STUDENT HANDBOOK 2016-17

MANHATTANVILLE COLLEGE
STUDENT HANDBOOK & CODE OF CONDUCT
Dear Students,

Welcome to Manhattanville College!

Established in 1841 by the Sisters of the Society of the Sacred Heart and chartered as an institution of higher education in 1917, Manhattanville will be celebrating its centennial in 2017. Looking forward to the next century in our history, we are mindful of the bedrock values going back to the time when Madeleine Sophie Barat first founded the Society of the Sacred Heart as a reaction to the “Reign of Terror” imposed by Maximilien Robespierre in the years after the French Revolution: to educate young women with a view to enabling them to use their critical thinking skills as weapons in the fight against extremist views and ideologies of any kind. Today Manhattanville is coeducational and nonsectarian, but the underlying values upon which we were founded - dialogue, networking, community, the education of young people, and the focus on using that education for active engagement on behalf of those who do not have the ability to make their own voice heard in society - have lost none of their relevance or urgency. As of today, you are now a member of this community!

The attached Student Handbook is an important tool and guide to all the resources provided to you by Manhattanville College, as well as our self-imposed Code of Conduct, developed in collaboration between faculty, student and staff.

Please take the time to read this document carefully. In it you will have access to a helpful and valuable list of resources and opportunities at Manhattanville, practical hints about managing student life on a day-to-day basis, pragmatic documentation relating to the great resources provided by Westchester County and our proximity to the nearly endless educational and cultural opportunities of New York City. You will also find important information about places to turn to when you are in need of help, whether academic, health-related, or when you just find yourself confused and in need of some good advice. Our faculty, our Student Life professionals, our counselors and my administration are all ready to help. Please call on us when needed.

The Student Handbook describes the rights and responsibilities for both undergraduate and graduate students, and we expect each and every one of you to adhere to this Code of Conduct in the same way that our faculty, our staff, the administration, and the Manhattanville Board of Trustees are bound by their respective rules of professional and ethical behavior. Both your rights as described in this document and your responsibilities as outlined in the Code of Conduct will be taken seriously by our faculty, our Student Affairs staff, the administration and by myself.

It is important to note that as the changing needs of our student population indicate, or as the result of changing federal or state guidelines or other legal requirements, this document may need to be updated. The most up-to-date version will reside on our web site, which is always the most current and authoritative version. The College reserves the right to amend, modify, delete, or make additions to this Handbook at any time with or without notice.

I wish you a successful year and look forward to meeting many of you in person either during my open office hours or during the two or three evenings I will spend in Benziger Dining Hall each week. When you see me there, please do not hesitate to chat if you have any questions or concerns.

Michael E. Geisler, Ph.D.
President
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ACADEMIC STANDARDS

Academic Policies

All Students should refer to the 2016/17 Collage Catalog for academic policies/procedures and degree programs requirements.

Attendance Policy

Attending class is vital to academic success. Accordingly, Manhattanville College expects attendance and punctuality at all classes. Students are expected to accept personal responsibility for any absences, and will be held responsible for all course content, requirements, and assignments, whether or not they are present in class. Individual instructors may establish course attendance policies, including penalties for absences and lateness. The responsibility for explaining and/or documenting individual absences rests with the student, who must understand that instructors are not obligated to grant requests for make-up or supplementary work. The Schools of the College may adhere to additional standards and policies. Students are advised to check with the relevant advising offices.

Attendance Policy Regarding Absences Due to Athletics

Students who are involved in any of the College’s athletic teams that have games during scheduled class times are required to check with their professors during the Add/Drop Period at the beginning of each semester to confirm arrangements to make up the work for any classes that will be missed during the semester due to an athletic commitment. Faculty are not required to excuse students for athletic team events, but are encouraged to work with student athletes to help them make up the work when at all possible. Faculty who determine that a student cannot miss class and make up the work should attempt to inform the student during the Add/Drop period so the student may drop the course and add another. If the student does not meet with the professor during Add/Drop, the professor has no obligation to work with the student to make up work that is missed.

Disruptive Student Conduct in the Classroom or Other Learning Environments

What Constitutes Disruptive Behavior?

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class behavior, as defined by an Instructor includes, but is not limited to, verbal or physical threats, use of any obscenity, unreasonable interference with class discussion, heckling or interrupting any speaker making/receiving personal phone calls, text messaging during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persistent, disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the faculty, staff or classmates outside of class.

What Can Instructors Do To Prevent Student Behavioral Disruptions?

Instructors are the first line of defense when it comes to preventing and/or curtailing disruptive student behavior. A professor may adopt these preemptive steps to minimize the likelihood of such behavior:

a. Including behavioral norms and expectations in the course syllabus/presentation.
   Discussing what constitutes disruptive classroom behavior at the first meeting of the class with periodic reminders as necessary.
b. Establishing and maintaining an environment in which opposing views may be expressed in a civil and respectful manner.

c. Exhibiting the type of behavior you expect from the students.

d. Professors will attempt to deal with disruptive student behavior in a calm, courteous and direct fashion before it escalates or becomes an ongoing pattern. They may ask the disruptive student to meet after class or during office hours so that may address the issue in private. The professor may ask a colleague to sit in on the meeting with the student. The professor may warn the student that further disruptions can result in disciplinary action. The professor may document this verbal warning for his or her own records, and will keep the Department Chair or supervisor informed of problematic interactions with students.

If the disruptive behavior continues after the instructor has had a private conversation with the student, then the faculty/staff member may consult with the Offices of the Dean of Arts and Sciences, Academic Advising, or Dean of Students to discuss ways to resolve the situation informally.

What can Instructors do in Response to Disruptive Student Behavior?

Step One: Instructor Warns Student

When disruptive behavior occurs:

1. The instructor should warn the student. The warning will consist of orally notifying the student that (a) his/her behavior is disruptive, and (b) it must cease immediately, or else face removal from the classroom or other context, and/or be subject to other disciplinary action.

2. If the student fails to comply with the instructor’s warning, the instructor may require that the disruptive student immediately leave the classroom or area for the remainder of the class period/presentation. If the student refuses to leave, the instructor may summon Campus Safety to remove the student.

3. If the instructor believes that the student’s disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon Campus Safety to remove the student, regardless of whether a warning has been issued. This action will be immediately reported by the instructor to the Dean of Students for review with respect to whether the student’s behavior poses an imminent threat to self or others such that s/he should be removed from the campus, pending disciplinary proceedings.

4. The instructor will decide whether the student will be allowed to return to the classroom or area. If the instructor chooses to allow the student to return to the class/presentation and continue in the course/event, the process is resolved.

5. If the instructor believes the student should not be permitted to return to the class to continue in that course, s/he should proceed to Step Two, below.

Step Two: Withdrawal Process

A. The Instructor

1. If the instructor decides that withdrawing the student from the course is necessary, s/he shall, within two (2) working days of the disruptive incident, provide the department chair with a written report of the disruptive incident(s).
2. If the instructor has the disruptive student in more than one class and decides that the student is disrupting learning in more than one of those classes, or exhibiting threatening and/or intimidating behavior outside the class (e.g., in the instructor's office, outside the classroom), the instructor has the authority under this policy to initiate removal of the student from all courses taught by that instructor, with the signed approval of the Department Chair, Dean of the relevant school, or designee, or Provost.

B. Department Chair

Except for extenuating circumstances, the Department Chair will:

1. Notify the student in writing, via e-mail and campus mail/U.S. mail, within 2 days of receiving the instructor’s notice that the matter has been submitted to the Department Chair for a decision on whether the student should be removed from the course, and that s/he may not return to the class until the issue is resolved. This notice shall include a written description of the reported disruptive behavior and a copy of the Disruptive Student Conduct in the Classroom or Other Learning Environment Policy, which includes a description of the appeals process.

The student will also be informed that if s/he wishes to respond to the complaint, s/he must submit a written statement, within 2 days of receiving the Department Chair’s notice, to the Department Chair and meet with the Department Chair within five 5 working days from the date of the written notice. The Department Chair’s contact information should be included.

2. The Department Chair should make her/himself available to meet with the student as soon as possible within 5 working days after written notice to the student.

3. Decide on the appropriate outcome and send notice of the decision to the student, explaining the basis for the decision. The decision may consist of
   a) Allowing the student to return to course or courses, with or without conditions;
   b) Allowing or requiring the student to transfer to another course section or sections; or
   c) Withdrawing the student from the involved course or courses.

4. Notify the student via e-mail and Campus mail/U.S. mail of his/her decision within 5 working days of receiving the student’s response. If the Department Chair decides that the student should be removed from the involved course or courses, s/he will notify the Registrar and Dean of the appropriate school via email that the student should be withdrawn. A copy of the withdrawal email will be mailed to the student by the Department Chair via e-mail and Campus Mail/U.S. mail at the time the Department Chair’s written notice of his/her decision is sent. The Department Chair will also include notice that the student may appeal the decision by submitting a written appeal to the Dean of the School of Arts and Sciences or other Deans, as appropriate, detailing the basis of the student’s denial of the charges, within 5 working days from the date of the Department Chair’s written notice of his/her decision.

Step Three: the Appeals Process

The student may appeal the decision of the Department Chair in writing to the Dean of the relevant school or their designees, as appropriate. The student’s appeal must be received by the appropriate Dean in writing within 5 working days of the date of the Department Chair’s decision. The Dean’s decision shall be made and, except for extenuating circumstances, will be sent to the student within five 5 working days of receipt by the Dean of the student's appeal via e-mail and campus mail/U.S. mail.
Step Four: Final Resolution

According to college policy, students who are withdrawn from a course for disruptive behavior will receive a grade of W. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of financial aid. In the event a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty and the Department Chair will work with the student to facilitate the completion of any work missed. The Department Chair or appropriate Dean or designee, depending upon where the decision ends, will notify the Registrar’s Office and appropriate Dean’s Office of the final decision on the matter.

