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I. INTRODUCTION

A. MOLLOY HISTORY

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 longtime dream of the Congregation that came to fruition through many years of patience and determination. The sisters obtained the deed to the land that would become Molloy’s campus in 1942, but actual plans for the buildings were not begun until 1948. 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, Mother Anselma Ruth O.P., Ph.D., first president of Molloy, and Sister Rose Gertrude Hoenighausen, O.P., Ph.D., first Academic Dean, officially opened the doors of the College to a freshman class of 44 young women at a Victorian residence on North Village Avenue in Rockville Centre on September 12, 1955.

As classes got underway at the North Village Avenue “Mansion”, construction was moving forward quickly at Molloy’s permanent campus, located a few blocks away on Hempstead Avenue. Quealy Hall was completed just before the fall term started in 1956 and the young college quickly abandoned the Mansion for its new home. The second key building on campus, Kellenberg Hall, was completed a few years later in the fall of 1958. Mother Bernadette de Lourdes, second President, guided the young college at this formative time and presided over Molloy’s first graduating class in 1959. It was during Mother Bernadette’s tenure that Molloy Catholic College for Women gained its absolute charter from New York State in 1960.

The decade that followed, from 1962 through 1972, the College was led by its third President, Sr. Mary Celeste Beck, O.P., Ph.D. During these years Molloy solidified its service oriented professional programs in Nursing and Education, and developed a reputation for excellence and value in higher education on Long Island. 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 in 1969. Toward the end of Sr. Celeste’s tenure two significant and related changes took place at Molloy, the college accepted men into the evening classes in the nursing program, and the name was officially changed from Molloy Catholic College for Women, to Molloy College.

Sr. Janet Fitzgerald, O.P., Ph.D. was elected President of Molloy in the fall of 1972. A young energetic philosophy professor, Sr. Janet took on the role of leadership at a time of growth in both the student population and the physical campus. Ten years into her term, in 1982, Molloy officially became co-educational.

During her 24 years as president Molloy’s student population doubled, and academic programs expanded adding over 13 major fields of study and introducing both graduate programs and post –master’s certificate programs. The physical campus expanded too – adding three new buildings; the 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 forty years of tradition, Molloy elected its first non-religious president in 1996, Dr. Martin Snyder, Ph.D. Notable achievements of this time were the approval of a master of science in education degree, 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 February 2000, as sixth President of Molloy College. Under his guidance Molloy has strengthened its commitment to providing a values-focused experience and has expanded upon one of its
foundling 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 in the 21st century, Molloy’s campus has continued to evolve. In 2005 the Suffolk Center, a satellite facility in Farmingdale, opened and Siena Hall was dedicated on the main Rockville Centre campus. After many years of planning Molloy opened a new student and community centered building in 2011. The aptly named Public Square is designed to be Molloy’s central hub for conversation and discussion with spaces for both public venues and student study and houses the new Madison Theatre. Perhaps the most auspicious change at Molloy is the opening of the College’s first student Residence Hall, in the fall of 2011.

From modest beginnings Molloy has grown rapidly and consistently. Begun as a Catholic woman’s college with academic programs focused on service oriented professions such as Nursing and Education, today Molloy is a multi-denominational, and coeducational institution offering 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. VISION STATEMENT

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

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, at times, review the Handbook to ensure that it is up-to-date, applicable and consistent with the College’s overall mission and vision.

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

The Orientation Program provides a meaningful and successful beginning to your Molloy College career. This program is your first step to becoming a student, offering a variety of resources to support your transition into Molloy College and introduce you to the academic and co-curricular life it has to offer. The Orientation Program will provide you with the opportunity to meet your Freshmen Studies faculty to discuss your curriculum, attend special sessions to learn about available academic and support services, tour the campus, participate in our Community Service Day, develop friendships and a support system, and have fun.

FRESHMAN EVENT

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

SOPHOMORE TRADITION

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

SENIOR TRADITIONS

“55 Nites”
Since 1955 marks the founding of the College, each year a night of entertainment is presented by the senior class “55 Nites” before graduation. The seniors provide entertainment reminiscent of their four years at Molloy College. The Senior Class decides the type of evening it will have. Graduating seniors are invited to participate in all “Senior Week” activities including:

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

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

MARY E. LILLY CLUB, TEAM AND PUBLICATION RECOGNITION NIGHT

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

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

HONORS CONVOCATION

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

- White fourrageres are bestowed on students on the Dean’s List for two consecutive semesters
- Rose fourrageres are bestowed on students on the Dean’s List for four consecutive semesters
- Gold fourrageres 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 in writing inclusion on this list. Accompanying this request should be a copy of the student’s current transcript or grade report indicating credits and cum index.

During this evening, all of our honor societies are recognized.

HOODING/CLASS NIGHT HONORS

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

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

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

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

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

The “Student Leadership Award” is presented to the graduate who, in the eyes of his/her peers; best exemplifies the ideals of leadership to the students of Molloy College.
The “Anselma Scholar Award” is presented to a senior having at least a 3.70 cum index, who also demonstrates a high degree of Catholicity and participation in 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 are:
- October 1st for Dec./Jan. 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 within six (6) credits of meeting their degree requirements will be allowed to participate in graduation week ceremonies provided they have filed for August graduation. They will participate fully at both Hooding and Commencement. All programs for these ceremonies will indicate that we anticipate that these students will complete their degree requirements by August. None of these students can be designated in the program as receiving their degree with honors since the final cumulative average will not be known.

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. The Student Affairs’ Office provides you with information and assistance in:
- Learning how to negotiate internal college systems and external community services;
- Keeping you informed and aware of college policy changes;
- Becoming familiar with the Student Handbook & Calendar, including due process procedure for student discipline on non-academic areas;
- Preparing for Hooding/Class Night and Commencement;
- Becoming involved in student clubs and publications;
- Referring to in-house and outside agencies providing support services.

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 co-ed equestrian, cheerleading and dance teams. The Athletics Department is located in the Wilbur Arts Center, Room 025.

DIVISION II CONFERENCE RIVALS

Molloy College competes as a member of the East Coast Conference (ECC) which is composed largely of private universities in the metropolitan New York area:
• Daemen College
• Long Island University Post
• Mercy College
• New York Institute of Technology
• Queens College (CUNY)
• St. Thomas Aquinas College
• University of Bridgeport
• University of the District of Columbia
• Robert Wesleyan College

GREAT MOMENTS IN MOLLOY SPORTS HISTORY

1995 ECAC Champions – Women’s Softball
1996 ECAC Champions – Women’s Softball
1997 Inaugural Men’s Soccer Season
1998 Inaugural Men’s Lacrosse Season
   • ECAC Tournament - Men’s Basketball
   • Men’s Basketball Team receives the CBOA Schoenfeld Sportsmanship Award
2001 NYCAC Champions – Men’s Baseball
   • First Male Cross Country Runner in school history earns All NYACAC honors
2003 Men’s Basketball Team receives the CBOA Schoenfeld Sportsmanship Award
2005 ECAC Champions - Men’s Lacrosse
   • Baseball player Joe Holden selected by NY Mets in baseball draft
2006 Men’s Basketball hosts first playoff game in team history
   • Inaugural Women’s Lacrosse season
2008 East Coast Conference Champions - Women’s Basketball earn a NCAA bid
2008 East Coast Conference Champions - Men’s Soccer earn a NCAA bid
2009 Inaugural Men’s and Women’s Indoor and Outdoor Track and Field Seasons
2009 Men’s Lacrosse Player Keith Galante drafted by Major League Lacrosse
2010 Men’s Lacrosse Player Albert Maione drafted by Major League Lacrosse
2010 East Coast Conference Champions - Women’s Basketball Earn a NCAA bid
2010 Women’s Basketball wins first ever NCAA tournament regional game
2010 East Super Regional Champions – Softball advanced to College Worlds Series
2011 Women’s Softball - ECC Champions; Regional NCAA bid
2012 Women’s Softball - ECC Champions; Advanced to NCAA DII East Super Regional; Advanced to College World Series
2012 Stephanie Meyer qualifies for the NCAA Indoor Track and Field Championships-Long Jump
2013 Men’s Indoor Track and Field-ECC Champions
2014 Men’s Indoor Track and Field-ECC Champions
2015 Katie Gallagher qualifies for the NCAA Outdoor Track and Field Championships-High Jump
2016 Women’s Softball-ECC Champions; Regional NCAA Tournament
2016 Baseball-First ever appearance in a NCAA Regional
C. **CAMPUS LIFE**

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

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

The Office of Campus Life is located in room 330 of the Public Square and can be reached by phone at (516) 323-3455.

D. **STUDENT GOVERNMENT (MSG)**

The Molloy Student Government office is located in room 346 Public Square. There is usually one government officer in the office at most times throughout the day (Monday-Friday) that will be glad to assist you with any problems that you might have. The office number is (516) 323-6373. If you would like to contact anyone in MSG, feel free to call any time, leave a message in the mailbox, or send an e-mail to MSG@lions.molloy.edu. Student Government meetings are held every Tuesday at 3:30pm and all students are welcome to attend. Meeting times and minutes will be sent out via email and are posted on the MSG bulletin boards located throughout campus as well as on the Molloy College Website at http://www.life.molloy.edu.

E. **CLUBS AND STUDENT ORGANIZATIONS**

The Office of Student Affairs oversees clubs and organizations. Through Student Affairs student groups coordinate more than 300 social, educational and community service events each year. For more information about Molloy’s clubs and organizations, go online to http://www.life.molloy.edu or stop by the Office of Student Affairs in Public Square Room 330. The office number is (516) 323-3455.

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 the career development process. This process starts as early as freshman year and is continued throughout your college career. Services include individual and group consultation, workshops and career events offered throughout the academic year. Full-time, part-time and internship opportunities are posted daily on Lion’s Link, which is an online career management system exclusive to Molloy College students and alumni. Computerized assessments are available to assist with your career choice. Career center workshop topics include resume and cover letter writing, job search strategies, internships and interviewing skills. Students are encouraged to visit the Career Center webpage at www.molloy.edu/careercenter to access a variety of online resources and tools. The Center is open Monday-Friday, 9:00 am to 5:00 pm. Appointments may be arranged at the student’s convenience. Students are always welcome to stop by the office, call (516) 323-3482 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, 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.
Molloy College requires all students born after 1/1/57, undergraduate and graduate, to provide documentation of proof of immunity to measles, mumps and rubella. Public Health Law also requires the College to distribute information to all students about meningococcal disease and the availability of meningitis vaccine. All students regardless of age must sign a meningitis form acknowledging receipt of the information. Both the immunization record and signed meningitis form must be presented before registration.

The American College Health Association and the CDC – Center for Disease Control recommend all students entering College have received two doses of MMR vaccine (measles-mumps-rubella), a current tetanus-diptheria vaccine, the hepatitis B vaccine series, meningococcal vaccine, chicken pox vaccine (if not immune) and influenza vaccine. Any student entering a clinical rotation, and/or will be a resident student, may require further vaccines, exams, and tests.

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

Health Insurance is mandatory for all students. All full-time undergraduate students new to Molloy College are automatically charged for health insurance on their tuition bill. If you are currently covered by another policy, the Molloy College insurance may be waived by completing an online waiver form through the Lions Den at https://lionsden.molloy.edu/ics OR the Allen J. Flood website at http://www.ajfusa.com/students. The deadline for fall waivers is October 1st. The deadline for spring waivers is February 1st.

Part-time students taking at least six credits may apply for health insurance.

H. STUDENT PERSONAL COUNSELING

Confidential personal counseling is available free of charge to students. Crisis intervention, individual counseling, group counseling, and wellness workshops and trainings are held on campus. The purpose of the counseling process is to help students discuss and manage any concerns that may interfere with their ability to maximize their educational experience at Molloy. Some concerns that students bring to the counseling center are stress / anxiety management, depression, relationship/family issues, self-esteem, balancing college and family life, substance abuse and other addictions, bereavement issues, anger management, sexual assault/harassment, social issues, and academic concerns. Face-to-face sessions are conducted in private and all records are strictly confidential. The office is located in Kellenberg 207. The office is open Monday – Friday and can be reached by calling (516) 323-3484.

I. HONOR SOCIETIES

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

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

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

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

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

**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.

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

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

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

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

**PHI ALPHA THETA**
Phi Alpha Theta is a national honor society in History. It was organized at the University of Arkansas on March 17, 1921. It has grown to the point where it now has over six hundred chapters in fifty states, Puerto Rico, Canada and the Philippine Islands. It is the largest, in number of chapters, of the accredited honor societies holding membership in the Association of College Honor Societies. The total number of its 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.

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

J. ADDITIONAL CAMPUS RESOURCES

AcE (Academic Enrichment Program)
The Academic Enrichment Program (AcE) assists students in achieving their academic potential in math, science, and modern languages. Assistance in other disciplines is provided according to the individual student’s eligibility. Sessions are scheduled on an appointment basis; provided by professional, graduate or peer coaches; conducted one-on-one or in small groups; and scheduled for one or two hours a week. Students can get help in as many as two courses per semester. ACE is located in Casey 019 and can be reached by calling (516) 323-3450.

