are able to request temporary computing access. The College provides a Wi-Fi network for guests.

4. Definitions

• College: refers to Molloy College
• Molloy: refers to Molloy College
• Student: refers to anyone registered for a course offered by the College. Student status is extended to those on official leave
• Alumni: refers to a student who has officially graduated from the College and
  1. has not re-enrolled in another program
  2. is in good standing with the College (i.e. outstanding debt paid, no post-graduation disciplinary actions levied)
5. Penalties and Consequences

Users in violation of the policies mentioned in this document may be subject to disciplinary action in accordance with Molloy College handbooks.

6. Related Policies and/or Documents

- Accessibility Policy
- Civility Policy
- Copyright and Fair Use Policy
- Employee, Student and Faculty Handbooks
- FERPA Policy
- Mass Email Policy
- Password Policy
- Use of Electronic Mail (Email) Policy

7. Contact information Regarding this Policy:

- Michael Olivo, molivo@molloy.edu, 516-323-4840
APPENDIX A.3

Account Creation and Deactivation Procedures

I. Students

Student account creation

Student accounts are created within 48 hours of registration for one course or more. Students are notified via email to the personal email address that was provided upon application to the College or acceptance into a program. Upon receipt of the notification email, students must follow the instructions to activate their accounts. Each student is provisioned the following:

- One Google Apps account
  - Used for student email but includes all Google Apps for Education services such as Google Docs, YouTube, Calendar, etc.
- One Microsoft Active Directory Services account which is used to access the following:
  - Computers on campus designated for student use
  - Wireless internet on campus
  - Canvas (for coursework and materials)
  - Lion’s Den (for grading, finances, financial aid, registration etc.)

Student account deactivation

Student account deactivation occurs based on the conditions of separation from the College.

- **For Graduating Students:** Alumni maintain access to e-mail as long as they are in good standing with the College.
- **For Terminated, Suspended, Expelled Students:** Services are expired immediately per confirmation from the Vice President of Student Affairs.
- **For Students Who Have Withdrawn from Classes:** All students who have withdrawn from classes will maintain email privileges for one semester. If the student does not register after one semester, the email account will be deactivated.

II. Employees

Employee Account Creation

Upon notification of hire from the Office of Human Resources (HR), the Office of Information Technology (IT) will create an employee account. Notification of a new employee must come from HR – departmental requests for access will not be honored. All new users will receive access to:

- One Microsoft Active Directory Services-account which is used to access the following:
  - Computers designated for employee use
  - Wireless internet on campus
  - Employee intranet
• One Microsoft Office 365 account or Microsoft Exchange account, which is used for email.
• Network storage drive for individual use
• Departmental shared data

Department heads must notify IT via email if a new employee will need access to special software such as Jenzabar, Powerfaids, AceWare, Raisers Edge, and other software for departmental use. Access to budget information must be requested via email to the Finance office, and they will notify IT via email if access needs to be granted.

Additional privileges are automatically provided to Faculty and others as requested. This includes access to:
• Lion’s Den for grade entry and course information. Advisors are granted additional access to perform advisement functions
• Canvas (for coursework and materials)

**Employee Account Termination**

Upon notification from Human Resources, IT will disable all active employee accounts for users who have separated from the College. Department heads are responsible for notifying IT if data belonging to a separated employee is needed. This includes personal H: drive data and email. After one month of the account being disabled, IT will request confirmation from the Department Head before deleting email and personal H: drive data.

**Storage and Information Retention**

Users may archive (move to a different location) email in order to reduce mailbox size. Archived mail should be stored on the user’s H drive so it is regularly backed up. Note: Archived mail is only searchable via Outlook on-campus, not through Web Mail.