What Confidentiality Standards Should I Follow?

Please note that all information and discussion regarding the disruptive student shall be handled in a confidential manner. The privacy of the student’s educational records, including misconduct cases, is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For information on FERPA, go to: http://www.ed.gov

Disruptive Behavior and Disability

A student with a disability is not exempt from the college’s behavioral expectations, rules, and regulations. Disruptive behavior by such students will be responded to as any other disruptive activity.

Criteria for Academic Probation & Dismissal

Undergraduate students, please refer to the Undergraduate Collage Catalog for academic probation and academic dismissal criteria.

Graduate and Doctoral students, please refer to the Manhattanville College School of Education Code of Community Conduct or MSB Graduate Catalog for academic probation and academic dismissal criteria.

Policy for Resuming Study Following a Withdrawal or Leave of Absence

Undergraduate students, please refer to the Undergraduate Course Catalog for academic probation and academic dismissal criteria. Add link

Graduate and Doctoral students, please refer to the Manhattanville College School of Education (add link) or School of Business (add link) Course Catalog for academic probation and academic dismissal criteria.

ACADEMIC RESOURCES

Undergraduate Academic Advising

Coordinates the College’s advising system and its professional staff serves as primary Academic Advisors for all freshmen and sophomores at the College. Advisors are assigned to students according to their First Year Seminar group, so that all students enrolled in a seminar are assigned to a specific advisor. Advisors visit the FYP classes each semester and collaborate with the FYP faculty throughout the year to create a team approach in working with first year students.

Our team of Academic Advisors educates students about the College’s policies, procedures, and expectations, and works with students both individually and in small groups to explore their interests and develop their academic and personal goals. Students will learn about the College’s degree requirements, course selection and registration process, curricular and co-curricular opportunities, and they will receive appropriate support and referrals to other campus resources as needed. When students declare their major during the freshman or sophomore year, a faculty advisor in the major is also assigned to work with them along with their
primary advisor. The Advising Office will assist other students in transitioning to a faculty advisor in their major at the end of the sophomore year, and will then continue to serve as a resource for all students through graduation.

Manhattanville School of Business Academic Advising

Each School of Business program offering has an advisor to help you navigate through your course of study and help maximize your learning experience. All email communications from your advisor will be sent to your @mville.edu email address so it’s important to make sure you check and can access this account.

Your program director will supervise your academics and is your primary contact for student policy. Consult your program director regarding graduation requirements and transfer credit policies. The Program Directors also hear all appeals for exceptions to specific regulations and authorize credit overloads, incomplete, and late adds, drops or withdrawals when appropriate and justified. The Directors’ responsibilities also include monitoring students’ academic progress.

Sports Management 914-323-5301
Business Leadership, Finance, HR, International Management, & Marketing 914-323-5188
Communication Management 914-323-5150
Adult Accelerated Undergraduate & Post Baccalaureate Pre Health 914-323-5150

Manhattanville School of Education Academic Advising

The School of Education provides, insofar as is consistent with New York State requirements, flexible and individualized programs, and carefully selected placements for student teaching. Advisement is critical for a successful experience; therefore, the School of Education requires all students to meet with an advisor on a regular basis. Students are responsible for meeting all relevant deadlines. All official communications with graduate students will occur through e-mail to the Manhattanville e-mail address.

All graduate registrations must be approved by a member of the Graduate Advising Office or the Doctoral Program Coordinator, by signature or electronically. Registration for all student teaching courses must be approved by the Office of Field Placement.

The Office of Graduate Advising in the School of Education serves as a one-stop service window for graduate students in Education. All questions about degree requirements, course transfers, course incompletes, culminating experiences, adding and dropping courses, appeals for tuition, eligibility for discounts, and all aspects of NYS teacher and leader certification are handled through Graduate Advising.

SOE Graduate Advising:

Associate Dean for Graduate Programs and Associate Professor 914 323-5366
Assistant Dean for Graduate Advising 914 323-5432
Advising Assistant 914 323-5366
Academic Computing Facilities

In addition to the research computers in the library, all students are able to use the facilities located throughout other areas on campus. Several labs and three 20-workstation classrooms are located in Brownson Hall and Wing. The Multimedia Enhanced Computer Learning Center (MEC Lab), equipped with 25 workstations, is located beneath the chapel. No food or beverages are allowed in any computer lab.

Academic Resource Center

The Academic Resource Center (ARC) offers academic support free of charge to all undergraduate Manhattanville students, whether full-time or part-time, in a variety of subjects at all levels of the curriculum. The ARC is located in the Library first floor Learning Commons, room 119; Tel. (914) 323-5474; E-mail ARC@mville.edu.

At the ARC students may receive support, individually and in groups, in a relaxed environment, where personal requests may be met. One-on-one peer tutoring is available for many classes, and is conducted at times mutually convenient for both students and tutors. Regularly scheduled Supplemental Instruction review sessions are available for over thirty different classes. SI reviews are designed to help students build study strategies and reinforce difficult concepts in a group setting. Students are encouraged to look for the SI leaders who may be assigned to their courses, and take advantage of this opportunity to enhance their academic success.

At the Academic Resource Center, emphasis is put on learning and the gaining of independence. Tutors and SI leaders offer guidance and explain principles that students can put into practice. It is important for students who seek assistance to understand that by doing so they are making a commitment both to themselves and the ARC staff. Undergraduates who wish to gain valuable work and teaching experience are encouraged to apply to be Peer Tutors and Supplemental Instruction Leaders in the ARC.

College Writing Program

The Academic Writing Program provides extensive instruction and support in all aspects of composition. Within the First-Year Program, First-Year Writing instructors direct students in the development of techniques and strategies in critical writing, analysis and research that will foster success throughout their educational programs. Through The Writing Center (Andrew Bodenrader Writing Center) professional and peer writing specialists provide broad support to undergraduate and graduate students in composition, including individual tutoring, workshops, and supplemental classes. The Writing Center is located in the Library, Room 122.

Center for Career Development

The Center for Career Development (CCD) provides undergraduate and graduate students and alumni with advice, resources and workshops on all aspects of their career development. A wide range of services are offered to assist students with self-assessment, career exploration, job and internship search strategies and ongoing career planning. The CCD also manages undergraduate Valiant Internship Programs which include credit-bearing internships and the Professional Internship Certificate program, and is the home of the Office of Student Employment. Career services are available to all Manhattanville students and alumni at any stage of their careers.

The Following Resources are Available:

- Individual consultation with a professional career counselor to assist with selecting a major and researching careers, industries and jobs.
- Assistance with writing resumes and cover letters, interviewing skills, job search and other career-related strategies.
- Career exploration through online resources, networking events, and job shadowing.
Manhattanville College

- Resources to assist in all aspects of career development in print and online.
- Professional development events for networking, interview preparation, and job search strategies.
- Internship and full-time job opportunities at job fairs and through online postings.
- Student employment opportunities including Federal Work Study and campus employment.
- Post-graduation planning for graduate school or employment.
- Online resources, job and internship opportunities and event information can be found on Mville Career Network at myinterface.com/mville/student.

The office is located in Founders Hall, G-4. Visit the office, call at 323-5484 or e-mail careers@mville.edu for more information or to make an appointment with a counselor.

On-Campus Student Employment

Federal Work-Study Program

Federal Work-Study (FWS) may be awarded as part of an undergraduate student’s financial aid package. It is a financial award which allows a student with demonstrated financial need to earn a portion of the educational expenses by working in an on-campus position or an approved off-campus position in a public or private not-for-profit organization. Van transportation may be available for some of the off-campus positions. If a student chooses not to earn the FWS money, the award remains unclaimed. The award may not be transferred to the next academic year or to another student.

Campus Employment Program

Students who do not have Federal Work-Study may apply for a campus job under the Campus Employment Program.

The Center for Career Development administers both the Federal Work-Study Program and the Campus Employment Program. Students seeking employment may consult the Center for Career Development for potential work sites. Currently campus jobs are posted on http://myinterface.com/mville/student. Students may also inquire at individual campus offices and departments for available positions. All students are encouraged to actively investigate job opportunities. No student is guaranteed on-campus employment under the Campus Employment Program or the Federal Work-Study Program.

Once hired, students in both programs are paid hourly according to the pay scales of the Manhattanville College Student Employment Job Classification System. Work schedules for campus positions are arranged by the student and the supervisor, normally ranging from 6-12 hours per week.

IMPORTANT NOTE: All hired student employees may not begin working until all required paperwork is received by the Center for Career Development. All potential student employees are advised to have acceptable documents readily available to establish identity and employment eligibility. Some common documents are the U.S. Passport, Social Security Card or U.S. Birth Certificate.

Manhattanville School of Education Graduate Assistantship

SOE Graduate Assistantships are available to fully matriculated graduate students who possess demonstrated skills that will benefit the School of Education and other departments at Manhattanville College. Due to the limited number of assistantships, the program is competitive. Positions will be reviewed each semester and changed as necessary based upon institutional needs and priorities. It is for these reasons that applicants are encouraged to indicate a wide skill range in their resumes’ and applications.

During the period of the assistantship, the cost of tuition for six (6) credits will be earned in exchange for 200 hours of work during the agreed upon semester. The hours must be completed prior to receiving
Manhattanville College Graduate Assistant

Graduate Assistantships are available in Women's Volleyball/Administrative Assistant, Field Hockey, Women's Hockey, Softball, Women's Lacrosse, Women's Basketball, Women's Soccer, Men's Basketball, Men's Hockey, Men's Soccer, Men's Lacrosse, Baseball, Cross Country/Track, Athletic Training, Sports Information and Strength and Conditioning. The positions are designed for two years of study, subject to maintaining a 3.0 GPA, at which point the student should have a completed master's degree.