Archives
The College Archives are located in Kellenberg 318 and can be reached by calling (516) 323-3223. The office is open to the Molloy community Monday through Friday from 9:00 am until 5:00 pm. The Archives maintains 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. The Archives also maintains student publications such as the student newspaper and yearbook, as well as materials relating to student clubs and organizations.

Art Gallery
The Kaiser Art Gallery, located in the Public Square, is open Monday through Saturday from 10:00 am until 6:00 pm and can be reached by calling (516) 323-3196. Students benefit from changing contemporary and historical exhibitions and frequent lectures by visiting artists and art historians as well as our own faculty exhibits in the gallery. Each year, senior art majors present an exhibition of their work in the gallery. Our student art gallery in the Public Square presents several student exhibitions throughout the year.

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

Blood Drives
Anyone over 17 and in general good health may donate blood at the Molloy College Blood Drive. For two days each semester, the Molloy Student Government brings Long Island Blood Services to campus to accept blood donations. Watch for publicity! If you have any questions, please call the Office of Campus Life at (516) 323-3455.

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

Bursar’s Office
The Office of the Bursar is located in Wilbur 225 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
(HOPE) Hospitality - in the Dominican (O.P.) Way - for Everyone is the home of Molloy College Campus Ministries. Campus Ministries brings together students, faculty, and staff in the common search for Truth in the Dominican Way. In addition to offering pastoral counseling, Campus Ministries sponsors retreats, Masses, prayer services, Bereavement Masses, bible groups, theological reflection, coffee houses, service activities, social analysis, and other activities which emerge in response to suggestions. The Chaplain is always available for confession and counseling. Located on the third floor of the Public Square, Campus Ministries offers friendly hospitality. Visitors are invited to stop by and relax in the Campus Ministries lounge. The Sacred Heart Chapel, located near the water tower on campus, is open whenever the College is in session. For further details, visit us on Molloy’s website – www.molloy.edu/HOPE or call (516) 323-3224.

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) 323-3932. The Commons houses Windows and Mac 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.

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 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. 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. Appointments are scheduled on an as-needed basis to determine which individual and/or group services may be appropriate. Feel free to contact the staff at 323-3315 or 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.

Financial Aid Office
The Financial Aid Office, located in Wilbur 236, provides financial resources to students to help in the payment of tuition. These resources include student loans, grants, scholarships and work study. To qualify for these funds, the student must file the FAFSA form every year. The financial aid staff is available on a full-time basis to assist students and can be reached by calling (516) 323-4200.
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 of the College. 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 also committed to keeping its study abroad programs affordable so that as many students as possible can avail themselves of this wonderful opportunity. 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 both physical items as well as accessing electronic resources from off campus. 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 during all hours in which the library is open. Students can obtain research assistance from librarians via in person, 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, vhs and DVD materials in groups of up to 14 students. All facilities provide wireless and internet access.

Lastly, the library 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 over to Public Safety are brought to the Public Safety office located in the lower level of Maria Regina Hall. 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 in the Office of Residence Life. This service helps students find housing near the campus. Students living off-campus are expected to be considerate of their neighbors and the community at large. Residence Life can be reached at 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 groundwork 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.

Utilizing contemporary media to gain awareness, The Partner Project developed a Facebook page which provides educational and resource information. Break the Silence Club, was developed by students and is part of the official MSG club structure. This club works with The Partner Project to raise awareness and hold events that continue the dialog about relationship violence. The members of the club are men and women who stepped forward to dedicate their time and effort to address this issue on campus.

Contact Information:
John Amodeo & Teresa Aprigliano
thepartnerproject@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.

**Residence Life**
Molloy College is home to two residence halls, Fitzgerald Hall and Maria Regina Hall, housing approximately 275 students. The Residence Life Office is staffed with the Coordinator of Residence Life, Residence Hall Director and Resident Assistants that live in each building. For further information about Residence Life policy and procedures, please refer to the Residence Life Handbook or call (516) 323-3478.

**Siena Women’s Center**
The Siena Women’s Center focuses on issues pertinent to women in today’s society and serves as Molloy’s resource center for Women’s Studies. The Center offers a variety of lectures, discussions and symposia exploring topics of interest and importance to women. The Center also houses the Women’s Studies Library, which contains an impressive collection of scholarly and popular books directly related to women’s issues.

The Siena Women’s Center is located in Kellenberg Hall Room 117, and is open Monday-Thursday, 10:00 am – 2:00 pm, throughout the academic school year. For questions or help regarding resources contact Dr. Cheryl Camenzuli, 100A Siena Hall, 323-3841.

**St. Thomas Aquinas Program (STAP)**
The St. Thomas Aquinas Program serves as the administrative umbrella of the Albertus Magnus Students and the Higher Education Opportunity Program at Molloy College. Both service students who qualify for the programs by
providing the following supportive services: peer and professional tutoring, remedial and developmental coursework, financial and academic counsel and referrals as necessary. For more information, call (516) 323-4023.

**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. Having a full understanding of the “internal processes” of the college, the SSC team is quipped to coordinate all activities of student service departments in one place with one comprehensive solution to the presenting problem. In addition to daily services offered, 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. For more information, call (516) 323-4023.

**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. Additionally, these support services are 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 (reached 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](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

College Governance (Adopted by the Board of Trustees for implementation9/88. By-Laws adopted November 20, 2014.)

The ultimate governance responsibilities lie with the Board of Trustees. The purpose of this Governing Body is to ensure the fullest possible participation in formulation of policies of the College. There are five major committees: Priorities and Planning, Financial Resources, Undergraduate Academic Policies and Procedures (UAPP), Graduate Academic Policies and Procedures (GAPP), and Community and Campus Life. The duties and student members are as follows:

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

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

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

I

Mollo

In an effort to relay information to all groups,

• Be respectful to others and
• Respect the freedom of others to express their views.
• Take responsibility for our own behavior.

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

• Minutes of Meetings - will be posted on the bulletin boards on the third floor of the Public Square and outside the gym;
• Meetings will be open to all interested parties unless there is concern about confidentiality of certain issues; College-Wide Colloquia will be held at least once a semester for the purpose of communication and discussion of all proposals under consideration in the various committees.
• It is hoped that all students will take the time to familiarize themselves with the proceedings of the College Governing Body and will avail themselves of the many opportunities to take part in the governance structure.

IV. NON-ACADEMIC POLICIES

A. ACCOUNTABILITY AND FAIRNESS

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

B. CHANGE OF NAME OR PERSONAL INFORMATION

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

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.

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 Director of Human Resources (Room K112, (516) 323-3046) or the Title IX Coordinator (Room K-112) at (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 Global learning abroad programs are expected to comply with all of the College’s policies and procedures and obey all local, state, federal, international and foreign country laws while they are away from campus.

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

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

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 to the College or of such a nature as to indicate to the community that College disciplinary action must be taken. Even if civil/criminal action is pending, the College may take action if this appears to best serve the interests of the College and the students.

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

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

H. COMPUTER AND ELECTRONIC INFORMATION USE POLICY FOR STUDENTS

Computers, Networking and Email:
1. Computing equipment and resources are owned and administered by Molloy College. Access to this equipment is a privilege granted to students of the College to facilitate instruction, learning, research and administration.
2. Network and Email accounts are the exclusive property of the College and are NOT the user’s private property. Accounts are assigned for College-Related work. If there is reasonable suspicion of infractions, the College reserves the right to inspect the aforementioned accounts with or without the user’s consent. For this reason students should have no expectation of privacy regarding this use.
3. Access to Computing and Networking Systems shall be available to authorized users. Usage priorities are established depending on instructional, research and administrative needs.
4. The computer is not a secure environment for private material. Users’ choice of subject matter should respect the quality of life for themselves and for others. When working on a PC or Mac, the student must save all data on removable media, NOT the local hard disk (typically C:\)
5. User accounts are created automatically within 72 business hours of when a student registers. If there are issues regarding an account, please contact Technology Support Services.
6. A password is determined by the student using Molloy’s Self Service Password System. Passwords MUST be kept confidential. They should not be written down, shared or be easily guessed.
7. The owner of an account will be held responsible for any activity on that account. Each user is expected to take reasonable care to ensure that unauthorized users are unable to gain access to the account and file space. Users are expected to report any suspected or actual unauthorized access to their accounts to the Technology Support Services staff.
8. The users of the computing system are expected to take a responsible and professional approach to the use of the resources. Since the resources are shared, every user must accept the specific responsibility of minimizing the impact of the user’s actions on others.
9. In cases in which the users are a group of people, such as a student club, the President and Secretary of that club, as well as the individual user, are responsible for the content of material published and utilized.
10. All home pages must adhere to the Molloy College Home Page Policy.
11. Molloy College is not responsible for any activity on a user’s account or the outcome of relationships or agreements initiated over the Internet. Users are solely responsible for any legal or illegal usage or activity on their accounts.
12. All students who graduate from Molloy College (UG, GR, PHD) may keep their Molloy sponsored email address, indefinitely. If the account is no longer wanted, the student must contact Technology Support Services for deletion by calling (516) 323-4823.
13. Once a student no longer attends Molloy College for any reason OTHER than graduating, the user accounts (including email) of that student shall be suspended and rendered inaccessible. After three full semesters (Fall/Spring) of non-attendance, the account will be deleted and all data will be unrecoverable.

Unauthorized Uses:
Any unauthorized use will subject the user to disciplinary action as per the Student Handbook or College regulations. In addition to other sanctions, access to a computer account may be revoked for unlawful activity, a violation of security provisions, or a violation of Molloy College regulations and/or ethical standards. These unauthorized uses include, but are not limited, to:
1. Use of computers in violation of Molloy College regulations and policies, ethical standards, or mission.
2. Use of any College resources for personal profit-making enterprises.
3. Use or development of programs that harass others, modify the system or account, or cause damage to system resources.
4. Transmission of destructive programs.

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.

Use of Electronic Mail (E-Mail)
1. Acceptable Use of e-mail:
   - The e-mail system exists for the Academic and Business purposes of Molloy College. Use of e-mail should be limited to these purposes whenever possible. The system allows for both on or off campus access via the internet or another e-mail client. It is expected that students will check their accounts on a regular basis. E-mail is the official means of communication at Molloy College; therefore it is recommended that students check their e-mail daily.

2. Prohibited Uses of e-mail (Google Policies):
   A. Generate or facilitate unsolicited commercial email ("spam"). Such activity includes, but is not limited to: a. Sending email in violation of the CAN-SPAM Act or any other applicable anti-spam law
   b. Imitating or impersonating another person or his, her or its email address, or creating false accounts for the purpose of sending spam
   c. Data mining any web property (including Google) to find email addresses
   d. Sending unauthorized mail via open, third-party servers
   e. Sending emails to users who have requested to be removed from a mailing list
   f. Selling, exchanging or distributing to a third party the email addresses of any person without such person's knowing and continued consent to such disclosure
   g. Sending unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship
   B. Send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content
   C. Intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature
   D. Conduct or forward pyramid schemes and the like
   E. Transmit content that may be harmful to minors
   F. Impersonate another person (via the use of an email address or otherwise) or otherwise misrepresent yourself or the source of any email
   G. Illegally transmit another's intellectual property or other proprietary information without such owner's or licensor's permission
   H. Use Gmail to violate the legal rights (such as rights of privacy and publicity) of others
   I. Promote or encourage illegal activity
   J. Interfere with other Gmail users’ enjoyment of the Service
   K. Create multiple user accounts in connection with any violation of the Agreement or create user accounts by automated means or under false or fraudulent pretenses
L. Sell, trade, resell or otherwise exploit for any unauthorized commercial purpose or transfer any Gmail account
M. Modify, adapt, translate, or reverse engineer any portion of the Gmail Service
N. Remove any copyright, trademark or other proprietary rights notices contained in or on the Gmail Service
O. Reformat or frame any portion of the web pages that are part of the Gmail Service
P. Use the Gmail Service in connection with illegal peer-to-peer file sharing

3. Account creation:
A Molloy-sponsored Gmail account is created for all newly enrolled students. This is done after a candidate is considered fully ‘registered’. The accounts will be created within a week after the candidate receives the ‘registered’ status, or sooner when approaching the start of a semester. Please note: Gmail accounts are not created for full-time Molloy faculty or staff, regardless of their student enrollment status. Therefore, they will not be in the Google address book.

4. Account Retention and Deletion
E-mail users are permitted to access their accounts any time they wish so long as they are enrolled at the College.
Students e-mail accounts remain active so long as they are considered current. IT personnel reserve the right to delete accounts of students that have withdrawn, graduated, or taken leaves of absence. Contents of these accounts will not be recoverable after being marked for deletion.

5. E-mail Forwarding
Molloy College does not support forwarding of messages to other services such as Hotmail or Yahoo. Instructions on how to perform these actions are widely available on the internet. Molloy IT Staff will not be able to assist you in setting up these services.

6. Spam and File Attachments
 Molloy’s spam blocking technology is constantly updated and improved in an attempt to eliminate spam from campus mailboxes. Occasionally, legitimate mail is flagged by the spam filter. If you are expecting an e-mail from a Molloy employee and it was not received, you may contact the Associate Network Manager at mailadmin@molloy.edu.