Center for Student Success

The mission of the Center for Student Success is to provide services and resources to undergraduate students that will strengthen academic performance, enhance student satisfaction, and help them realize their educational goals. The ultimate goal of the Center for Student Success is to enable and foster the personal growth and development of each student to allow them to become strong students, persons of upstanding moral character, leaders on campus and in the wider community, and people who welcome opportunities to make a positive difference in the world. The following is a brief description of the services offered by the Center for Student Success:

Manhattanville Advancement Program (MAP)

MAP is a scholarship program that provides educational opportunity and support to economically disadvantaged students. Beyond the traditional academic focus of most scholarship programs, MAP encourages the development of the student as a whole; intellectually, ethically and socially. The MAP scholarship is a four-year commitment for incoming first semester freshman. Students receive a broad range of services including academic, personal, and career counseling. Students participate in a Pre-Freshman Summer Bridge Program, community service and partake in educational events, tutoring and career counseling.

Manhattanville Mentoring Program (MMP)

MMP connects incoming Manhattanville students with successful upperclassmen in order to help them with the transition to college life, with emphasis on successful academics and student leadership. Through one-on-one mentoring and group activities, mentors not only provide support, but create an environment that nurtures and values the diversity of each student. Students are matched through their First Year Program groups and may also register individually for a mentor to meet with on a weekly basis. Our mentors put on a number of educational programs to meet the needs of their mentees including registration help, film screenings, and off-campus trips. Mentors must have over a 3.0 GPA and remain in good standing at the college. Mentor recruitment takes place during the Spring term. Mentors receive extensive training on a variety of topics.

Stress Relief Week (SRW)

Stress Relief Week is a week-long programming campus initiative aimed at wellness, stress management, balance, and mindfulness before finals week in both Fall and Spring. The CSS office collaborates with other departments to help support all students before their final exams. Typical SRW programs include therapy dogs, yoga, meditation, wellness teas, art therapy, spa night and massages. All services are free of charge and open to the entire campus community.
Bridge Language Center at Manhattanville College

Through our partnership with Bridge Language Center, international students who do not meet Manhattanville’s English proficiency requirements for direct admission may enroll in an on-campus intensive English program. Students may apply for conditional admission at both the undergraduate and graduate levels, and upon successful completion of the English program, will be granted a TOEFL waiver. Admission is not guaranteed. For more information, contact the Director of the Bridge Language center at mannunziata@bridge.edu

Manhattanville College Library

The Manhattanville College Library is more than a place to study. It’s where all students go, on campus or online, to achieve academic success. Friendly people are ready to help with assignments in every subject. The Library is open 24/5 when fall and spring classes are in session. Wi-Fi and coffee are easy to find. Students make constant use of library computers, printers, copiers and scanners. There are rooms for working in groups, video viewing facilities, and a bustling crossroads at the center of campus to meet fellow students and professors. The library is also an important refuge, a quiet place students can count on to get work done.

Manhattanville librarians teach students to become informed citizens and critical consumers of information. Students become experts at evaluating and effectively using information, a critically important skill in work and life after college. The Digital Innovations lab upstairs is where students learn how to showcase their most impressive academic achievements.

Students should visit the library service desk to have a barcode added to their ID card.

Quick Facts: Services

• Experienced and friendly staff
• Librarians with expertise in specific subjects
• Free tutoring in writing, math and every academic subject
• Wi-Fi in public spaces; computers installed in study carrels in the stacks
• Library instruction embedded in the undergraduate First-Year Program
• In-class visits from librarians to help with any kind of research project
• Walk-in help with term papers, theses, projects, or just to answer questions
• Extended research consultations with a subject specialist librarian by appointment
• Access to a librarian by SMS text
• Laptops loaned for use in the library
• Help with using campus information systems

Quick Facts: Facilities

• Spacious, comfortable and charming café
• A Writing Center in the first floor Learning Commons
• A Disability Services office with many ways to ensure student success
• Individual study carrels and quiet, attractive study areas
• Electronic classroom and flexible spaces designed for active learning
• PC and Macintosh computers available
• High speed printers
• Public fax machine, copy machines and wireless touch-screen scanners
Group study areas

Honors Commons for undergraduate students in the Castle Scholars program

Quick Facts: Collections
- Nearly 250,000 physical items: books, maps, audio, video, music, manuscripts, & more
- State of the art online catalog- plan your research from anywhere
- Rare books, archives and manuscripts unique to Manhattanville
- Over 100 scholarly electronic databases covering all subjects
- Nearly 60,000 electronic journals and 139,000 electronic books
- Citation tools for easy integration with papers and presentations

Quick Facts: Extended Library
- Keep in touch with library happenings through social media applications
- Off campus access to online library databases for students taking at least 6 credits
- A full service library web site with access to information and interactive services
- Extended catalogs allow students to view holdings from libraries all over the world
- Rapid interlibrary loan of books and articles at no charge to students
- Online renewals for library materials
- Access to many library facilities and collections in New York City and Westchester County
- Direct borrowing from Purchase College (SUNY) library

Registrar
The Registrar’s Office is located in Brownson Hall, Rm. BR-113. The Registrar’s Office provides timely and accurate records of the academic progress of all students while upholding the privacy and security of those records. The office provides students with the following services:

- Maintenance and accuracy of the WebAdvisor online student system
- Release of transcripts, letters of attendance and enrollment verifications
- Class cancellation information
- Guidance related to FERPA policy
- Supervision of grade collection, posting of Incomplete grades and letter grade changes
- Undergraduate transfer credit evaluation and processing for undergraduate transfer and undergraduate returning students. Graduate students should consult with their individual graduate school program
- Scheduling of many academic facilities and final exam coordination
- Processing of data changes on student records for name, address and social security updates
- Implement policy and regulations set forth by Academic Affairs and the College administration

The Registrar’s web site at Office of the Registrar | Manhattanville College displays hours of operation, information and assistance with a variety of services. Online forms are available to:

- Order transcripts
- Obtain undergraduate faculty permissions for special registration situations (“FACO” form)
- Graduate students should consult with their individual graduate school program
- Request letters of attendance
- Update name and contact information with the College
Mandatory Use of Webadvisor

Manhattanville College provides all students with a secure online self-service portal called WebAdvisor. Students may perform the following self-service functions in WebAdvisor:

- Register for courses, perform adds and drops while registration is open and check academic calendars for specific dates
- View term schedules, final grades, tuition status, unofficial transcript and demographic profile (name data, address/phone info, academic status)
- Create and maintain FERPA waivers for others access to academic records
- Undergraduates are expected to routinely use Degree Audit to check their progress fulfilling general education, distribution and liberal arts credit requirements
- View the status of accepted transfer credits, Manhattanville undergraduate placement exam scores, the recording of external testing results (TOEFL, CLEP, etc.) and approved grade changes
- Submit faculty evaluations: At the completion of a semester, faculty evaluations are administered through WebAdvisor

WebAdvisor also hosts the College’s online Schedule of Classes. This online schedule is open to the public. All students attending classes at Manhattanville College are required to setup access to WebAdvisor and use the system. WebAdvisor access may be established once the student receives a “Welcome” email or letter indicating that their account is ready to be activated. This is done in conjunction with their Office365 email account (see below). Visit the Registrar’s Office or Information Technology web pages for more information.

Mandatory Student Use of College’s Email System

Email is the official means of communication among all students, faculty and staff at Manhattanville College. Every student is provided with an Office 365 email account and is expected to use it! The College reserves the right to send email communications to a student’s Office365 email account with the expectation that such communications will be received, opened and read in a timely manner. In many cases, an email will be the ONLY form of notification sent to the student. College faculty use email on a constant basis to conduct classes and expect students to monitor their account as part of their studies. College administration and offices use email to communicate announcements, advisories and important deadlines to the student community. Students will receive a “Welcome” email or letter indicating that their account is ready to be activated. This is done in conjunction with their WebAdvisor account (see above). The Office of Information Technology assigns everyone an official Manhattanville College email address. This is the college email address that appears in all electronic data applications such as the College web site, Ellucian Colleague system, WebAdvisor online portal, Blackboard, etc. Printed materials such as handbooks and name directories will also display the official College email address. Students are allowed to setup email forwarding to have their Office365 email redirected to another email address (e.g.: Gmail, Hotmail). However, please note that such redirection is done at the student’s own risk. Manhattanville College cannot be responsible for the processing of emails in other email systems or held liable for missed communications that were originally sent to the student’s official email address. Visit the Office of Information Technology’s web pages for further information and the College’s Email Policy.

FINANCIAL AID & RESOURCES

Office of Financial Aid

At Manhattanville College there are many programs of direct financial assistance available in the form of grants, scholarships, loans and employment. Financial aid is designed to supplement the family's ability to pay for college costs, including tuition, fees, room and board, books, supplies, transportation, and other related educational expenses. Funding is provided by federal and state governments, the College, and private organizations.
Our mission is to assist you in finding the resources most appropriate to your circumstances that will enable you to afford a Manhattanville education. We seek to accomplish this through the expertise of our staff, significant outreach efforts, and timely publications and notices.

Applying for Financial Aid

Manhattanville College requires that domestic students complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for funds from all available sources. The FAFSA is available online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Manhattanville College’s federal College code number is 002760.

- All recipients of state and/or federal financial aid must:
- Be U.S. Citizens or permanent resident aliens;
- Be formally accepted as degree candidates;
- Maintain satisfactory academic progress;
- Not owe a refund of any Title IV funds;
- Must not be in default on repayment of a student loan.

International Students

International Students may apply for Need-Based financial aid using the International Student Financial Aid Application that is available on our website. International Students may qualify for scholarship and institutional need-based aid only, and do not qualify for Federal or NY State aid. The same application deadlines apply to international students as domestic students.

March 1st is Manhattanville College’s preferred application deadline for institutional aid, though federal and state aid application deadlines differ.

For students considering attendance in the fall semester, a FAFSA should be filed by March 1st preceding their start date, in order to be considered for funding from all sources. Some funding is awarded on a first-come, first-serve basis.

During the Application Process, Provide the Following When Requested:

- A Verification Worksheet. Please make sure that you have completed all the appropriate sections and that it has been signed by all required parties.
- Signed, complete copies of your parents’ federal income tax transcripts from the Internal Revenue Service (IRS) available on-line at [http://www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling the IRS at 1 (800) 908-9946.*
- Signed, complete copies of the student’s federal income tax transcripts from the Internal Revenue Service (IRS) available on-line at [http://www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling the IRS at 1 (800) 908-9946.*
- Itemization Worksheet
- Stafford Loan Master Promissory Note ([http://studentloans.gov](http://studentloans.gov))
- Loan Entrance Interview ([http://studentloans.gov](http://studentloans.gov))
- Copy of Student’s Driver’s License
- Other documents, as requested
*Note: We encourage students selected for verification and their parent(s) to utilize the IRS Data Retrieval Tool which will satisfy the Tax Transcript requirement.

Graduate and Bachelor of Science Degree candidates must also complete a Manhattanville Financial Aid form in addition to the FAFSA, annually. The form is available directly from the Financial Aid Office in Reid Hall, by mail upon request, and on our website.

Undergraduate Satisfactory Academic Progress

Undergraduate students receiving any of the forms of financial aid listed below are required to maintain satisfactory academic progress in order to continue to receive financial aid in subsequent semesters:

- Federal Supplemental Education Opportunity Grants
- Federal Perkins Loans
- Federal Work Study
- Federal Pell Grants
- Tuition Assistance Grants
- Aid for Part-time Study
- One or more of the Federal Direct Loan Programs including Stafford Student Loans and Parent PLUS loans
- Manhattanville Scholarships
- Manhattanville Grant

A college’s Satisfactory Academic Progress policy must include both a qualitative measure (such as cumulative grade point average) and a quantitative measure (such as maximum time frame for completion). The law specifies that by the end of the second academic year, the student must have the equivalent of at least a “C” average and have an academic standing that is consistent with the requirement for graduation. The following chart comprises the requirements for academic pursuit and progress here at Manhattanville College:

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<th>FULL-TIME SEMESTERS*</th>
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Most undergraduate programs at Manhattanville are completed in one-hundred and twenty (120) credits. A student in the majority of majors at Manhattanville must complete their program within attempting one-hundred and eighty (180) credits. Students who have not earned a degree within this time frame are not eligible to receive
any further federal aid. NOTE: If you are enrolled in any of the following majors, please consult your Academic Advisor for the specific number of credits required for completion of your program:

- Art [Studio] – BA
- Art [Studio] – BFA
- Biochemistry
- Chemistry
- Dance & Theatre – BA
- Musical Theatre – BFA
- Music – BMus

Every semester the Office of Financial Aid reviews the academic progress of all students who are in receipt of financial aid. Students not meeting the minimum credit or G.P.A. requirements will be notified that they are ineligible to continue to receive financial assistance or that they have been placed on Satisfactory Academic Progress warning or probation. This notification will be mailed to students at the end of each semester, with copies forwarded to the Office of Academic Advising.

Students that fail to meet the standards listed above are placed on "Financial Aid Warning". Students on "Financial Aid Warning" may receive one additional semester of aid and will be evaluated at the end of that semester. A student may not have consecutive semesters of “Financial Aid Warning”.

Students who, after one semester of “Financial Aid Warning”, still are not making Satisfactory Academic Progress will be placed on "Financial Aid Probation". Students that are on “Financial Aid Probation” may appeal for one additional semester of aid. For more information on the appeal process please see below.

Students that are placed on “Financial Aid Probation” that: a) do not submit an appeal, b) have had their appeals denied or c) have had an approved appeal but still are not making Satisfactory Academic Progress after the end of the subsequent semester, may not receive any financial aid until they meet the credit or Cumulative G.P.A. standards. Because credits obtained from other colleges or universities do not count toward the Cumulative G.P.A. students that fail to meet Manhattanville’s Cumulative G.P.A. requirement must take courses at Manhattanville College at their own expense. Students that fail to meet the cumulative credit requirement may transfer credits from another college. When the student meets the minimum credit and G.P.A. requirements, financial aid eligibility will be restored.

Students that have questions regarding the Satisfactory Academic Progress Policy or financial aid eligibility should contact the Financial Aid Office at (914) 323-5357.

**Financial Aid Satisfactory Academic Progress Appeals**

When a student loses aid eligibility because they failed to make satisfactory progress, the student may appeal that result on the basis of: injury or illness, death of a relative, or other special circumstances. All appeals must include third party documentation of the circumstances. The appeal should be titled “Satisfactory Academic Progress Appeal” and must explain why the student failed to make satisfactory progress and what has changed in the situation that will allow the student to make satisfactory progress at the next evaluation (end of the semester).
Appeals for Financial Aid Satisfactory Academic Progress should be submitted to:

Robert Gilmore, Director of Financial Aid
Manhattanville College
Reid Hall
2900 Purchase Street
Purchase, NY 10577
Fax: (914) 323-5382
Email: Robert.Gilmore@mville.edu (please do not send Personally Identifiable Information via email)

Financial Aid Policy

Manhattanville awards need-based institutional funds based upon the philosophy that the primary financial responsibility for higher education lies with the student and the student’s parents, followed by state and federal governments. Finally, colleges, universities, private organizations, and foundations attempt to fill any remaining need. The College is committed to helping families access various options to meet the financial obligations of a Manhattanville education whenever possible.

Most of Manhattanville’s institutional funding is awarded on the basis of academic performance and demonstrated financial need in addition to scholarships based solely on merit and awarded in recognition of exceptional academic performance. A financial aid application is required for initial consideration and renewal of all institutional funds.

Every student who provides a complete financial aid application is offered self-help assistance in the form of a Federal Direct Loans. In determining aid packages for freshmen, Manhattanville awards institutional aid on the basis of academic performance and demonstrated financial need. To determine a student’s need for the purpose of awarding its own funding, the College uses Federal Methodology available through the Free Application for Federal Student Aid (FAFSA).

Manhattanville attempts to meet a student’s financial need with institutional and government resources. Because sufficient resources are not available to meet 100% of every student’s need, there is considerable competition for funds. Priority is given to students who demonstrate exceptional need and perform at outstanding academic levels. Timely attention to deadlines for the submission of documents is essential.

Incoming applicants are awarded financial aid based on the information they provide on the FAFSA (domestic students) or ISFAA (international students) form. All award values are conditional, subject to full and complete verification of the financial aid application, if applicable. If the information originally provided must be changed, adjustments will be made to the applicant’s file, which could result in a decrease of the aid listed on the Financial Aid Award Letter.

Per federal regulations, the receipt of private scholarships may affect a financial aid package. It is incumbent upon the student to notify the Financial Aid Office of all private scholarships received so that it may be determined if these funds have an effect on other resources awarded.

Manhattanville’s policy regarding private scholarships is as follows: If required by federal regulations to adjust an aid package, the College will eliminate or reduce in this order:

- Federal Work-Study
- Perkins Loan
- Federal Direct Stafford Loan
- Federal PLUS Loan
Manhattanville gift aid will not be reduced unless the total of all gift aid exceeds the cost of attendance; however, students are required to submit all required documentation by deadlines set by the Financial Aid and Admissions Offices in order to have their aid package renewed.

Manhattanville Scholarships & Grants
Manhattanville’s generous aid packages often include annual scholarships and grants from the College.

Manhattanville Undergraduate Scholarships
Incoming freshmen and transfer students are automatically reviewed for eligibility to receive one of the following scholarships:

- Chairman Scholarship - $22,000 per year
- Board of Trustees Scholarships - $20,000 per year
- President’s Scholarship - $19,000 per year
- Provost’s Scholarship - $18,000 per year
- Dean’s Award - $12,000 per year
- Valiant Scholarship - $5,000 per year
- Phi Theta Kappa Scholarship - $17,000 per year
- Transfer Excellence - $16,000 per year
- Transfer Achievement - $14,000 per year
- Transfer Merit Scholarship - $10,000 per year

Rights & Responsibilities of Scholarship Recipients
Annual renewal of all scholarships is based on:

- Maintain Satisfactory Academic Progress toward your degree (see previous section on Undergraduate Satisfactory Academic Progress)
- Attending each semester on a full-time basis (12 or more credits)

Manhattanville Graduate Scholarships and Discounts
- The School of Education offers a variety of scholarships and discounts, as well as assistantships for stipends and/or tuition remission that put a degree or further course of study within your budget. For more information, please refer to School of Education Scholarships and Discounts

Manhattanville Grants
Consideration for this need-based award is determined through the FAFSA process. The applicant must display financial need, be enrolled as a full-time matriculated student, and be a U. S. Citizen or Permanent Resident Alien. For Returning Students: The returning student must continue to make satisfactory academic progress toward a degree and must continue to display a similar amount of financial need from year-to-year in order for a Manhattanville Grant to be renewed.

Manhattanville School of Education School District Partnerships and Tuition Discounts
Full-time teachers, administrators, and paraprofessionals teaching in districts, schools, organizations, or networks with which the School of Education has a partnership may be eligible for a tuition discount, for any semester in which they are employed full-time by such an institution. Partnerships are subject to change.
Faculty in districts where Manhattanville maintains a professional development school are eligible for a 33% discount. Faculty in districts which belong to the Changing Suburbs Institute are eligible for a 20% discount. For a complete list of current partnerships, consult the college website or the Office of Graduate Advising.