Molloy College does NOT allow the sending OR receiving of email with a .ZIP file attachment. This is due to the ever increasing amount of harmful virus’ that are transmitted in this file format. If there is a need to send large files, please use the 7-zip utility to compress your data and save in the .7z file format.

Account holders should never use their college e-mail to sign up for promotions, sweepstakes, or any website of questionable content not related to college business. Any correspondence that will contain personal information not related to college business should be directed to your personal e-mail account.

8. Storage
Google offers unlimited storage for each Google Apps for Education users. Messages left in Trash for 30 days will be permanently deleted automatically. Messages that are permanently deleted, manually or automatically, cannot be recovered.

9. Access, Privacy and Disclosure
To the extent provided by law, Molloy College reserves the right to inspect the contents of mailboxes without consent. Inspection will not occur without reasonable cause. Upon request, correspondence may be made available to authorized personnel without consent. Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The University may access, inspect, and disclose such records under conditions that are set forth in the statute Molloy College will take reasonable measures to ensure the privacy and confidentiality of the contents of e-mail, but these measures cannot be guaranteed.
10. Penalties and Consequences
Users in violation of these policies may be subject to disciplinary action in accordance with Molloy College’s code of conduct.

I. SOCIAL NETWORKS

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

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

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

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

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

Policy Statement: 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 ALL 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.

FAA Regulations

The FAA classifies UAS use as one of three types:
- Public – Governmental
- Civil Operations – Non-Governmental
- 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)

Campus Policy

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

A. 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.

B. 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)
• 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.

It is the College’s policy to prohibit the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on the Molloy College Campus or as part of any Molloy College activity. Employees, students and their guests are subject to all State and local regulations concerning the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs, drug related paraphernalia and alcohol. This section also includes intoxication, regardless of substance, anywhere on Molloy’s campuses or at any Molloy activities. 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.
It is a breach of College policy for any student on the Molloy College campus or at any event sponsored by Molloy College:
1. To manufacture, sell, purchase, give away, possess or utilize illegal drugs;
2. For a person under twenty-one to purchase, or to attempt to purchase any alcoholic beverage;
3. For a person under twenty-one to possess, consume or intend to consume any alcoholic beverage except in religious services or academic classes sanctioned by an agent of the College;
4. For anyone to aid or abet another person in violation of (2);
5. To use identification fraudulently or to allow another person to use one’s own identification to obtain alcoholic beverages illegally;
6. For a person over twenty-one to display or consume alcohol in a manner which could be viewed as detrimental to the best interest of the College.

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 dismissal.
All such members of the Molloy College Community must abide by the terms of this policy and, in accordance with the Federal laws, report to the Personnel Office any conviction under any local, State or Federal law applicable to the above policy, within five days of the conviction. An authorized agent of Molloy College must notify the appropriate government agency within ten days should that agent be made aware of such a conviction.

SANCTIONS – STUDENTS

A student who is found to be in violation of this policy is subject to the “Due Process for Student Discipline in Non-Academic Areas” as stated in the Student Handbook. If a decision is entered against an accused student, the following sanctions, 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 to immediately suspend the student. 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. Within five working days of the report, the Judicial Committee will be convened as per the Student Handbook. It will not be the Committee’s responsibility to attempt to define guilt or innocence in a legal sense, but only to respond to the facts as presented in relation to the well-being of the College and to the student in that relationship.

The Committee may recommend one or more of the following to the Vice President for Student Affairs:
1. Continuation of the suspension for a specified period of time;
2. Evaluation from the Student Counseling Center and possible attendance in a rehabilitation program if suggested by counseling center staff;
3. 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 may result in ejection from the campus and renders violators of this code open to penalties of suspension or expulsion from the College.

B. First Infraction - Alcohol

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

C. Second Infraction - Alcohol

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

D. Third or Subsequent Infraction - Alcohol

Illegal Possession, Consumption, Aiding or Abetting in the Purchase or Possession of Alcohol
1. Will require a 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 Counseling Office. Consideration for reinstatement is dependent upon proof of satisfactory completion of the recommended program.
2. Should the student continue to engage in prohibited conduct, a Disciplinary Dismissal may be required.

**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.

**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 documentation of immunization for measles, mumps and rubella.

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

In addition, 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.

Please note that the immunization policy may be different for nursing and education majors.

**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:
   - In Wilbur Arts Center - M.S.A. board on the first floor hallway, other bulletin boards with permission of department head.
   - In Kellenberg Hall - M.S.A. bulletin boards. Other bulletin boards with permission of department head.
   - Casey Center - Bulletin boards with permission of department head.
Case in Parking Lot “A” - ONE poster with special permission of the Student Affairs Office.
5. Items may NOT be posted on glass surfaces or other areas not specified in #4 above.
6. Individuals or groups not a part of the Molloy College community who wish to distribute literature and/or posters may do so by leaving them with the Vice President for Student Affairs Office.

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

P. ANTI-HAZING

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

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

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

3. The Anti-Hazing rule shall be included in Faculty, Staff, and Student Handbooks. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of the Anti-Hazing Rule shall be as follows:
   a. For individual students, faculty or staff members, violation may result in suspension, expulsion or other disciplinary action.
   b. For visitors, licensees or invitees, violations will result in ejection from the campus.
   c. For any group or organization, the violation will result in the rescission of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus as the case may be.
   d. The disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule shall be those contained in the “Due Process Procedure for Student Discipline in Non-Academic Areas.”

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 or sexual misconduct are set forth in the Sexual Misconduct Policy annexed hereto as Appendix A.
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 takes place on the Molloy College campus or in the course of a Molloy College sponsored or supervised activity on or off the Molloy College campus (herein collectively referred to as “the campus”). Students are also expected to be in attire appropriate to an academic environment.

**ASSAULT** as defined by New York State penal law.

**COERCION** as defined by New York State penal law.

**FAILURE TO COMPLY:** Failing to comply with a directive or request from a College official or department. 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 normal 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 and substantially interfering with the freedom of expression of others on the campus.
4. 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.
5. Intentionally furnishing false information or record to a College official or office.
6. Failing to comply with the direction of College officials including campus Public Safety officials.
7. Failing to present proper College identification upon request by an authorized College official.
8. Intentionally or recklessly interfering with or obstructing the normal operation of the College or a College-sponsored activity on or off the campus, including, but not limited to, studying, teaching, research, College Administration, or fire, police or emergency services.
9. Knowingly obstructing or interfering with the terms of any disciplinary sanctions imposed in accordance with this Handbook or other College regulations or rules.
10. 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.
11. Intentionally initiating or causing to be initiated any false reports of a fire, explosion or other emergency on campus.
13. Theft of or damage to property of the College or of a member of the College community or campus visitor.
14. Knowingly and without consent or authorization, removing, using, misappropriating or selling the property of another person or of the College.
15. Intentionally or recklessly damaging or destroying the property owned or in the possession of others or of the College on the campus.
16. Unauthorized presence in, or the unauthorized using of Molloy College buildings or grounds, facilities or property.
17. Abusing or damaging College property by using it in a manner inconsistent with its obvious or designated purposes.
18. Forgery, unauthorized alerting of, or unauthorized using of any College property, document or instrument of identification.
19. Failing to comply with evacuation procedure.
20. Unauthorized using, possessing or distributing of any controlled or illegal drug on the campus.
21. Unauthorized using, consuming or possessing of alcoholic beverages, where prohibited by the College.
22. Unauthorized using or possessing of fireworks on the campus.
23. 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.

B. INFORMAL PROCEDURE

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

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 more likely than not the violation occurred.
2. To be informed of her/his rights.
3. To receive written, timely, and complete notice of the specific charges to be resolved.
4. To seek assistance from an advisor. If an attorney-at-law is chosen, this person may not participate directly in the proceedings.
5. To have fair disposition of all matters as promptly as possible under the circumstances.
6. To elect to have a private or public hearing.
7. To hold unaltered student status pending a final adjudication and disposition of all matters unless there are compelling reasons relating to the safety and well-being of members of the Molloy Community, or Molloy property, or compelling reasons to the student’s own physical or emotional safety or well-being.
8. To be informed of the maximum and minimum sanctions which may be imposed.
9. To be informed of the general nature of the evidence to be presented.
10. To confront and question all parties and witness except when extraordinary circumstances make this impossible such as investigation into a Title IX violation.
11. To present a factual defense through witnesses, personal testimony and other relevant evidence.
12. To suggest questions which might be put to witnesses.
13. To have the right to choose whether he/she will participate in the hearing process.
14. To have only relevant evidence considered by the Judicial Board.
15. To be informed of all decisions within 14 days of the conclusion of the hearing.
16. To request an appeal of the disciplinary sanction of suspension from the Vice President for Student Affairs and to request an appeal of the disciplinary sanction of dismissal to the President of the College.
17. To be free from repeated disciplinary proceedings where the parties and issues are the same.

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 and/or Student Code of Conduct.
2. The Vice President for Student Affairs gives written notification to the student of these charges and the general nature of the evidence to support these charges. The student must be notified within fourteen (14) days after the receipt of the formal notification to answer the charges in writing. She/he may choose to
   a. Waive her/his defense at a hearing before a Judicial Committee.
   b. Withdraw from Molloy College.
   c. Appear before the Judicial Committee.
3. Judicial Committee: The Judicial Committee shall be composed of three students chosen by the President of the Molloy Student Association, two faculty members chosen by the Faculty President and two administrators chosen by the College President. The Dean of Students shall be the chairperson for the committee. Members of the 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 Committee will weigh the evidence and hand down a decision of responsible or not responsible. The sanction will be determined by the Vice President for Student Affairs. Notification will be made within five 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 accused and complainant have the right to cross-examine all witnesses, except for extraordinary circumstances.
6. After the presentation of both the accused and complainant are completed, the Committee shall deliberate in private until a decision is reached.
7. The Committee can recommend that, based on insufficient evidence, the total case is dismissed.
8. If a decision is entered against the accused, the Committee shall recommend the imposition of disciplinary and restitutionary sanctions which may include:
   a. Disciplinary Warning: a written statement from the Vice President for Student Affairs expressing disapproval of conduct. No record of this Disciplinary Warning shall be maintained in the student’s file.
b. Disciplinary Reprimand: a written statement from the Vice President for Student Affairs expressing disapproval of conduct. A record of this Disciplinary Reprimand shall be maintained by the Vice President for Student Affairs for the length of time a student attends Molloy College. This record may be introduced in subsequent disciplinary proceedings.

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

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

e. Loss of Privileges: denial of specified privileges (including use of computing facilities) for a designated period of time.

f. Disciplinary Suspension: a termination of registration as a student for a specified period of time. During the period of suspension, a student is excluded from classes and all other College privileges and activities. A record of this Disciplinary Suspension shall be maintained by the Vice President for Student Affairs for the length of time the student attends the College. This record may by 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.

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 (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 Dean of Students 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 Dean of Students. 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.

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.

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 become a subject of a disciplinary action.

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

1. Contact the Vice President for Student Affairs at (516) 323-3457 for all non-academic concerns.
2. Contact the Dean of Students (516) 323-3458 for any administrative (non-academic) issues or problems.
3. A student with health problems can receive advice and assistance from the Health Services Office located in K310 (516) 323-3467.
4. A student in need of Mental Health services can receive free confidential counseling from the Personal Counseling Service Office located in Kellenberg 207 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.

If you are a victim of, or witness a hate/bias incident, please notify the Department of Public Safety immediately at ext. 3500 or dial 11 from any campus emergency phone. For more information, please go online to https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies
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 link that will take you to the Rave registration form. Students may opt out of the emergency notification system. Please save this address for access to the web site for any future changes you may want to make to your contact information: http://www.getrave.com/login/molloy

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 at ext. 11 or by calling 516 323-3500.

F. EVACUATION PROCEDURES

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

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 the “Student Code of Conduct”.

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.

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. The back parking lot will be closed after 11:00 pm.
Parking Violation Fees:
$10.00 for the first offense
$15.00 for the second offense
$25.00 for the third and any future offenses
Fines for unauthorized vehicles parked in the circle in front of Kellenberg or in the Handicapped area are: $25.00 for any offense.
All parking tickets are considered financial obligations to the College: therefore, the College reserves the right to withhold a student’s grades, to refuse student registration privileges, and has the right to withhold diplomas and transcripts to graduating seniors if parking violations are not paid in full.

L. PUBLIC SAFETY REPORT
MOLLOY COLLEGE – MAIN CAMPUS AND SATELLITE CAMPUS
Total Occurrences on Campus

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<th>2014</th>
<th>2015</th>
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<tr>
<td>Sex offenses - forcible</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Sex offenses - non-forcible</td>
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<td>0</td>
</tr>
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<tr>
<td>Stalking</td>
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<td>1</td>
</tr>
</tbody>
</table>
M. STUDENT CONDUCT

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

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

N. 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.

O. 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 Residence Life Handbook policies. Visitors found in violation of any of the College’s handbook policies will be banned from campus.