Faculty and administrators who teach in accredited religiously-affiliated institutions, at Churchill School, Summit School, or at Keio Academy, and returned Peace Corps volunteers are also eligible for a tuition discount.

Those claiming eligibility for a discount must complete the “tuition verification form,” available from Graduate Advising and must annually submit proof of employment. Due to federal reporting requirements, ALL requests for discounts for a semester must be made by the official ADD/DROP deadline for that semester and preferably before registration. Requests are made to the Office of Graduate Advising.

Alumni and Graduate Scholarships

Manhattanville alumni from 1999 on, whose final cumulative GPA is 3.00 or above, are eligible for scholarship aid of $1,000 per semester. Students must be registered full-time (9 or more graduate credits).

Manhattanville alumni who pursue full-time graduate study immediately after graduation are eligible for the Fast Start program which provides a 20% discount for all coursework. Fast Start students who have a 3.6 GPA are eligible for an additional $1,000 during the first semester.

Graduate scholarships will be awarded to any incoming graduate student possessing an overall grade point average of 3.2 or higher who registers for six credits or more for the first graduate semester. Students applying to and matriculated into the School of Education Graduate program may be entitled to one of the following academic scholarships for the first semester of study only:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Scholarship</th>
<th>IF TAKING AT LEAST</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.70 – 4.00</td>
<td>Board of Trustees</td>
<td>9 credits</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td>“</td>
<td>6 credits</td>
<td>$1,200</td>
</tr>
<tr>
<td>3.50 – 3.69</td>
<td>Presidents</td>
<td>9 credits</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td>“</td>
<td>6 credits</td>
<td>$1,000</td>
</tr>
<tr>
<td>3.20 – 3.49</td>
<td>Merit Award</td>
<td>6 credits</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Dual-degree (BA/MAT, BA/MPS, etc.) students are not eligible for Fast Start, Alumni or Graduate scholarships.

A discount of one third is offered for “Teachers in Transition,” those teachers who are affected by lay-offs due to financial exigency in a school or school district. This can be applied to any graduate Education credits accrued during the calendar year following unemployment. The discount is contingent on proof of unemployment due to fiscal exigency.

Scholarships and discounts may not be combined. Scholarships may not be applied if a student is receiving any other discount, is a Graduate Assistant, or is receiving tuition assistance from any employer including Manhattanville, except by prior agreement with that institution.
Federal and State Aid

Federal Pell Grants (PELL)

A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not yet earned a bachelor’s degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

To determine eligibility, the US Department of Education uses a standard formula, established by Congress, to evaluate the reported information. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (or, SAR) contains this number and will tell you if you’re eligible.

Awards for each year will depend on program funding. Students can receive only one Pell Grant per award year. The amount of the Pell award depends directly on your Expected Family Contribution (EFC), cost of attendance, whether a full-time student status and whether you attend school for a full academic year or less.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Are Funded by both the federal government and the College, They are awarded on the basis of exceptional need and availability of funds. Eligibility for FSEOG is determined during the FAFSA review process.

Tuition Assistance Program (TAP)

Only students who are New York State Residents can receive TAP. As the largest state grant program in the US, the Tuition Assistance Program (TAP) provides more than 330,000 New York State students with awards ranging from $100 to $5,000. Because TAP is a grant, it does not have to be paid back. You can get TAP for up to four years of undergraduate study, or up to five years for certain approved programs. Students in two-year programs are eligible for up to three years of TAP for full-time study.

What Determines the Amount of TAP that I Receive?

- The amount of tuition charged.
- Your combined family New York State net taxable income (NTI); your financial status (dependent or independent of parents); the type of school you are planning to attend and the year in which you first receive a TAP award.
- Other siblings enrolled in College.

New York State Residents

Information from your completed FAFSA will be provided to NYS Higher Education Services Corporation (HESC). HESC will send an Express TAP Application (ETA) to any NYS resident who indicates at least one NYS institution on the FAFSA. Students should complete the application and return it to HESC immediately.

Satisfactory Academic Progress for TAP Recipients in Undergraduate Four-Year Programs

New York State has established criteria for Satisfactory Academic Progress that differs from the Federal Standard outlined previously. If a student does not meet the NYS TAP standards the student may apply for a one-time waiver.

<table>
<thead>
<tr>
<th>Before Being Certified for This Payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Student Must have Accrued at Least This Many Credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
</tr>
<tr>
<td>With at Least This Grade Point Average</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>
9th and 10th payments of TAP are available only to students in five-year programs approved by NYS Commissioner of Education.

In addition to the above, New York State financial aid programs require that Program Pursuit be monitored. This means that during the first year that a student receives state aid (s) he must carry to completion (all grades except “W”) six (6) credit hours per semester; during the second year nine (9) credit hours per semester; and during subsequent years twelve (12) credit hours per semester.

TAP Waivers

TAP waivers are granted only once to students and only for extraordinary reasons which are beyond the control of the student. TAP waivers can only be considered for students who have maintained good academic standing for all but one semester and who fall short of either the published Pursuit or Progress standard for that one semester. (See the New York State standards for satisfactory academic progress above.)

Students who wish to be considered for a waiver must complete a Waiver Appeal Form, which can be obtained from the Academic Advising Office in Founders Hall. The Waiver Appeal Form must include a written statement outlining the reasons why they feel they are eligible for a waiver. After careful consideration, the Waiver Appeals Committee will render a decision and the student will be informed in writing. In addition, the information will be shared with the College Registrar and New York State Higher Education Services Corporation (HESC) can be properly notified.

Aid for Part-Time Study (APTS)

Available to: Part-time undergraduate students who are permanent residents of New York State. In addition to financial need criteria, students must not have exhausted their TAP eligibility (i.e., received eight semesters of TAP).

Forms are available from and must be submitted to the Office of Financial Aid by specified filing deadlines. The office is located in Reid Hall third floor.

Additional Sources of Aid for New York Residents

Beyond the TAP and APTS programs, additional aid in the form of grants and scholarships are awarded yearly through the New York State Higher Education Services Corporation, Albany, NY 12255.

These include:
- Vietnam and Gulf War Veteran Tuition Awards
- NYS Memorial Scholarships for Families of Deceased Police Officers and Firefighters
- Children of Deceased or Disabled Veteran Awards
- Military Service Recognition Scholarship
- World Trade Center Memorial Scholarship

For additional scholarship information, please log onto www.hesc.com.

Individuals with disabilities may contact the ACCES-VR (formerly known as Office of Vocational and Educational Services for Individuals with Disabilities (VESID)), NYS Education Department, Albany, NY 12234. They may provide funds to be used for tuition, tutoring, books fees, etc., if deemed eligible.

Aid programs for the visually impaired are available through the NYS Commission for the Blind, Department of Social Services, Albany, NY 12243. Additionally, students may be eligible for a Lavelle Fund
Scholarship, awarded to full time students from NY, NJ and CT. Please contact the Director of Disability services at (914)323-7127 for details.

State Aid to Native Americans may be obtained by contacting the Native American Education Unit, NYS Education Department, and Albany, NY 12234.

Student Loans

Federal Stafford Loans

This loan provides funding for students to pay for their educational expenses. The loan is made to the student, and the student is directly responsible for repayment of this debt. Eligibility is contingent upon completion and submission of appropriate application documents. Repayment of principal begins six months after a student ceases enrollment on at least a half-time basis.

There are two types of Stafford Loans. If the student demonstrates financial need, students can qualify for the Subsidized Stafford Loan. The federal government pays the interest on this loan while enrollment remains at least half-time. If a student does not qualify for the full Subsidized Stafford Loan, he/she may borrow an Unsubsidized Stafford Loan. Interest on this loan must be paid while enrolled or student may capitalize the interest and pay it, along with the principal, upon leaving school.

Stafford Loan funds are borrowed directly from the Federal Government and repayment is made directly to a servicing agent that is assigned by the Department of Education.

The amount of your student loan depends on the number of credits you have successfully completed. If you are a new student or have completed fewer than 28 credits, you are eligible for an annual maximum of up to $3,500. If you have completed or transferred in with 28 -- 59 credits, you are eligible for an annual maximum of up to $4,500. Once you have completed or transferred in with at least 60 credits, you are eligible for an annual maximum of up to $5,500.

Stafford Loan eligibility is determined by the Financial Aid Office in accordance with federal regulations. To apply for and receive such a loan, the student must complete an Entrance Counseling and an Electronic Master Promissory Note (or, E-MPN) at [http://www.studentloans.gov](http://www.studentloans.gov). If you are an incoming student with an incomplete file, the student will need to complete these processes online before the Stafford Load can be processed. If you are a returning student, an applicable Master Promissory Note may already be on file. Please check with the Financial Aid Office if you have questions or if your loan proceeds are not delivered to your account within four weeks of a semester start.

In either case, you must have an eligible Master Promissory Note in order to process a Student Loan of any sort. After your promissory note has been completed, your loan will be electronically certified by the college and the Student Accounts Office will receive the loan and credit it to your account, half in each semester (minus the origination fee). The FAFSA is the annual application for a Federal Stafford Loan.

Federal Perkins Loans

Funded by the federal government and administered by the College, Perkins loans are awarded based on financial need and availability of funds. Eligibility is re-evaluated each year. Repayment begins nine months after the student ceases at least half-time enrollment. The interest rate on this loan is 5%. If eligible, a promissory note must be signed with the Student Accounts Office before Perkins Loan funds can be credited to a student’s account.
Federal Parent Loans (PLUS)

If you are a dependent student, your natural, adoptive or step-parent may borrow up to the cost of your education, less any other financial aid received. Approval is contingent upon a successful credit check. Loan proceeds (minus an origination fee) are disbursed directly to your account, half in each semester. Once the PLUS Loan Pre-Approval is completed, please complete your electronic PLUS Master Promissory Note (e-MPN) at http://studentloans.gov.