P. RESIDENT STUDENT MISSING POLICY

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

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

Q. ESCORT

Public Safety Officers provide escort service to any Molloy student or employee from one point on campus to another or to their vehicle. Public Safety honors all requests for this service. To request a Public Safety escort use the Molloy Wall Phone located throughout the buildings phone will automatically be directed to Public Safety. Public Safety also can be contacted by dialing (516) 323-3500.
R. **NON-SMOKING POLICY**

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

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

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

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

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

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

S. **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.

T. **COMPLAINT PROCEDURE**

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

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 Dean for Academic Services with any faculty or grading concern; located in Kellenberg Hall, room 119, 516-323-3024 or mflomenhaft@molloy.edu.

The professional and legal 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.

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:

- Distribute and review course outlines
- Meet classes as scheduled and make appropriate preparations for all class sessions
- Provide an atmosphere conducive to serious and scholarly study
- Encourage students to fulfill their potential
- Respect the dignity of students
- Grade assignments, tests and papers within a reasonable amount of time and by criteria mutually understandable and acceptable within the field of study
- Base academic evaluations on unbiased professional judgment
- Maintain time for appointments with students.

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

- Attend and prepare for scheduled class meetings
- Comply with class requirements as stated in course outline
- Respect the classroom environment for professors and fellow students

It is also expected that administrators fulfill their responsibilities to:

- Promote an atmosphere of trust and integrity
- Support the academic goals and objectives of both students and the faculty

**B. 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. **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**

1. 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.

2. 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. **NOTE:** 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.

3. Incompletes – A grade of incomplete “I” is granted only in the case of hardship (circumstances which 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.

4. 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.

5. Withdrawals and WF – Each semester the Office of the Registrar posts the date that is the last day to withdraw with a grade of “W.” This deadline is strictly adhered to and available on the academic calendar. A “WF” (withdrawn failing) grade is assigned when a student withdraws after the official last day to withdraw. A “WF” is calculated as an “F” in a student’s g.p.a. Several majors have their own withdrawal policies that supersede all others; and students must refer to their major’s handbook.

D. POLICY CONCERNING GRADE APPEALS

NOTE: 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 on Lion’s Den.

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 (Dean). The first step is to attempt an informal resolution between student and instructor, with mediation by either the department chairperson or Dean. Nursing majors start a grade appeal by requesting an academic review, all information is in the nursing program handbook.

Formal Grade Appeal

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

2. After receiving written notification regarding a grade appeal, the Dean selects two faculty and two students 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 rare 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 related to the case
   b) Assure confidentiality of all parties (professor and student)
   c) Both parties appear before the Tribunal together
   d) Allow both parties the right to question each other
   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 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 instructor 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

6. Evidence used during the final grade protests 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 faculty member 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 (faculty 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 field work. Such life circumstances do not relieve students of their responsibility. Students must make every effort to communicate with Molloy and 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.

NOTE: Students must notify the Office of Student Affairs at 516.323.3461 or apanzarino@molloy.edu if absent from class and/or clinical field work 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.

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 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.

F. CHANGE OF MAJOR/MINOR

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

G. WITHDRAWAL

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

Several majors have their own withdrawal policies that supersede all others; and students must refer to their major’s handbook.

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 could affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by not progressing toward the degree as planned. (For refunds and policies, see catalog section on “Expenses”).

WITHDRAWAL - LEAVE FOR ONE SEMESTER OFF

Currently matriculated students may request a “Withdrawal Leave for One Semester Off” if they plan to return to the College the following academic semester after not completing a semester or when skipping a semester. Withdrawal Applications are available online and at the Registrar’s Office in W235 of the Wilbur Arts Center. The Withdrawal Consequences Financial Aid Form is signed at the same time.

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

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

All returning students from the “Withdrawal - Leave for One Semester Off” will have their re-entry approved by the Associate Dean for Academic Support Services. This will allow returning students to be advised and registered into the returning term. Most students will not need to see the Associate Dean for Academic Support Services to be approved for re-entry.

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

Taking any time off from College may require the return of Title IV financial aid funds and will affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by taking a term off.
Newly admitted students attending Molloy for their first semester or readmitted students returning after being “Withdrawn” should notify the Admissions Office in W226 of Wilbur Arts Center if they plan to cancel or defer their enrollment to the next term.

WITHDRAWAL – EXIT OFFICIALLY FROM COLLEGE

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

Students may contact Financial Aid with any questions about the “consequences” of withdrawing.

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

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

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

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

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 (K118, (516) 323-3023).

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 (AISDA).

AISDA include but are not limited to:
- Cheating – utilizing a source other than self during an exam or in completing an assignment.
- Fabrication – intentional and unauthorized falsification or invention of any information.
- Facilitating academic dishonesty – intentionally or knowingly helping or attempting to help someone commit an act of academic dishonesty. For example, allowing another to copy from you during an examination, doing work for another and allowing her/him to represent it as her/his own, and supplying information regarding examinations to others.
d. Plagiarism – failure to document the direct words of another or the rephrasing of another’s words so as to represent them as one’s own; handing in another’s paper or project as one’s own; or reusing your own paper from another course without the prior approval of the instructor.

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

**B. PROCEDURE**

Procedures for AISDA:

1. The Associate Dean for Academic Services (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 AISDA, should first attempt to resolve the matter informally with the student.
3. In the event that there is no informal resolution because the AISDA is too egregious or the student denies the accusation; the professor initiates formal proceedings. The Dean can initiate formal proceedings in serious 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 charges 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 charges in person or face-to-face web software (i.e. Skype) for online courses.
7. Upon receipt of the charges, the student may admit wrongdoing. At that point the Dean will impose an educational discipline, the student completes the assignment, and the AISDA is resolved. The professor is notified. If a student does not admit wrongdoing, he or she has 14-days to respond to 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 AISDA 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.
C. RIGHTS OF STUDENTS 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

Academic Judicial Committee Hearing

1. Students who dispute being charged with an AISDA 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 restitutionary 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.

E. APPEAL

ACADEMIC APPEALS
In the event that the charges in the AISDA case are sustained by the Academic Judicial Committee (AJC), then, the student has the right to petition the Vice President of Academic Affairs 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 Judicial Committee 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.

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 Academic Review Committee.

ACADEMIC POLICIES AND PROCEDURES
The complete list of academic policies and procedures is found in the undergraduate catalog 2015-2017 edition, pages 60-84 and on molloy.edu.

ACADEMIC AFFAIRS REVIEW COMMITTEE APPEALS PROCESS
Instructions
Petition to the Vice President of Academic Affairs

In the event that the charges in the AISDA are sustained by the 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.

After a student receives the decision of the VPAA, he or she has the right to send a letter the Academic Affairs Review Committee for an appeal from a disciplinary sanction issued by the AJC resulting in suspension or dismissal from the College.

Academic Affairs Review Committee

Students who want to appeal the sanction of suspension or dismissal should notify the Academic Affairs Review Committee (ARC). 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.
- 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.

A written decision is issued to the student within 14-days.

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

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

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

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

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

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

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

• The right to file a complaint with the U.S. Department of Education, concerning alleged failures by Molloy College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901

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

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

• To other school officials, including teachers, within Molloy College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.

{§99.31(a)(1).}

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

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

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid. {§99.31(a)(4).}
- To organizations conducting studies for, or on behalf of, the school, in order to (a) develop, validate or administer predictive test: (b) administer student aid programs; or (c) improve instruction. {§99.31(a)(6).}
- To accreditig organizations to carry out their accrediting functions. {§99.31(a)(7).}
- To parents of an eligible student if the student is a dependent for IRS tax purposes. {§99.31(a)(8).}
- To comply with a judicial order or lawfully issued subpoena. {§99.31(a)(9).}
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. {§99.31(a)(10).}

- Information the school has designated as “directory information” under §99.37. {§99.31(a)(11).}
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13).)
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14).)
- To parents of a student regarding the student’s violation of any Federal State or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15).)
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

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” without written consent, unless the student has requested non-disclosure. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. It can be disclosed to outside organizations without prior written consent. Designated directory information at Molloy College includes the following:

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

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

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

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

HOW STUDENTS CAN SECURE HELP AT MOLLOY COLLEGE
1. If the problem is purely academic or related to a specific subject, the first person to see is the professor. If you still need additional help, see your faculty advisor. He/She will advise you of the appropriate course of action. If further assistance is needed, see 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.

C. TRANSCRIPT NOTATION POLICY

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”)¹, 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.”

¹ Violations equivalent to crimes of violence, as defined in the Clery Act (as updated by the Violence Against Women Act Final Regulations) include: murder; manslaughter; rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson. The College retains the right to determine additional serious violations that will result in a permanent transcript notation.
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.

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 code, 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.

**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
APPENDIX

SEXUAL MISCONDUCT POLICY

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I. INTRODUCTION AND NOTICE OF NONDISCRIMINATION

Molloy College (the “College” or “Molloy”) 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 (“Title IX”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by the Violence Against Women Act/Campus Sexual Violence Act (the “Campus SaVE 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.

This policy (the “Policy”) aims to ensure that all members of the Molloy community can study and work together without being subjected to sexual misconduct. In this Policy, the term "Molloy community" is used to refer to faculty, staff, students, and others affiliated with the College by reason of employment or education. Despite the gendered nature of its language, this Policy is inclusive of all members of the Molloy community. The purpose of this Policy is twofold: first, to establish clear procedures for the handling of sexual misconduct allegations, and second, to educate the Molloy community with respect to the limits of acceptable conduct. This Policy explains Molloy’s approach to investigating, adjudicating and disciplining acts of sexual misconduct.

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  
Director of Human Resources and Title IX Coordinator  
1000 Hempstead Avenue  
Kellenberg Hall, Room K-112  
Rockville Centre, New York 11571  
(516) 323-3046  
lmiller@molloy.edu

Deputy Title IX Coordinators:  
- Brendan Caputo, 323-4021  
- Michael Grasso, 323-3602  
- Marion Flomenhaft, 323-3023

Questions regarding Title IX, the Campus SaVE Act and/or Article 129-B of the New York State Education Law may be referred to the College’s Title IX Coordinator. Questions concerning Title IX may also be referred to the Assistant Secretary of the Office for Civil Rights (“OCR”), U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-1100, or directed to the OCR main numbers at (800) 421-3481 FREE, TDD or (800) 877-8339 FREE, or directed to the OCR’s New York office email at ocr.newyork@ed.gov or telephone number at (646) 428-3800.
II. THE TITLE IX COORDINATOR

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

The Title IX Coordinator’s primary responsibility is to coordinate the College’s compliance with Title IX including, but not limited to, overseeing the College’s response to complaints of sexual misconduct. The Title IX Coordinator is responsible for directing and managing the investigations of complaints of sexual misconduct, identifying and addressing any patterns or systemic problems of sexual misconduct that arise during the investigation of a complaint, and assessing the effects of sexual misconduct on the campus climate.

III. SCOPE OF THE POLICY

This Policy applies to all allegations of sexual misconduct involving members of the Molloy community, whether full time or part time employees or students, and it applies to such individuals regardless of sex, race, national origin, disability, sexual orientation, gender identity, or other protected status. To the extent practicable, this Policy applies to visitors and third parties. A third party is someone who is on campus or participating in a College-sponsored program, activity or event and is within the College’s control.

This Policy governs conduct that occurs on any part of Molloy’s campus or property. It also applies when any member of the Molloy community travels off-campus as part of a College activity, team, organization or event. This Policy also covers conduct that takes place off-campus that has a reasonable connection to the College and has a continuing effect on campus or in an off-campus education program or activity.

This Policy supersedes any other College policy to the extent that such policy applies to sexual misconduct or sex discrimination. Complaints of discrimination or harassment that do not involve sexual misconduct are governed by the College’s Non-Discrimination and Anti-Harassment Policy. For more information on the College’s Non-Discrimination and Anti-Harassment Policy, please contact the Title IX Coordinator.

An individual, who, in good faith, brings a reasonable complaint of a suspected violation of this Policy, even if it may be found to be erroneous, will not be subject to discipline. However, the use of this Policy for false, malicious, or frivolous purposes is strictly prohibited. Anyone who knowingly brings a false, malicious, or frivolous complaint against another Molloy community member may be subject to disciplinary action.

IV. STUDENTS’ BILL OF RIGHTS

All Students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the investigation and hearing process and/or criminal justice process free from pressure from the College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the College.

V. TIMEFRAME FOR MAKING A COMPLAINT

There is no time limit for reporting sexual misconduct to the College under this Policy; however, the passage of time may make it difficult or even impossible to conduct a thorough and reliable investigation of the incident. Therefore, members of the Molloy community are encouraged to make a report as soon as possible after the incident has occurred.

Under no circumstances will the College allow an impending graduation to compromise its resolution of a sexual misconduct complaint. The conferral of a degree may, therefore, be withheld, if necessary, until proper resolution of any sexual misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that can accommodate the parties and their witnesses.

While the time to resolve a reported incident will vary from case to case, depending on the specific facts and circumstances, it is expected that in most cases complaints will be resolved within 60 days, excluding appeals. If the process will take longer than 60 days, both the complainant and the respondent will be notified in writing as to the delay and the reason for the delay.

VI. DEFINITIONS WITHIN THE POLICY

Bystander means a person who observes a crime, impending crime, conflict, potentially violent or violent behavior or conduct that is in violation of rules or policies of the College.

Complainant means the individual making the allegation(s) of sexual misconduct.

Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. § 1092(f) and 20 U.S.C. § 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

Consent must be affirmative. Affirmative Consent is defined as a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding the willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.
The following six principles, along with the above definition, will be used to evaluate whether affirmative consent was given:

1. Consent to any sexual act or prior consensual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
3. Consent may be initially given but withdrawn at any time.
4. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or by being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
5. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
6. When consent is withdrawn or can no longer be given, sexual activity must stop.

**Dating Violence** means violence or coercive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual, physical, or psychological abuse, or the threat of such abuse.

**Domestic Violence** means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New York, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of New York.

**Force** means using physical violence and/or imposing on someone physically to engage in sexual contact or intercourse. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance. The use of force to cause someone to engage in sexual activity is, by definition, non-consensual contact, and is prohibited.

**Incapacitation** occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by a lack of consciousness or by being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

**Intimidation** means implied threats that reasonably cause another to fear for his/her safety or well-being.

**No Contact Order** means a directive prohibiting contact between or among designated individuals through any means, direct or indirect, including personal contact, email, telephone, text message, social media, or by means of a third party.

**Privacy** may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual more than necessary to comply with applicable laws or College policy.

**Reporting Individual** shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by the College to reference an individual who brings forth a report of a violation.
Respondent means the individual alleged to have committed acts constituting sexual misconduct, regardless of whether such individual has entered into the College’s conduct process for responding to complaints of sexual misconduct described herein.

Retaliation means taking any adverse action or attempting to take adverse action against a person for making a good faith report of sexual misconduct or participating in any proceeding under this Policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint of sexual misconduct or participation in an investigation or proceeding related to alleged sexual misconduct.

Sexual Activity includes any “sexual act” or “sexual contact.”

- A “sexual act” means (a) contact between the penis and vulva or the penis and the anus where penetration occurs, however slight; (b) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; (c) the penetration, however slight of the anal or genital opening of another by hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or (d) the intentional touching, not through the clothing of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;
- “Sexual contact” means the intentional touching, either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.

Sexual Assault includes “non-consensual sexual intercourse” and “non-consensual sexual contact.”

- “Non-consensual sexual intercourse” means any form of sexual penetration or intercourse (vaginal, anal, or oral), however slight, with any object by an individual upon another individual without consent and/or by force. Intercourse means: vaginal or anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).
- “Non-consensual sexual contact” means any intentional sexual touching, however slight, with any body part or object by an individual upon another individual without consent. Intentional sexual contact includes contact with the breasts, buttocks, or groin, or touching another with any of these body parts; making another person touch any of these body parts; and any intentional bodily contact in a sexual manner.

Sexual Coercion is the application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.

Sexual Exploitation means abuse or exploitation of another person’s sexuality without consent, for the perpetrators own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation include:

- Causing or attempting to cause the incapacitation of another person for purposes of compromising that person’s ability to give Affirmative Consent to the sexual activity;
- Causing the prostitution of another person;
- Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person without the person’s consent;
- Disseminating or posting images of private sexual activity;
- Engaging in voyeurism;
- Distributing intimate or sexual information about another person; and/or
- Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual’s knowledge.

**Sexual Harassment** is defined as “unwelcome conduct” of a sexual nature, including but not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic standing, status in a program, course or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual or for academic evaluation, grades or advancement; or
- Such conduct is sufficiently pervasive, offensive or abusive to have the purpose or reasonable effect of interfering with an individual’s work or educational performance, or creating an intimidating, hostile, or offensive work or educational environment.

A **Hostile Environment** exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the College’s education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the College will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the complainant’s mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the complainant’s educational or work performance and/or College programs or activities; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

The effect of the conduct will be evaluated based upon the perspective of a reasonable person in the position of the complainant. **Unwelcome Conduct** is considered conduct to be undesirable or offensive to the individual if that person did not request, consent to, or invite the particular conduct.

**Sexual Misconduct** is a broad term that encompasses a wide range of prohibited behaviors of a sexual nature that is committed without consent or by intimidation, coercion, threat or force. Sexual Misconduct includes, but is not limited to, sexual assault, sexual coercion, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking.

**Sexual Violence** refers to a sexual act perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the person’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For purpose of this definition:
• “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
• “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
• “Reasonable person” means a person under similar circumstances and with similar identities to the victim.

The College prohibits any member of the Molloy community from stalking other members of the community. When a person is told to discontinue whatever activity they are engaged in, and this activity continues, the person so warned may be expelled, suspended, terminated, and/or not be permitted to be on College property or at Molloy functions.

Conduct that violates the College policy may also violate New York State laws and subject the respondent to criminal prosecution. Sex Offenses under New York law are described in Sections 130.00 to 130.96 of the New York State Penal Code, available at http://public.leginfo.state.ny.us/lawssrch.cgi?

VII. ADVISORS

Throughout the resolution process, each party has the right to choose and consult with 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. At the complainant’s request or at the respondent’s request, the Title IX Coordinator can appoint the requesting party an advisor who has been formally trained. The parties may be accompanied by their respective advisors at any meeting or proceeding related to the investigation and resolution of a complaint under this Policy. Advisors cannot actively participate or speak on behalf of the complainant or respondent. If any advisor’s conduct is not consistent with these guidelines, he or she may be excluded from the conduct process.

The Title IX Coordinator must be advised in writing that an advisor will be present at least 24 hours before any scheduled meeting, hearing, or proceeding. This notification must include: (1) the full name and title of the advisor of choice; and (2) contact information for the advisor of choice (phone, email, and address). The College reserves the right to have its own legal counsel present at any meeting or proceeding related to the investigation and resolution of a complaint under this Policy.

VIII. LIMITATION ON CONSENSUAL RELATIONSHIPS

In order to protect the integrity of the academic and work environment, this Policy places limitations on consensual romantic or sexual relationships between and among faculty, staff, and students. When individuals are involved in a consensual romantic or sexual relationship and are in positions of unequal authority or power, there is the potential for a conflict of interest, favoritism, and exploitation of power. Anyone with supervisory authority or evaluative, mentoring authority who controls or influences another person’s employment, academic advancement, extracurricular or athletic team participation, scholarship or financial support, grades, recommendations, wage status, or promotion at the College should not be in a romantic or sexual relationship with that person regardless of consent. If anyone is promoted into a position that results in a conflict with this Policy limiting consensual relationships, this information must be reported to a supervisor, Vice President, or the Director of Human Resources for assistance in resolving the conflict.

IX. ANTI-RETALIATION POLICY

The College prohibits retaliation against any person who reports sexual misconduct or participates in the investigation of any allegation of sexual misconduct, including participation as a witness. Any member of the
College community or third party who attempts, either directly or indirectly, to intimidate, threaten, retaliate, interfere with, restrain, coerce, discriminate against, violate a College No Contact Order, or harass any person for reporting, attempting to report, or responsibly pursuing a complaint will be subject to prompt and appropriate disciplinary action, including possible termination or expulsion from the College.

Retaliation should be reported promptly to the College’s Title IX Coordinator. Reports of retaliation will be investigated in accordance with the appropriate College policy, and such conduct may result in disciplinary action independent of the sanction(s) or interim measures imposed in response to the underlying allegations of sexual misconduct.

X. RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT

There is a wide range of resources for all students and employees to provide support and guidance in response to any incident of sexual misconduct or prohibited conduct.

A. Immediate Medical Assistance and Counseling

If you or someone you know is or may be the victim of any form of sexual misconduct, the College strongly urges you to seek immediate assistance. This is the best way to ensure that the complainant receives appropriate medical care and emotional support. Assistance is available 24 hours a day, 7 days a week, from:

- Local Police and Emergency Assistance - Call 911
- Local hospitals – Call 911 or Campus Security to obtain contact information
- Safe Horizon Rape and Sexual Assault Hotline - (866) 689-HELP (4357)
- Safe Horizon Domestic Violence Hotline - (800) 621-HOPE (4673)
- New York State Office of Victim Services Toll Free Number – (800) 247-8035
- Mercy Medical Center, 1000 N Village Ave, Rockville Centre, NY 11570, (516) 705-2525

Off-Campus -- 24/7 Confidential Hotlines:

- RAPE Crisis Hotline 914-345-9111
- Safe Horizon Rape and Sexual Assault Hotline - (866) 689-HELP (4357)
- Safe Horizon Domestic Violence Hotline - (800) 621-HOPE (4673)
- Gay & Lesbian Anti-Violence Project 212-714-1141
- Crime Victim’s Hotline 212-577-7777
- New York State Domestic Violence Hotline (800) 942-6906
- New York State Office of Victim Services (800) 247-8035 or www.ovs.ny.gov

B. Sexual Assault Forensic Examiners

In instances involving physical injury or sexual assault, the College strongly encourages the complainant to obtain a medical examination to determine the extent of injuries. It is also important to understand that physical evidence collected in a rape examination (i.e., a rape kit) is a way to preserve evidence should anyone want to pursue criminal charges with the police or a local prosecutor at a later time. A hospital, with the complainant’s permission, will collect physical evidence in a sexual offense evidence collection kit. Sexual Assault Forensic Examiners (SAFE) are considered the best and most appropriate medical professionals to conduct such an examination. The following hospital employs SAFE: Nassau University Medical Center, 2201 Hempstead Turnpike, East Meadow, NY 11554, (516) 572-0123.
C. **College Counseling Resources**

Regardless of whether or not an official complaint of sexual misconduct is made, various counseling options are available from the College.

Campus Ministry’s Office  
1000 Hempstead Avenue  
Public Square, Room 390  
Rockville Centre, New York 11571-5002  
Phone: 516-323-3224

College Health Services  
1000 Hempstead Avenue  
Kellenberg Hall, Room 310  
Rockville Centre, New York 11571-5002  
Phone: 516-323-3467  
Fax: 516-323-3476

Student Personal Counseling  
1000 Hempstead Avenue  
Kellenberg Hall, Room 207  
Rockville Centre, New York 11571-5002  
Phone: 516-323-3484

XI. **CONFIDENTIALITY**

Molloy understands that complainants may wish to talk about the incident with the assurance that the discussion will be confidential. Even if a person does not ask for confidentiality, these matters are considered private and are shared with a limited number of employees who have a “need to know” and are responsible for the College’s response, including taking appropriate steps to respond to the incident, to support complainants, respondents, and witnesses, and to resolve the matter promptly and fairly. To the extent practicable and appropriate under the circumstances, investigatory and resolution procedures, including appeal procedures, shall be held in confidence to reasonably insure the privacy of the parties concerned and to offer as much protection as reasonably possible to the parties involved.

A. **Professional and Pastoral Counselors**

The College understands that, for many complainants, confidentiality is a primary concern. The ability of College employees to maintain confidentiality is as follows:

**Professional Counselors:** A professional, licensed counselor whose official responsibilities include providing mental health counseling to the Molloy community, including one who acts in the role of providing mental health counseling under the supervision of a licensed counselor, is not required to report to the Title IX Coordinator without a complainant’s permission any information about an incident of sexual misconduct disclosed while acting within the scope of his/her license or certification. The following is a list of the College’s professional counselors:

Carrie Sollin, M.A., L.M.H.C.  
Director of Personal Counseling Services  
1000 Hempstead Avenue
State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or to others; or (ii) if there is reasonable cause to suspect that a minor has been sexually abused.

**Pastoral Counselors:** A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition. A pastoral counselor is not required to report incidents of sexual misconduct to the Title IX Coordinator without a complainant’s permission. However, a pastoral counselor acting in some other manner, such as a faculty member, would not be exempt from the reporting obligations. The following is a list of the College’s pastoral counselors:

- **Scott Salvato**  
  Director of Campus Ministries  
  Campus Ministry’s Office  
  1000 Hempstead Avenue  
  Public Square, Room 390  
  Rockville Centre, New York 11571-5002  
  Phone: 516-323-3225  
  Email: ssalvato@molloy.edu

- **Sister Diane Capuano**  
  Associate Director of Campus Ministries  
  Campus Ministry’s Office  
  1000 Hempstead Avenue  
  Public Square, Room 390  
  Rockville Centre, New York 11571-5002  
  Phone: 516-323-3226  
  Email: dcapuano@molloy.edu

**B. Responsible Employees: Mandatory Reporting**

A responsible employee is a College employee who has the authority to take action to redress sexual misconduct; who has been given the duty of reporting incidents of sexual misconduct or any other misconduct by employees or students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. This definition encompasses virtually every College employee, including all faculty, staff and administrators, except those who are acting as pastoral and professional counselors and non-professional counselors and advocates.
A responsible employee must report all relevant details (obtained directly or indirectly) about the alleged sexual misconduct to the Title IX Coordinator. Such information includes dates, times, locations, and names of parties and witnesses. It is imperative that responsible employees inform the Title IX Coordinator of all incidents of sexual misconduct. *If you are a College employee and are unsure whether or not information MUST be reported, please call the Title IX Coordinator, who will assist you with the proper next steps.*

Even College officers and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX coordinator to investigate and/or seek a resolution.