Once you have reviewed the borrower benefits and upon approval, your information will be sent to the College electronically for certification and disbursement. To use PLUS loan proceeds for the fall bill, the loan certification must be received by the Financial Aid Office. The PLUS loan interest rates are determined by the U.S. Government and the program is administered by the U.S. Department of Education. If you need further assistance, please do not hesitate to contact our office directly.

Financial Appeal Procedures

The Federal Student Handbook published by the Department of Education states the following: “The law governing FSA [Federal Student Aid] programs is based on the premise that the family is the first source of the student’s support, and the law provides several criteria that decide if the student is considered independent of his/her parents for aid eligibility. Note that a student reaching the age of 18 or 21 or living apart from his/her parents does not affect his/her dependency status.” (Application and Verification Guide, 2008-2009, AVG-22)

An appeal is an important document. The appeal is intended to accommodate extraordinary, mitigating or unusual circumstances (i.e., severe health issues, serious accidents, unemployment, loss of a parent, etc.). Technically, it is an earnest, focused and documented request for increased financial assistance in the event.

The Procedure for Submitting and Reviewing all Financial Appeals:
1. An appeal is a formal letter usually submitted by a student or parent addressed to the Financial Appeals Committee and sent directly to:

   Robert Gilmore
   Director of Financial Aid
   Manhattanville College
   2900 Purchase Street
   Purchase, NY 10577
   Robert.Gilmore@mville.edu

2. The Director of Financial Aid convenes the Financial Appeals Committee (Director of Residence Life, VP of Enrollment Management, Director of Admissions, Faculty, Retention Coordinator, and Dean of Students).

3. When reviewing appeals the Committee takes into consideration a number of factors and, thus, consults with other campus offices as needed (e.g., Academic Advising, Office of Residence Life, Dean of Students). All decisions are made with the student's overall best interest in mind not only financial.

4. The Committee takes all requests very seriously. It conducts a thorough investigation of the facts and assesses academic, social and conduct factors, as well, before rendering a decision. Final decisions rest with the Committee and all decisions are final.

5. In certain circumstances a letter of appeal may be re-submitted after one semester if there is any change in financial circumstances or new information comes to light.

6. The Committee is not obliged to provide detailed information regarding the reasons for its decisions.
For Assistance
Since many students may need more than one form of financial aid, it is strongly recommended that students contact or visit the Office of Financial Aid to receive guidance on the funds available from various sources. In addition, you may also reach us via Email: Financialaid@mville.edu or visit us in Reid Hall on the third floor.

Student Accounts
All student account balances are due and payable when billed or on the date indicated on the bill. Amounts due are the responsibility of the student. It is, therefore, incumbent upon the student to see that accounts are kept current. Financial Aid will be applied when received. If expected financial aid does not appear on a bill, the student must contact the Financial Aid Office to find out how to resolve the situation. Located on the third floor or Reid Hall or visit the Tuition & Fees webpage

- All payments must be made in US dollars. Remittances from foreign banks should be wired directly to Manhattanville College’s bank account. Please refer to the Student Accounts Office webpage for wire instructions. http://www.mville.edu/undergraduate/cost-a-aid/student-accounts/payment-options.html
- Students who have not paid their account balance by the payment due date may not start classes, occupy their Residence Hall room or use their meal plan. Students may also lose their room reservation in the Residence Hall.
- Students will not be allowed to participate in the Residence Hall Room Lottery if their accounts have an outstanding balance.
- A balance on one’s account may also result from fines owed, e.g. parking, library, etc. Payments must be made within 72 hours of the Commencement itself in order to process in the Commencement ceremony and should be in the form of cash, credit card or certified check.
- Official and unofficial transcripts and/or diplomas will not be available to students with unpaid account balances.
- Failure to comply with Financial Aid requirements will result in a student’s account being considered not current and the student will be liable for outstanding amounts. A non-current account may jeopardize a student’s Residence Hall room assignment and class registration.
- Late fees for graduate students will be assessed beginning and for each period of 30 days after the first day of the semester.

If the College places a delinquent account with collection agency, all related fees, including but not limited to, collection agency fees, attorney’s fees and interest, become the responsibility of the student and will be added to the amount due. Student will be charged a $25.00 fee for each returned check.

Refund Policy
Refunds of tuition charges are computed as of the date the student officially drops the course. Refunds are pro-rated downward beginning on the first day of the semester, regardless of the class schedule. See refund schedule below:

Students receiving financial aid from the College who withdraw during a term will have their financial aid reevaluated, a process that may necessitate repayment of a portion of the aid received. Repayment of financial aid depends on the type of aid received, government regulations, and the period of time attended. A partial semester will generally count as one of the eight semesters of financial aid eligibility normally allowed.

For part-time students, dated and written notification of the dropping of a course must be received by the Registrar’s Office. Refunds will be based on this date of withdrawal according to the schedule below:
Refund Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During first two weeks of classes</td>
<td>80%</td>
</tr>
<tr>
<td>During the third week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>During the fourth week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>During the fifth week of classes</td>
<td>20%</td>
</tr>
<tr>
<td>NO refund after fifth week of classes</td>
<td></td>
</tr>
</tbody>
</table>

Bursar Tuition Appeal Committee

Tuition Appeal Forms are for students who are requesting a refund, credit or balance waiver of their tuition charges due to extenuating circumstances that occurred during a given term. Grades received and recorded on the student’s transcript will not be affected by this process and will remain as part of the student’s academic record.

The Bursar Tuition Appeal Committee will consider requests for adjustments to tuition charges when a student can document extenuating circumstances such as:

- Student Illness.
- Illness of immediate family member.
- Death of immediate family member.
- Military deployment.
- Change in employment schedule beyond the student’s control.
- Verifiable Advising Error.

In all cases, the situation must have interrupted your ability to:

- Adhere to the standard drop or withdrawal procedures.
- Attend class(s) for a substantial length of time.
- Complete the semester.

Examples of reasons **NOT** accepted are:

- Lack of knowledge or misinterpretation of College policies published in College catalog and on website.
- Appealing a non-refundable fee.
- Voluntary employment change.
- Class assignments not met.
- Issue between student and the instructor.
- Disciplinary Action.
- Loss of financial aid or scholarships.
- Non-receipt of mail due to obsolete address on file with the registrar.
- Lack of awareness of schedules and deadlines.
- Non-attendance.
- Closure of the college due to weather, infrastructure disruption or other issues.
- Did not like course for which you registered.
- Incorrect course advising recommendations provided by an “other” college.
- Instructor says they will take care of it. Students are responsible for changes to his or her schedule.
NOTE: A request for Tuition Credit must be submitted no later than 30 days after the start of the semester following the semester for which you are requesting credit. Appeals older than that will be denied. The College considers the decision of the Bursar Tuition Appeal Committee final. Fees are NOT refundable.

Grading, class assignments and other academic issues are not within the scope of this committee. Please contact your instructor, department chair, or academic dean.

Students should be aware that if a Tuition Appeal is submitted and they have received Financial Aid, their Aid may be impacted and they may potentially owe money to the college. We strongly suggest you meet with a Financial Aid Counselor before you file an appeal.

STUDENT LIFE RESOURCES

Bookstore & Convenience Store
The Bookstore is located on the ground floor of the Benziger Hall. It stocks the required texts for courses, general interest titles, stationery and art supplies, toiletries, snacks, and college merchandise. The Bookstore accepts American Express, Discover, Visa, MasterCard, personal checks with proper ID and, of course, cash. Returns policy: merchandise may be returned with receipt during posted time periods. You may reach the Bookstore at (914) 323-5323 or visit them online at www.MvilleShop.com.

Campus Safety
The Department of Campus Safety is located in the main lobby of Spellman Hall near the front entrance of the campus. The Department Headquarters can be reached 24 hours a day, 365 days a year at:

- Emergency- campus phone ext. 888
- Emergency-non-campus phone (914)323-SAFE (7233)
- General Information (914) 323-5244

Mission & Duties
Manhattanville’s Department of Campus Safety supports the peace, safety and security of persons and facilities on the Manhattanville Campus and properties owned, controlled or occupied by the College. The Department’s mission is to ensure a safe, problem free environment for students, faculty and staff in which the College can fulfill its educational mission.

The Department of Campus Safety is responsible for security and safety enforcement, crime reports, investigations, emergency response, fire and medical emergencies, traffic, parking and campus awareness. The Department maintains a close working relationship with all local law enforcement agencies, fire departments, and emergency medical services. The Department consists of a Director, a Deputy Director, a Security Operations Manager and approximately 18 full-time and part-time Safety Officers. These Officers are trained in the appropriate areas and procedures of safety, including but not limited to emergency response, CPR, first-aid, crisis intervention, criminal law and patrol.

ID Cards
Manhattanville College ID Cards are issued through the Department of Campus Safety. ID cards are issued at the time of registration for the Fall and Spring semesters. ID cards for the remainder of the year may be obtained in person at the Department of Campus Safety. You must have a current registration receipt to receive an ID card.
The Manhattanville ID Card incorporates a number of valuable services offered on campus into a one-card system. The ID Card allows access to residence halls, and is tied in electronically to Chartwells Food Services, the Library, Kennedy Athletic Facilities, Berman Center, Main and Rear Gate Security Booths, Post Office and Student Accounts.