The Family Educational Rights and Privacy Act (“FERPA”) allows a College to share information with an individual’s parents if there is a health or safety emergency or if the individual is listed as a dependent on either parent’s prior year federal tax income form. However, the College will generally not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the complainant’s permission.

### C. Requests For Confidentiality

The College endeavors to respect and follow the wishes of an individual who brings forward a sexual misconduct complaint. However, complainants should understand that Molloy may have ethical and legal obligations to investigate, attempt to resolve, or adjudicate incidents of sexual misconduct that come to its attention. Therefore, depending on the circumstances, it may not be possible to honor a request for confidentiality while still providing a safe, nondiscriminatory environment for all members of the Molloy community. The Title IX Coordinator is designated to evaluate requests for confidentiality.

When determining whether the complainant’s request for confidentiality can be honored, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- Whether there have been other sexual misconduct complaints about the same respondent;
- Whether there is an increased risk that the respondent will commit additional acts of violence;
- Whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
- Whether the College has other means to obtain relevant evidence (e.g., security cameras or personal, physical evidence).
- Whether the incident represents an escalation in unlawful conduct on behalf of the respondent from previously noted behavior;
- Whether the sexual misconduct was committed by multiple respondents;
- Whether the complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- Whether the alleged sexual misconduct was perpetrated with a weapon; and
- The age of the complainant.

If, after considering these factors, the College determines that an investigation is required, the College will inform the complainant and take immediate action necessary to protect and assist the complainant. The College will take all reasonable steps to investigate and respond to the complaint while maintaining the complainant’s privacy to the greatest extent possible. For all reports of sexual misconduct, the College will consider broader remedial action, such as increased monitoring, supervision of security at locations where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and administration of climate surveys.
D. **Anonymous Reporting**

If the College receives a report of alleged sexual misconduct by someone other than the complainant (e.g., friend or roommate) or from an anonymous source, the College’s Title IX Coordinator will promptly notify the complainant of the report, and inform him/her of the available resources and assistance. In cases in which a report is made anonymously, this Policy will apply in the same manner as if the complainant had made the initial report.

E. **Sexual Assault Public Awareness Events**

The College will not begin an investigation based on information that a person chooses to share during public awareness events that are designed and intended to be safe spaces for complainants to share experiences. These events could include candlelight vigils, “Take Back the Night,” protests, or other public events. The College may decide, however, to use the information learned at such an event to inform its efforts for additional education and prevention efforts.

F. **Clergy Reporting**

When reporting crimes for the purposes of Clery Act compliance, the College will not release identifying information of the complainant. The Clery Act also requires the College to issue timely warnings to the College community about certain crimes that have been reported and may continue to pose a serious or continuing threat to the campus community. Consistent with the Clery Act, the College will withhold the names and personal identifying information of the reporting individual when issuing such timely warnings.

XII. **COLLEGE AMNESTY POLICY**

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or Reporting Individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will be not be subject to discipline pursuant to the procedure outlined in the Student Handbook for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking or sexual assault.

XIII. **REPORTING PROCEDURES**

There are multiple ways to report prohibited conduct.

A. **Law Enforcement Notification**

If you are the victim of sexual misconduct, the College strongly encourages you to promptly report the incident to the police. Contacting law enforcement will ensure the preservation of evidence and facilitate a timely investigation and response. College representatives are available to assist you in notifying law enforcement of an incident of sexual misconduct and in contacting law enforcement or legal service organizations to learn about these remedies. Except in instances where the victim is under the age of 18, the College will respect a victim’s decision regarding whether or not to report an incident to local law enforcement. Where an incident involves the suspected abuse of a minor, certain individuals at the College may have an obligation to report to law enforcement under New York State Law.
A person may report an incident to either the police or the College or to both simultaneously. The College’s complaint resolution procedures and the criminal justice system work independently from one another and law enforcement officials do not determine whether a violation of this Policy has occurred.

B. Effect of Criminal Proceedings

Sexual misconduct may constitute a violation of both state law and College policy. The College’s definition of sexual misconduct, its process, and its standard of proof for a finding of responsibility for sexual misconduct differ from the standards for finding a violation of criminal law. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct under this Policy has occurred. In other words, conduct may constitute sexual misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute. Additionally, a law enforcement determination of whether or not to prosecute a respondent is not determinative of whether the College will conduct an investigation under Title IX.

The filing of a complaint of sexual misconduct under this Policy is independent of any criminal investigation or proceeding. Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or to take any necessary interim measures to protect the complainant and the College community. However, the College may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation of sexual misconduct matters that may also violate the state criminal code.

C. College Notification

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

An individual making a report will have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault. These personnel shall be available upon the first instance of disclosure to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible.

When the College receives a report from a student that he or she has been the victim of sexual misconduct, including dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide the Reporting Individual with a written explanation of his or her rights and options. The College will provide the Reporting Individual with written notification regarding existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid and other services available for victims both within the College and in the community. If the Reporting Individual is not the complainant, and the identity of the complainant is made known to the College, the College will provide such written notification to the complainant.

XIV. PROTECTIVE AND REMEDIAL MEASURES

Remedial and protective measures are available regardless of whether a complainant pursues a complaint or investigation under this Policy. When the College receives a report of alleged sexual misconduct, the College will take immediate steps to protect the complainant, other affected parties, and the Molloy community.
E. **Interim Measures**

Any individual who has been the victim of sexual misconduct may request assistance in changing academic, living, transportation, and working situations, as applicable. These interim measures may also include issuance of a No Contact Order, changes in academic, extracurricular, housing, dining, employment, transportation, or other applicable arrangements.

Requests for accommodations in connection with incidents of sexual misconduct should be made in writing to the College’s Title IX Coordinator. The College will grant such accommodations, provided they are reasonable and available, regardless of whether the complainant chooses to report the crime to law enforcement. When taking such interim measures and/or steps to separate the complainant and the respondent, the College will, to the extent practical, minimize the burden on the complainant. The College will provide information about the request for accommodations only to those having a need to know such information in order to implement the accommodations.

The respondent and/or the complainant will, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim measure, including potential modification. The respondent and/or complainant will be allowed to submit evidence in support of his or her request. Violation(s) of the Title IX Coordinator’s directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

F. **No Contact Order**

The College may impose a No Contact Order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. If the complainant and respondent observe each other in a public place, it shall be the responsibility of the respondent to leave the area immediately and without directly contacting the complainant. In the event the College imposes a No Contact Order, the respondent and/or complainant may request a review of the need for and terms of the No Contact Order, including potential modification, and may submit evidence in support of his or her request. The College will conduct a prompt review in response to such request. An individual who wishes to report a violation of a No Contact Order can contact the Title IX Coordinator.

G. **Order of Protection**

A student-complainant also has the right to request the assistance of the College in obtaining an order of protection from either the Family or Criminal Court. If an order of protection is granted, the parties will have the right to receive a copy of the order of protection when the order is received by the College. The parties will also have the opportunity to meet or speak with an appropriate College employee who can explain the order and the consequences for violating the order, and answer any questions about the order. Additionally, if the order of protection is violated, the student-complainant may receive assistance from the College in calling local law enforcement to inform them of the violation.

H. **Interim Suspension**

In the event the respondent is determined to present a continuing threat to the health and safety of the community, the respondent may be subject to an interim suspension pending the final outcome of the conduct process. Both parties, upon request, will be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in
support of such request. Again, when taking such interim measures and/or steps to separate the complainant and the respondent, the College will, to the extent practical, minimize the burden on the complainant.

XV. RECORDS OF REPORTS AND INVESTIGATIONS

Personal information about any witness and records regarding these matters will remain confidential insofar as it does not interfere with the College’s right to investigate allegations of misconduct and take corrective action where appropriate and practicable. Written records will be retained with regard to the complaint, the investigation and fact-finding, and the resolution. However, the College will comply with criminal legal subpoenas or other civil court-ordered requests for information or paperwork in compliance with FERPA and other laws.

In all cases, all information and other appropriate records will be maintained for a minimum of six (6) years from the outcome of an investigation.

XVI. PREVENTION AND AWARENESS EDUCATION PROGRAMS

Creating a safe and respectful environment is the responsibility of all members of the Molloy community. To promote and maintain this environment, the College engages in comprehensive educational programming to prevent sexual misconduct (including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and retaliation). The College provides primary prevention and awareness programs for all incoming students and employees, and ongoing prevention and awareness campaigns for all students and employees. The College seeks to ensure that all programs are culturally relevant, responsive to community needs, informed by research, and assessed for value.

XVII. APPLICABLE PROCEDURES UNDER THIS POLICY

The procedures for responding to reports of prohibited conduct committed by students are detailed in Appendix A: Investigating and Resolving Student Complaints. The procedures for responding to reports of prohibited conduct committed by employees are detailed in Appendix B: Investigating and Resolving Employee Complaints. The College applies the preponderance of the evidence (“more likely than not”) standard when determining whether this Policy has been violated.

XVIII. TRANSCRIPT NOTATION

In accordance with New York State Education Law, Article 129-B, Section 6444 (B)(6), for crimes 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)–(VIII), the College shall make a notation on the transcript of students found responsible after the completion of the conduct process. Students found responsible of committing a crime meeting the reporting requirements of 20 U.S.C. § 1092(f)(1)(F)(I) –(VIII) shall have noted on their transcript that they were:

- “suspended after a finding of responsibility for a code of conduct violation”; or
- “expelled after a finding of responsibility for a code of conduct violation”.

Students who withdraw from the College while such conduct charges are pending and decline to complete the disciplinary process shall have noted on their transcript that they “withdrew with conduct charges pending.” For more information on the transcript notation policy, please contact the Title IX Coordinator.
APPENDIX A: INVESTIGATING AND RESOLVING STUDENT COMPLAINTS

The College is committed to providing a prompt, fair, and impartial investigation and resolution of all allegations of sexual misconduct. Any incident of sexual misconduct reported to any employee of the College, with the exception of those employees designated as confidential, will be reported to the Title IX Coordinator. The complainant has the right to withdraw the complaint and his or her involvement in the process at any time. However, in such instances, the College’s ability to respond may be limited and Title IX may nevertheless require the College to complete the investigation process.

Until the conduct is fully investigated and adjudicated in an impartial, timely, and thorough manner and an outcome decision has been communicated, the respondent is presumed not to have violated the Policy. All individuals involved in the resolution process will receive training, at least annually, on the issues relating to sexual misconduct, including sexual harassment, dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of the parties and promotes accountability. If a student brings a complaint against a College student, or an employee brings a complaint against a College student, the investigation and disciplinary process described herein will apply.

I. INTAKE MEETING

Upon notice of any allegation of sexual misconduct, the Title IX Coordinator, or his or her designee, will schedule an individual intake meeting with the complainant.

The complaint should be as specific as possible during the intake meeting and should clearly describe the alleged incident(s), when and where the alleged incident(s) occurred, and the desired remedy sought. The Title IX Coordinator, or his or her designee, will provide the complainant with a general understanding of the College’s policy, and identify forms of support or immediate assistance available to the complainant. Such information includes, but is not limited to, the complainant’s right to report the incident(s) to local law enforcement, information concerning available medical treatment, information on available support services, how the College handles requests for confidentiality, and the College’s policy against retaliation. The intake meeting may also involve a discussion of any interim accommodations that may be appropriate concerning the complainant’s academic schedule, and/or College employment arrangements.

At the initial intake meeting or at a subsequent time, the Title IX Coordinator, or his or her designee, will seek to determine how the complainant wishes to proceed (i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind). Regardless of how the complainant chooses to proceed, the College seeks to resolve every report of sexual misconduct within 60 calendar days of the initial report, excluding any appeal. The time frames included in this Policy may vary depending on the details of the complaint and, in some cases, the time of the academic year (e.g., during College breaks or final exams). The College may extend any time frame for good cause and will provide the complainant and respondent with a written explanation as to the reason for such extension.

If the complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, within two (2) business days, will schedule an individual intake meeting with the respondent. The College will notify the respondent that a complaint has been filed and provide the date, time, location and factual allegations concerning the alleged violation, and possible sanctions.

If the complainant does not wish to pursue Formal Resolution or Informal Resolution, and either requests that his or her complaint remain confidential or refuses to participate in the initial intake meeting with the Title IX Coordinator, the Title IX Coordinator will inform the complainant that the College’s ability to respond may be
limited. In such scenarios, Title IX nevertheless requires the College to evaluate the complainant’s request(s) for no action in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment for the entire College community and therefore may require the College to engage in the investigation process.

II. THE INVESTIGATION AND ADJUDICATION

The College provides two methods for resolving a claim of sexual misconduct: (1) Informal Resolution and (2) Formal Resolution.

A. INFORMAL RESOLUTION

A complainant who wishes to file a complaint but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as Informal Resolution. While the Informal Resolution process is not as structured as the Formal Resolution process, it can be an effective and appropriate means to deal with a complaint. The Informal Resolution procedure is not available for complaints of sexual violence.

A trained counselor, trained mediator, or, if appropriate, a College employee, will preside over the Informal Resolution and may be assisted by another member of the senior staff of the College or outside expert. The complainant and the respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth in the Policy.

If, in the course of the Informal Resolution, the respondent admits to violating the Policy, that admission will serve as a finding of responsibility after an independent investigation into the matter by the College. The Vice President of Student Affairs will recommend one or more sanctions, which the respondent can accept or reject. The sanctions that may be imposed as the result of the Informal Resolution process are the same as those outlined in the Formal Resolution process below. If the recommended sanction(s) is accepted, the process is concluded. If it is rejected, the complaint will proceed to the Formal Resolution process.

Participation in the Informal Resolution process is voluntary. The College will not compel a complainant or a respondent to engage in Informal Resolution and will allow a complainant or respondent to withdraw from the Informal Resolution process at any time. The College may, at any time, elect to end such proceedings and initiate Formal Resolution instead. Pursuing Informal Resolution does not preclude later use of Formal Resolution if the Informal Resolution fails to achieve a resolution acceptable to the parties and the College. Statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the Formal Resolution.

B. FORMAL RESOLUTION

The Formal Resolution process includes three stages: (1) investigation; (2) hearing and determination; and (3) sanctions. During all phases of the Formal Resolution process, the parties will be provided with advance written notice of any meeting they are required or eligible to attend. The College may, at its discretion, designate another trained and experienced person(s) to act in the place of the investigator and/or adjudicator. If there is such a designation, the parties involved will be informed.

STAGE 1: INVESTIGATION

The Title IX Coordinator will promptly coordinate an official investigation and will appoint an investigator(s) from a list of trained investigators to conduct the fact-finding for the complaint within three (3) business days of the intake meeting(s). The Title IX Coordinator, or his or her designee, will provide the investigator(s) with the
names of the complainant and respondent, and the date, location and nature of the alleged sexual misconduct. Fact-finding will commence within five (5) business days of the Title IX Coordinator’s appointment of the investigator(s).

The Title IX Coordinator, or his or her designee, will notify the complainant and respondent, in writing, of the commencement of the investigation. The written notice will:

- Identify the complainant and the respondent;
- Specify the date, time (if known), location, allegations and nature of the alleged misconduct;
- Specify that there is a formal inquiry into the conduct in question;
- List the specific provisions of this Policy alleged to have been violated;
- List the possible sanctions;
- Explain the prohibition against retaliation;
- Identify the investigator(s); and
- State that both parties will be provided the time and place for all meetings in relation to the conduct process.

The investigator(s) will handle complaints impartially and objectively, perform fact-finding, and follow certain procedures. If there is a conflict of interest such that the investigator(s) cannot be impartial, another investigator(s) will be appointed by the Title IX Coordinator to conduct the investigation. A party wishing to challenge the participation of the investigator(s) must notify the Title IX Coordinator, in writing, within twenty-four (24) hours of receiving the written notice of investigation. The party must state the specific reason(s) for the party’s objection. The Title IX Coordinator will determine whether the challenge has merit and, if so, will assign a new investigator(s).

The purpose of the fact-finding stage is to gather any and all information related to a report of sexual misconduct. During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be directed by the investigator(s) to each other or other witnesses. The investigator(s) will collect and review evidence he/she deems necessary or helpful to the investigation of the alleged sexual misconduct. The investigation will include individual interviews with the parties involved and with individuals who may have observed the alleged conduct or may have other relevant knowledge. The investigation may also include examination of medical records, surveillance video, cell phone and other electronic records, and other evidence. College officials and the investigator(s) will also make a separate determination of what evidence should be provided, beyond any evidence proposed by the parties.

Within five (5) business days of the investigation’s completion, the investigator(s) will provide a written report of the factual findings of his or her investigation to the Title IX Coordinator. The complainant and respondent will each have an opportunity to review the written report, in the presence of a College official.

**STAGE 2: HEARING AND DETERMINATION**

Formal Resolution typically involves a hearing before a three-person committee (the “Hearing Committee”). The Hearing Committee is comprised of three individuals consisting of one administrator, one staff member, and one faculty member. The Hearing Committee is charged with fairly, promptly, and impartially determining, based upon a preponderance of evidence, whether it is more likely than not that the Policy has been violated.

Within three (3) days of receiving the investigative report, the Title IX Coordinator will provide all documentation related to the complaint, including but not limited to the investigative report, to the Hearing Committee.
The Title IX Coordinator will send the complainant and respondent a written notice that outlines the allegations of the complaint, identifies the Hearing Committee members, and states the date, time, and location of the hearing at least ten (10) business days in advance of the hearing date. A party wishing to challenge the participation of any member appointed to the Hearing Committee must notify the Title IX Coordinator, in writing, within three (3) business days of receipt of the notice of hearing, stating the specific reason(s) for the party’s objection. The Title IX Coordinator will determine whether the challenge has merit and, if so, will assign a new Hearing Committee member.

**Prehearing Submissions**

At least four (4) business days prior to the hearing, the parties will provide the Title IX Coordinator with a list of witnesses they wish to be called, copies of documents, and a description of any other information they propose to present at the hearing. The Title IX Coordinator will determine whether such witnesses and documents are deemed relevant to the hearing. The Title IX Coordinator will provide each party with a copy of the list of witnesses and identification or copies of documents or other information submitted by each party prior to the hearing. In the absence of good cause, as determined by the Hearing Committee, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided by this deadline.

**Conduct of the Hearing**

The hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the Title IX Coordinator will provide both parties with written notice explaining the reason for such change. The College may arrange for the hearing to be recorded, and may arrange for the preparation of any transcript of the recording that the College deems appropriate.

The hearing will be conducted as follows:

- As a non-adversarial process, the hearing will not follow a courtroom model, and formal rules of evidence will not be observed.
- Consideration will be given to witnesses who may wish to submit or verify previously-submitted statements in lieu of being present for the hearing.
- The complainant and respondent will be instructed to report for the hearing at a specific day and time. The complainant and the respondent will be given the choice to be present at the hearing or submit official written statements; however, all parties will have access to all written statements. Alternatively, the parties can also participate in the hearing through utilization of closed circuit television.
- If either party fails to attend the hearing, the Hearing Committee may proceed and determine the complaint on the basis of the evidence available, provided the absent party was duly notified of the scheduled hearing date.
- Both the complainant and the respondent may have an advisor of their own choosing present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. An advisor may not direct questions to the Hearing Committee or witnesses at the hearing, but may consult with the party that he or she is assisting. The Hearing Committee will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the hearing.
- After reviewing all documents pertaining to the case, the Hearing Committee will interview the complainant, respondent, and any witnesses in an order that makes sense to the Hearing Committee. As necessary, the Hearing Committee may recall hearing participants for additional questioning.
- At no time will the complainant and respondent be questioned at the same time or be permitted to question each other.
At the conclusion of the Hearing Committee’s questioning of all parties and witnesses, both the complainant and respondent will be given the opportunity to present the Hearing Committee with any statements or information not previously addressed during or before the hearing.

If the Hearing Committee determines that unresolved issues exist that would be clarified by the presentation of additional information, the Hearing Committee may suspend the hearing and reconvene it in a timely manner to receive such information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at an earlier stage.

In order to comply with the Family Educational Rights and Privacy Act (“FERPA”), and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, the College will not disclose documents prepared in anticipation of the hearing, documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law and/or College policy.

**Opportunity to Review Evidence and Offer Information**: Respondents and complainants are provided an opportunity to review and present relevant evidence and information that will be used during the conduct meetings and proceedings, consistent with the College’s policies and procedures, where appropriate and in accordance with the local, state, and federal laws including FERPA. The evidence must be relevant to the allegation as to permit a meaningful opportunity to respond and an opportunity to offer responsive evidence and information.

**Prior Sexual History**: An individual’s own prior sexual history with people other than the other party in the conduct process or his/her own mental health diagnosis and/or treatment is not relevant in determining responsibility. Prior sexual history of either party will never be used to prove character or reputation. Past findings of domestic violence, dating violence, stalking, or sexual assault may be relevant in the disciplinary stage that determines sanction.

In all investigations into alleged sexual misconduct, the College will evaluate evidence under a “preponderance of evidence” standard. The respondent will be found responsible for the alleged sexual misconduct if the Hearing Committee concludes, based upon careful review of all information presented, that such sexual misconduct more than likely occurred.

Within five (5) business days of the conclusion of the hearing, both the complainant and the respondent will be given access to the record of the hearing and offered an opportunity to provide an impact statement to the Vice President for Student Affairs while he or she is deliberating on the appropriate sanctions. The record of the hearing may not be copied. The impact statement may be no longer than five (5) singled-spaced typed pages, using size 12 Times New Roman font and 1-inch margins. The impact statement is the student’s opportunity to discuss his or her experience and the incident in question, as well as respond to how the investigation and hearing was conducted and any areas of agreement or disagreement with the investigation or hearing. The impact statement may not seek to introduce new evidence. This impact statement must be provided to the Title IX Coordinator, who will provide it to the opposing party and the Vice President for Student Affairs.

**STAGE 3: SANCTIONS**

The Vice President for Student Affairs imposes sanctions for students found in violation of this Policy. The Vice President for Student Affairs may consider suspending or expelling any student found responsible for sexual misconduct.
Within ten (10) business days from the hearing’s conclusion, the Vice President for Student Affairs will advise both the complainant and the respondent, simultaneously, in writing, of the outcome and determination. The determination letter will contain only the following information: (i) the name of the respondent; (ii) whether the respondent has been found responsible or not responsible for specific violation(s) of this Policy; (iii) a list of the possible sanctions imposed, if any; (iv) the sanctions actually imposed; (v) the rationale for the sanctions imposed; (vi) the College’s appeal process; (vii) any change to the results that occur prior to the time that the results become final; and (viii) when the results become final.

The Vice President for Student Affairs may impose any of the following sanctions that are determined to be fair and proportionate to the violation:

- Reprimand or warning
- Changing the respondent’s academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the respondent’s access to College facilities or activities
- Community service
- Issuing a No Contact Order to the respondent or requiring that such an order remain in place
- Changing the respondent’s housing assignment
- Dismissal from or reassignment of College employment
- Removing the respondent from student housing
- Suspension (limited time or indefinite)
- Sexual misconduct training
- Counseling
- Expulsion

In determining appropriate sanctions, the Vice President for Student Affairs may consider any record of past violations of College policies, as well as the nature and severity of such past violation(s). The Vice President for Student Affairs will consider as part of the deliberations whether the respondent poses a continuing risk to the complainant and/or the College community. Any sanction(s) imposed will be explained and supported in the written decision of the Vice President for Student Affairs.

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

The decision of the Vice President for Student Affairs may be appealed in a written petition within five (5) business days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Title IX Coordinator. The Title IX Coordinator will share the
appeal with the other party. The non-appealing party is given an opportunity to review the appealing party’s submissions and materials and submit a written response.

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 the investigator or any member of the Hearing Committee and shall be assembled by the Title IX Coordinator. Prior to appointing the Appeals Panel, the Title IX Coordinator 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.

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.
APPENDIX B: INVESTIGATING AND RESOLVING EMPLOYEE COMPLAINTS

The College is committed to providing a prompt, fair, and impartial investigation and resolution of all allegations of sexual misconduct. Any incident of sexual misconduct reported to any employee of the College, with the exception of those employees designated as confidential, will be reported to the Title IX Coordinator. The complainant has the right to withdraw the complaint and his or her involvement in the process at any time. However, in such instances the College’s ability to respond may be limited and Title IX may nevertheless require the College to complete the investigation process.

Until the conduct is fully investigated and adjudicated in an impartial, timely, and thorough manner and an outcome decision is communicated, the respondent is presumed not to have violated the Policy. All individuals involved in the resolution process will receive training, at least annually, on the issues relating to sexual misconduct, including sexual harassment, dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of the parties and promotes accountability. If a student brings a complaint against a College employee, or an employee brings a complaint against an employee, the investigation and disciplinary process described herein will apply. In the event a student brings a complaint against a College employee under the Policy, such student is entitled to any and all rights afforded to students in Article 129-B of the New York State Education Law.

I. INTAKE MEETING

Upon notice of any allegation of sexual misconduct, the Title IX Coordinator, or his or her designee, will schedule an individual intake meeting with the complainant.

The complaint should be as specific as possible during the intake meeting and should clearly describe the alleged incident(s), when and where they occurred, and the desired remedy sought. The Title IX Coordinator, or his or her designee, will provide the complainant with a general understanding of the College’s Policy, and identify forms of support or immediate assistance available to the complainant. Such information includes, but is not limited to, the complainant’s right to report the incident(s) to local law enforcement, information concerning available medical treatment, information on available support services, how the College handles requests for confidentiality, and the College’s policy against retaliation. The intake meeting may also involve a discussion of any interim accommodations that may be appropriate concerning the complainant’s academic schedule, and/or College employment arrangements.

At the initial intake meeting or at a subsequent time, the Title IX Coordinator, or his or her designee, will seek to determine how the complainant wishes to proceed (i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind). Regardless of how the complainant chooses to proceed, the College seeks to resolve every report of sexual misconduct within 60 calendar days of the initial report, excluding any appeal. The time frames included in this Policy may vary depending on the details of the complaint and, in some cases, the time of the academic year (e.g., during College breaks or final exams). The College may extend any time frame for good cause and will provide the complainant and respondent with a written explanation as to the reason for such extension.