Card Access to Residence Hall
Card readers are installed on various entrance doors of each residence hall and are continuously monitored on a 24-hour basis by Campus Safety Headquarters in Spellman Hall. All other entrance/exit points are alarmed to alert Campus Safety of door openings. Access into these buildings can only be gained using the Manhattanville ID Cards at one of the card reader doors provided, so students must keep their ID Cards with them at all times.

Lost or Stolen Cards
Lost or stolen cards issued to resident students must be reported immediately to the Department of Campus Safety so that the card can be deactivated to avoid fraudulent charges.

Worn Out ID Cards
A card worn out due to normal wear and tear (as determined by the Department of Campus Safety) will be replaced at no additional cost to the student if the card is presented.

ID Card Replacement
To replace a lost or stolen ID card, the student must first go to the Bursar/Office of Student Accounts in Reid Hall 3rd floor, pay a $10.00 fee and obtain a Student Accounts receipt or show that the charge has been placed on the student’s account. The Student Account receipt must be brought to Campus Safety to receive a replacement ID Card.

Laundry
Washers and dryers in residence halls do not accept cash. All resident students will have $60.00 per semester charged to their student account for the use of on campus washers and dryers. Students need to supply their own laundry products.

Main Entrance Gate on Purchase Street
Visitors entering the campus will be required to show identification (e.g. Driver’s License) and register their vehicles with the Campus Safety officer at the gate in exchange for a parking pass. All vehicles must possess and properly display the correct identification as instructed by Campus Safety. Students are reminded to carry ID cards at all times and to obtain a parking decal by registering their cars online (see section below).

Late Night Evening Entrance
Guests are required to carry their approved GUEST REGISTRATION PASS and ID at all times. Guests who do not have their approved GUEST REGISTRATION PASS will not be permitted access to the campus. After 11PM students are required to pay for their cab fare at the front gate and to present their ID cards to the Campus Safety Officer. There are occasions regardless of time of day where special events require students to show Manhattanville ID to gain access to campus.
Motor Vehicles & Parking Information

Motor Vehicles
Any student is permitted to have a vehicle on campus. However, the College expects students to abide by the College’s policy regarding vehicles and the laws concerning vehicles, such as a valid driver’s license, registration and inspection. The college is not responsible for any individual’s vehicle parked on campus. Parking on campus is at the owner’s risk.

The College reserves the right to search any vehicle in order to ensure the general welfare and safety of the community. Such searches will only be conducted if a threat to the community is posed or if it is necessary to ensure the safety of the student/owner. Examples of circumstances in which a search may be conducted can be found in the Room Inspection portion of the Code of Conduct.

Abandoned Vehicles
Any vehicle parked on the Manhattanville College Campus, which is without a current parking decal, unregistered, expired or with no license plates for more than seventy-two (72) hours will be deemed an abandoned vehicle. The owner of an abandoned or unregistered motor vehicle parked on the Manhattanville Campus will be given written notice, sent by registered or certified mail, return receipt requested. If the vehicle is not removed within ten (10) days of receipt of the written notice, the vehicle will be towed. If the owner of an abandoned vehicle cannot be determined, or cannot be contacted by phone or address, the abandoned vehicle will be towed 30 days after the first parking violation ticket has been issued to that vehicle.

If there are special circumstances surrounding the parking of a vehicle on the campus that would normally constitute an abandoned vehicle, the student must get written permission from the Director of Campus Safety or his/her designee.

Parking Between Semesters
Students are not allowed to leave vehicles on campus during the summer months or between semesters, unless taking classes, without written permission from the Department of Campus Safety and Security. If written permission is not obtained, the vehicle may be towed.

Motorist Assistance
In the event that a student vehicle needs a jump-start, is locked out, or is out of gas, the Department of Campus Safety will provide them with the proper assistance.

Parking & Vehicle Registration
All student vehicles parking on campus must display an official and current parking decal issued by the Department of Campus Safety. Parking is restricted to marked parking spaces outlined in white within designated areas only.

Vehicle Registration
Manhattanville College charges a parking fee for all students. Parking fees are:

- Resident – Undergraduate/Graduate: $100 per academic year
- Full Time Undergraduate Commuter: $50 per academic year
- Graduate Commuter Student: $15 per session
- Part-time Undergraduate Student: $15 per semester
- Bridge Language Center Student: $15 per semester
All students register their vehicles via our on-line system which will also include the parking fee structure and billing information. Billing will be administered by Bursar/Office of Student Accounts. There is no reserved parking on campus.

Online Vehicle Registration

Vehicles may be registered at the time of enrollment and during the school year via the internet (annex.mville.edu/undergraduate/student-life/campus-safety/parking-stickers.html) and picked up at the Department of Campus Safety in two to three business days. In order to obtain a parking decal, the person being issued the decal must present a valid vehicle registration, driver’s license, and proof of vehicle insurance. The Department of Campus Safety will determine the manner in which the decals must be affixed to the vehicle. The individual to whom the decal is issued is responsible for any and all violations attributed to the vehicle, REGARDLESS OF WHOM IS DRIVING THE VEHICLE.

Prohibited Areas

Parking is prohibited on roadways, crosswalks, grass, in fire lanes, parking spaces for the physically disabled (unless appropriate state issued placard or license plate is displayed), loading zones, Dammann/Tenney Circle, Founder’s Circle, Spellman Circle, Burnett/Olmstead/Houston Circle, Faculty Staff Housing, along the baseball and softball fields, and overnight parking (12 AM-7 AM) in the Reid Castle circle or Brownson Road. Anyone violating this procedure will be subject to a fine and removal of the vehicle by towing.

Parking Penalties and Fines

A warning will be given on the first parking offense, provided the violator meets with the Director of Campus Safety within five (5) days with the summons. Frequent offenders may be subject to the revocation of their parking decals. The vehicle will no longer be permitted to park on campus and may be towed if violations persist. Diplomas, transcripts, class registration, and housing selection will be held pending the disposition of outstanding parking violation fines. Tickets will place a financial hold on a student’s account until they are paid in full.

FINES*:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Lane/Zone</td>
<td>$50.00</td>
</tr>
<tr>
<td>Handicapped Zone</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parked on Grass</td>
<td>$25.00</td>
</tr>
<tr>
<td>Staff/Faculty Area</td>
<td>$20.00</td>
</tr>
<tr>
<td>Parked in Two Spaces</td>
<td>$20.00</td>
</tr>
<tr>
<td>Crosswalk</td>
<td>$30.00</td>
</tr>
<tr>
<td>Prohibited Area</td>
<td>$30.00</td>
</tr>
<tr>
<td>Double Parked</td>
<td>$30.00</td>
</tr>
<tr>
<td>Parked on Roadway</td>
<td>$20.00</td>
</tr>
<tr>
<td>Excessive Speed</td>
<td>$40.00</td>
</tr>
<tr>
<td>Improper Use of Vehicle</td>
<td>$20.00</td>
</tr>
<tr>
<td>Failure to Obey Traffic Signs</td>
<td>$20.00</td>
</tr>
<tr>
<td>No Registration Decal</td>
<td>$50.00</td>
</tr>
<tr>
<td>Other Violation</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

*The amounts of fines are subject to change. Please note that more than one violation may be indicated on a single citation.

Any student found driving a vehicle on any grassy areas would be subject to a fine, payment to the College for any damages, and disciplinary action. All parking fines will be paid at the Bursar/Office of Student Accounts.
located on the 3rd floor of Reid Hall, Monday through Friday between the hours of 10:00 AM and 4:00 PM, or by mail. STUDENTS ARE RESPONSIBLE FOR PARKING VIOLATIONS ISSUED TO THEIR GUESTS.

Vehicle Towing and Redemption

Procedures for the removal or towing of illegally parked vehicles have been adopted by Manhattanville College to ensure the safety and convenience of all persons on campus and apply to all full and part-time students of the Manhattanville Community, as well as visitors. All towing will be to a location designated by the Department of Campus Safety and any and all costs that the College may incur with regard to the removal and disposal of the vehicle will be billed to the owner.

All inquiries by owner and/or operators of towed vehicles may be made at the Department of Campus Safety. The owner and/or operator may claim their vehicle by paying any parking violations to the Bursar/Office of Student Accounts directly or via mail. Towing and storage charges are to be paid directly to the towing contractor. Authorization for any towing will be at the discretion of the Director of Campus Safety or his/her designee. Diplomas, transcripts, class registration, and/or housing selection will be held pending the disposition of outstanding parking violation fines. Tickets will place a financial hold on a student’s account until they are paid in full.

College Vehicles

Authorized students who use College vehicles are responsible for any incidents that may occur with the vehicle. Students are to contact Campus Safety immediately if they problems with the vehicle, are involved in an accident, receive parking tickets (driver is responsible for payment of ticket; a $25 surcharge along with the fine and fees will be applied to a student’s account for any unpaid tickets). A student who is assigned a vehicle must return the vehicle at its designated time and to its designated parking location, with windows fully closed, doors locked, fueled up, free of trash, and keys returned to Campus Safety Headquarters. College vehicles may not be parked in illegal areas on campus. Failure to do so could result in a parking fine. At no point should the authorized student allow another student to operate the vehicle. Students must have a valid US driver’s license and complete the driver application through Campus Safety in order to be authorized to use a College vehicle.

Students who do not follow the outlined rules will be subject to disciplinary action and forfeit their ability to use College vehicles in the future.

Students found using a College vehicle for non-College related activities will forfeit their ability to use vehicles in the future, be charged on their student account for any non-College related use of EZ Pass and/or Gas Speed Pass along with a with a $25 surcharge, and may be subject to disciplinary action.

If a college vehicle is involved in a motor vehicle accident, please remember that leaving the scene of a motor vehicle accident is a crime. Call 911 if hurt or in a dangerous situation. If another vehicle is involved, gather as much information as possible: driver’s name, address, license plate and state, make, model, color, damage to vehicle, location of accident (street, city, state). If able, take as many pictures as possible and from different angles.