If the complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, within two (2) business days, will schedule an individual intake meeting with the respondent. The College will notify the respondent that a complaint has been filed and provide the date, time, location and factual allegations concerning the alleged violation, and possible sanctions.
If the complainant does not wish to pursue Formal Resolution or Informal Resolution, and either requests that his or her complaint remain confidential or refuses to participate in the initial intake meeting with the Title IX Coordinator, the Title IX Coordinator will inform the complainant that the College’s ability to respond may be limited. In such scenarios, Title IX nevertheless requires the College to evaluate the complainant’s request(s) for no action in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment for the entire College community and therefore may require the College to engage in the investigation process.

II. THE INVESTIGATION AND ADJUDICATION

The College provides two methods for resolving a claim of sexual misconduct: (1) Informal Resolution and (2) Formal Resolution.

A. INFORMAL RESOLUTION

A complainant who wishes to file a complaint but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as Informal Resolution. While the Informal Resolution process is not as structured as the Formal Resolution process, it can be an effective and appropriate means to deal with the complaint. The Informal Resolution procedure is not available for complaints of sexual violence.

A trained counselor, trained mediator, or, if appropriate, a College employee, will preside over the Informal Resolution and may be assisted by another member of the senior staff of the College or outside expert. The complainant and the respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth in the Policy.

If, in the course of the Informal Resolution, the respondent admits to violating the Policy, that admission will serve as a finding of responsibility after an independent investigation into the matter by the College. The Vice President of Academic Affairs will recommend one or more sanctions, which the respondent can accept or reject. The sanctions that may be imposed as the result of the Informal Resolution process are the same as those outlined in the Formal Resolution process below. If the recommended sanction(s) is accepted, the process is concluded. If it is rejected, the complaint will proceed to the Formal Resolution process.

Participation in the Informal Resolution process is voluntary. The College will not compel a complainant or a respondent to engage in Informal Resolution, or directly confront the respondent, and will allow a complainant or respondent to withdraw from the Informal Resolution process at any time. The College may, at any time, elect to end such proceedings and initiate Formal Resolution instead. Pursuing Informal Resolution does not preclude later use of Formal Resolution if the Informal Resolution fails to achieve a resolution acceptable to the parties and the College. Statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the Formal Resolution.

B. FORMAL RESOLUTION

The Formal Resolution process includes three stages: (1) investigation; (2) hearing and determination; and (3) sanctions. During all phases of the Formal Resolution process, the parties will be provided with advance written notice of any meeting they are required or eligible to attend. The College may, at its discretion, designate another trained and experienced person(s) to act in the place of the investigator and/or adjudicator in a conduct process. If there is such a designation, the parties involved will be informed.
STAGE 1: INVESTIGATION

The Title IX Coordinator will promptly coordinate an official investigation and will appoint an investigator(s) from a list of trained investigators to conduct the fact-finding for the complaint within three (3) business days of the intake meeting(s). The Title IX Coordinator, or his or her designee, will provide the investigator(s) with the names of the complainant and respondent, and the date, location and nature of the alleged sexual misconduct. Fact-finding will commence within five (5) business days of the Title IX Coordinator’s appointment of the investigator(s).

The Title IX Coordinator, or his or her designee, will notify the complainant and respondent, in writing, of the commencement of the investigation. The written notice will:

- Identify the complainant and the respondent;
- Specify the date, time (if known), location, allegations and nature of the alleged misconduct;
- Specify that there is a formal inquiry into the conduct in question;
- List the specific provisions of this Policy alleged to have been violated;
- List the possible sanctions;
- Explain the prohibition against retaliation;
- Identify the investigator(s); and
- State that both parties will be provided the time and place for all meetings in relation to the conduct process.

The investigator(s) will handle complaints impartially and objectively, perform fact-finding, and follow certain procedures. If there is a conflict of interest such that the investigator(s) cannot be impartial, another investigator(s) will be appointed by the Title IX Coordinator to conduct the investigation. A party wishing to challenge the participation of the investigator(s) must notify the Title IX Coordinator, in writing, within twenty-four (24) hours of receiving the written notice of investigation. The party must state the specific reason(s) for the party’s objection. The Title IX Coordinator will determine whether the challenge has merit and, if so, will assign a new investigator(s).

The purpose of the fact-finding stage is to gather any and all information related to a report of sexual misconduct. During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be directed by the investigator(s) to each other or other witnesses. The investigator(s) will collect and review evidence it deems necessary or helpful to the investigation of the alleged sexual misconduct. The investigation will include individual interviews with the parties involved and with individuals who may have observed the alleged conduct or may have other relevant knowledge. The investigation may also include examination of medical records, surveillance video, cell phone and other electronic records, and other evidence. College officials and the investigator(s) will also make a separate determination of what evidence should be provided, beyond any evidence proposed by the parties.

Within five (5) business days of the investigation’s completion, the investigator(s) will provide a written report of the factual findings of his or her investigation to the Title IX Coordinator. The complainant and respondent will each have an opportunity to review the investigative report, in the presence of a College official.

STAGE 2: HEARING AND DETERMINATION

Formal Resolution typically involves a hearing before a three-person committee (the “Hearing Committee”). The Hearing Committee is comprised of three individuals consisting of one administrator, one staff member, and one
faculty member. The Hearing Committee is charged with fairly, promptly, and impartially determining, based upon a preponderance of evidence, whether it is more likely than not that the Policy has been violated.

Within three (3) days of receiving the investigative report, the Title IX Coordinator will provide all documentation related to the complaint, including but not limited to the investigative report, to the Hearing Committee.

The Title IX Coordinator will send the complainant and respondent a written notice that outlines the allegations of the complaint, identifies the Hearing Committee members, and states the date, time, and location of the hearing at least ten (10) business days in advance of the hearing date. A party wishing to challenge the participation of any member appointed to the Hearing Committee must notify the Title IX Coordinator, in writing, within three (3) business days of receipt of the notice of hearing, stating the specific reason(s) for the party’s objection. The Title IX Coordinator will determine whether the challenge has merit and, if so, will assign a new Hearing Committee member.

**Prehearing Submissions**

At least four (4) business days prior to the hearing, the parties will provide the Title IX Coordinator with a list of witnesses they wish to be called, copies of documents, and a description of any other information they propose to present at the hearing. The Title IX Coordinator will determine whether such witnesses and documents are deemed relevant to the hearing. The Title IX Coordinator will provide each party with a copy of the list of witnesses and identification or copies of documents or other information submitted by each party prior to the hearing. In the absence of good cause, as determined by the Hearing Committee, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided by this deadline.

**Conduct of the Hearing**

The hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the Title IX Coordinator will provide both parties with written notice explaining the reason for such change. The College may arrange for the hearing to be recorded, and may arrange for the preparation of any transcript of the recording that the College deems appropriate.

The hearing will be conducted as follows:

- As a non-adversarial process, the hearing will not follow a courtroom model, and formal rules of evidence will not be observed.
- Consideration will be given to witnesses who may wish to submit or verify previously-submitted statements in lieu of being present for the hearing.
- The complainant and respondent will be instructed to report for the hearing at a specific day and time. The complainant and the respondent will be given the choice to be present at the hearing or submit official written statements; however, all parties will have access to all written statements. Alternatively, the parties can also participate in the hearing through utilization of closed circuit television.
- If either party fails to attend the hearing, the Hearing Committee may proceed and determine the complaint on the basis of the evidence available, provided the absent party was duly notified of the scheduled hearing date.
- Both the complainant and the respondent may have an advisor of their own choosing present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. An advisor may not direct questions to the Hearing Committee or witnesses at the hearing, but may consult with the party that he or she is assisting. The Hearing Committee will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the hearing.
• After reviewing all documents pertaining to the case, the Hearing Committee will interview the complainant, respondent, and any witnesses in an order that makes sense to the Hearing Committee. As necessary, the Hearing Committee may recall hearing participants for additional questioning.
• At no time will the complainant and respondent be questioned at the same time or be permitted to question each other.
• At the conclusion of the Hearing Committee’s questioning of all parties and witnesses, both the complainant and respondent will be given the opportunity to present the Hearing Committee with any statements or information not previously addressed during or before the hearing.
• If the Hearing Committee determines that unresolved issues exist that would be clarified by the presentation of additional information, the Hearing Committee may suspend the hearing and reconvene it in a timely manner to receive such information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at an earlier stage.

In order to comply with the Family Educational Rights and Privacy Act (“FERPA”), and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, the College will not disclose documents prepared in anticipation of the hearing, documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law and/or College policy.

Opportunity to Review Evidence and Offer Information: Respondents and complainants are provided an opportunity to review and present relevant evidence and information that will be used during the conduct meetings and proceedings, consistent with the College’s policies and procedures, where appropriate and in accordance with the local, state, and federal laws including FERPA. The evidence must be relevant to the allegation as to permit a meaningful opportunity to respond and an opportunity to offer responsive evidence and information.

Prior Sexual History: An individual’s own prior sexual history with people other than the other party in the conduct process or his/her own mental health diagnosis and/or treatment is not relevant in determining responsibility. Prior sexual history of either party will never be used to prove character or reputation. Past findings of domestic violence, dating violence, stalking, or sexual assault may be relevant in the disciplinary stage that determines sanction.

In all investigations into alleged sexual misconduct, the College will evaluate evidence under a “preponderance of evidence” standard. The respondent will be found responsible for the alleged sexual misconduct if the Hearing Committee concludes, based upon careful review of all information presented, that such sexual misconduct more than likely occurred.

Within five (5) business days of the conclusion of the hearing, both the complainant and the respondent will be given access to the record of the hearing and offered an opportunity to provide an impact statement to the Vice President of Academic Affairs while he or she is deliberating on the appropriate sanctions. The record of the hearing may not be copied. The impact statement may be no longer than five (5) single-spaced typed pages, using size 12 Times New Roman font and 1-inch margins. The impact statement is the party’s opportunity to discuss his or her experience, and the alleged misconduct, as well as respond to how the investigation and hearing was conducted and any areas of agreement or disagreement with the investigation or hearing. The impact statement may not seek to introduce new evidence. This impact statement must be provided to the Title IX Coordinator, who will provide it to the opposing party and the Vice President of Academic Affairs.
STAGE 3: SANCTIONS

The Vice President of Academic Affairs imposes sanctions for employees found in violation of this Policy. The Vice President of Academic Affairs may consider suspending or expelling any employee found responsible for sexual misconduct.

Within ten (10) business days from the hearing’s conclusion, the Vice President of Academic Affairs will advise both the complainant and the respondent, simultaneously, in writing, of the outcome and determination. The determination letter will contain only the following information: (i) the name of the respondent; (ii) whether the respondent has been found responsible or not responsible for specific violation(s) of this Policy; (iii) a list of the possible sanctions imposed, if any; (iv) the sanctions actually imposed; (v) the rationale for the sanctions imposed; (vi) the College’s appeal process; (vii) any change to the results that occur prior to the time that the results become final; and (viii) when the results become final.

The Vice President of Academic Affairs imposes sanctions for employees found in violation of this Policy. The Vice President of Academic Affairs may impose any of the following sanctions that are determined to be fair and proportionate to the violation:

- Reprimand or warning
- Changing the respondent’s schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the respondent’s access to College facilities or activities
- Community service
- Issuing a No Contact Order to the respondent or requiring that such an order remain in place
- Dismissal from or restricting or reassignment of College employment
- Removing the respondent from campus housing
- Suspension (limited time or indefinite)
- Sexual misconduct training
- Counseling
- Termination

In determining appropriate sanctions, the Vice President of Academic Affairs may consider any record of past violations of College policies, as well as the nature and severity of such past violation(s). The Vice President of Academic Affairs will consider as part of the deliberations whether the respondent poses a continuing risk to the complainant and/or the College community. Any sanction(s) imposed will be explained and supported in the written decision.

College policies or contracts may require the College to use additional processes before taking certain employment-related actions with respect to faculty and certain other employees. Where a person covered by such a policy or contract has allegedly engaged in conduct prohibited by this Policy, the investigation and disciplinary process will proceed in accordance with the procedures set forth herein, except that the Vice President of Academic Affairs will not impose any discipline that would require the use of additional processes. Instead, the Vice President of Academic Affairs will impose all appropriate discipline that does not require the use of additional processes and then refer the matter, if appropriate, for action under the additional process. The College’s disciplinary action will be considered complete with the Vice President of Academic Affairs’ imposition of discipline and referral, subject to any appeals. For information, please contact the Human Resources Department.
III. **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 (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 to the Title IX Coordinator for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the respondent to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Vice President of Academic 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. Any party who files an appeal must do so in writing to the Title IX Coordinator. The Title IX Coordinator will share the appeal with the other party. The non-appealing party is given an opportunity to review the appealing party’s submissions and materials and submit a written response.

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 the investigator or any member of the Hearing Committee and shall be assembled by the Title IX Coordinator. Prior to appointing the Appeals Panel, the Title IX Coordinator 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.

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.