Students driving in an unsafe or reckless manner will forfeit their ability to use College vehicles in the future. Students who incur damages on a college vehicle due to negligence may be liable for those damages.

Emergency Call Boxes

Emergency call boxes are located in the front entrance of each residence hall, the Music Building, Brownson, every elevator, Berman Center and several exterior locations. To operate these emergency phones, push the red EMERGENCY button. The telephone will speed dial the Campus Safety desk in Spellman Hall.
Department of Campus Safety will know your location and ask you to state your emergency. They will then dispatch the appropriate response team.

**Fire Prevention**

The College’s Fire Safety Program is designed and implemented by a collaborative group, which consists of the Vice Presidents, Dean of Students, the Director of Residence Life, the Director of Campus Safety, and student representatives. There will be periodic seminars and drills throughout the year.

Failure to evacuate while a fire alarm is sounding in any building will result in disciplinary action and or monetary fines. Each student is responsible for knowing evacuation procedures of the building. Students must take the lead in being aware of fire prevention and precautions on campus.

The College reminds its members that malicious acts involving fire equipment or fire alarms will not be tolerated and will result in the expulsion of students. Such acts include, but are not limited to, intentionally discharging a fire extinguisher, spraying a substance known to activate the building fire alarm system near a fire/smoke detector, or activating a building fire alarm system via pull station. The College reserves the right to report instances to the proper law enforcement authorities.

The College has an obligation to uphold public law and warns its members that any malicious act involving fire equipment or fire alarms will result in disciplinary action by the College, including expulsion, and is punishable by state law under Section 240.55 of the New York State Penal Law, FALSELY REPORTING AN INCIDENT in the second degree, a class A Misdemeanor. Further, should anyone become injured or killed as a direct result of such a malicious act, the offense is punishable under section 240.60 of the New York State Penal Law, FALSELY REPORTING AN INCIDENT in the first degree, a class E Felony.

**In Case of Fire:**

- Remain calm and think.
- Feel the entire door for heat. BE CAREFUL TOUCHING DOOR KNOBS. THEY CAN CONDUCT THE MOST HEAT. If door is hot or if there is excessive smoke in the hallway, remain in your Room. See section below.
- Move in an orderly and rapid manner in a single file line along the wall upon which the exit is located.
- DO NOT attempt to extinguish the fire.
- If smoke is present, wrap a wet cloth or towel over your nose and mouth.
- Remain close to the floor.
- NEVER use the elevator when there is a suspected fire in the building.
- If in residence halls, go to determined assembly area for roll call by Resident Advisor.
- If in any other building on campus, please use the nearest exit, assemble in a safe location and wait for further instructions.

**If you Cannot Leave the Room:**

- Open windows if there is smoke coming in from the hallways; if there is no smoke, leave windows closed to prevent outside smoke from being drawn into the room.
- Seal cracks around the door with towels (damp, if possible).
- If you are trapped, attract attention by hanging an object from the window- the brighter the color, the better. If outside smoke is drawn in, close the window leaving the objects hanging.
• If smoke is severe, place a wet cloth over your nostrils and REMEMBER, the floor is usually clear of smoke.
• If possible and safe to do so, have water readily available in a nearby sink and/or bath tub
• Report the emergency by dialing Campus Safety at (914) 323-5244.
• Fire safety is an issue of which the entire community should be aware. Violations of fire safety procedures or misuse of fire safety equipment will be dealt with seriously and may result in the removal of the violator from the residence halls and/or the College community.
• Parking in Fire Lanes also presents a fire safety threat to the community and should be avoided at all costs. Violators will be fined and/or towed.

General Safety Measures
• Keep windows and doors closed and locked when you are not in your room. Test them to see that they are locked securely. (Contact Residence Life immediately if your doors lock is not working).
• Make a list of your valuables and keep it in a safe place. Include pictures, exact description, year purchased and ID number.
• Do not leave money or valuables exposed in your living quarters. Place money and valuables out of sight and under special lock protection.
• Do not prop doors open.
• Do not let strangers into your living area.
• Report all suspicious activity. Remember Campus Safety phone extension 5244. Campus Safety and Residence Life should be notified of any threatening incidents or unusual behavior.
• Do not walk alone on campus at night. Go in pairs or with a group and try to remain in well-lit areas.
• Know the location of the blue light emergency call boxes.
• Park in well-lit areas.
• Do not leave your car unlocked, unattended or with key in it.
• Do not hitchhike—even on campus.
• Install anti-theft software on laptop computers (lojack)
• Keep a record of the make, model and serial numbers of all electronic items

Medical Emergencies
If a medical emergency should occur, contact Campus (914) 323-SAFE (7233) and provide the officer with all the information regarding the medical emergency (e.g. type of call, location and person(s) involved). Upon evaluating the situation the officer will then immediately notify the necessary departments and authorities. In case a student must go to the hospital, the student will be transported by ambulance or by other means, depending on the severity of the injury, and may be accompanied by a member of the College staff. In cases of serious medical emergencies, parents, guardians or designated emergency contact will be notified as soon as possible.

Area Hospitals
White Plains Hospital
(914) 681-0600
41 East Post Road / NYS route 22
White Plains, NY 10601
www.wphospital.org

Westchester Medical Center
(914) 493-7000
100 Woods Road
Valhalla, NY 10595
www.westchestermedicalcenter.com
Emergency Notification

The college uses the RaveAlert emergency notification system to notify students or parents registered with RaveAlert of emergencies on campus. The college highly recommends that students register with Rave Alert at https://www.getrave.com/login/mville. Please safely store the username (Mville e-mail username) and password in a secure location for future reference.

Emergency Registration Deregistration

To stop receiving RaveAlert messages sign onto the website above and deregister. Texting STOP to 67283 or 226787 will also stop RaveAlert messages.

Missing Student Policy

The Higher Education Opportunity Act (“HEOA”) requires Colleges with housing to establish a policy and procedures regarding the reporting, investigation, and required emergency notification when a Residential Student is deemed to be missing. The College is respectful of student’s privacy when trying to determine how to address each case, but every report must be taken seriously. If a student is reported to be missing, whether it is extensive absences from class or failure to show up for commitments (athletic teams, clubs and organizations etc.), there is a reason to be concerned for the student’s wellbeing. Please refer to the Manhattanville College Policies webpage for the full policy.

School Closing Information

In case of bad weather, the following television and radio stations will broadcast school closing information:

<table>
<thead>
<tr>
<th>Television Stations</th>
<th>Channel</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIOS</td>
<td>1</td>
<td>Westchester County</td>
</tr>
<tr>
<td>CBS</td>
<td>2</td>
<td>New York City</td>
</tr>
<tr>
<td>NBC</td>
<td>4</td>
<td>New York City</td>
</tr>
<tr>
<td>ABC</td>
<td>7</td>
<td>New York City</td>
</tr>
<tr>
<td>NEWS 12</td>
<td>12</td>
<td>Westchester County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Dial</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINS</td>
<td>1010AM</td>
<td>New York City</td>
</tr>
<tr>
<td>WVOX</td>
<td>1460AM</td>
<td>New Rochelle, NY</td>
</tr>
</tbody>
</table>

Crime Statistical Information

The Advisory Committee of Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. Vice President Greg Palmer, the Chair of the Committee, will provide this information. He can be reached at (914) 323-5194. Crime statistics can also be viewed at the Manhattanville web site (www.mville.edu) or the Campus Safety Pamphlet, which is distributed. If a reported crime is investigated by the law enforcement authorities and found to be false or baseless, the crime is considered “unfounded” and is not included in our institution’s statistics. Manhattanville’s crime statistics
detailed report can be found on the U.S. Department of Education: http://ope.ed.gov/campussafety/#/institution/details

Dining Services (Chartwell’s)

Meal Plans

All resident undergraduate students are required to have a meal plan. Residential undergraduate students must choose one of the following four meal plans:

- A 15 meal per week plan plus a $150.00 Pub Cash
- A 19 meal per week plan (all freshmen resident students are required to be on the 19 per week plan for the first year) plus a $100.00 Pub Cash
- A 10 meal per week plus a $250.00 Pub Cash
- 135 meals plan per semester plan plus a $150.00 Pub Cash

Meals do not carry over from week to week, except the 135 BLOCK plan- this does carry over from week to week, but ends at the end of the semester. Meal plans are not in use during breaks. However, students can use Pub Cash during Thanksgiving and Spring Break. All meal plans renew every Thursday morning.

In addition to the meal plans, there is also Café Cash which works as a declining account balance. All undergraduate and graduate commuter students are encouraged to deposit money into their student account (a minimum of $20.00 is required) to be used as Café Cash. Once you have deposited money into the account, your I.D. card acts as a debit card, which eliminates the need to carry cash, and also saves the sales tax. Pub Cash or Café Cash can be used in the Vending Machines, or can be used in the Library, the Café, or Brownson Food Court.

Café Cash rolls over from the Fall semester to Spring semester, but not from Spring to Fall. Your first time Café Cash deposit of $200.00 or more earns you an additional 20% bonus. This is a great alternative for our Commuter Students.

Benziger Dining Hall

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner (Friday and Saturday)</th>
<th>Dinner (Saturday thru Sunday)</th>
<th>Saturday &amp; Sunday Brunch</th>
<th>Saturday &amp; Sunday Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am – 12:29am</td>
<td>11:30am – 2:30pm</td>
<td>5:00pm – 8:00pm</td>
<td>5:00pm – 9:30pm</td>
<td>9:30am – 2:30pm</td>
<td>5:00pm – 8:00pm</td>
<td></td>
</tr>
</tbody>
</table>

The dining hall is the central location for eating on campus and provides an opportunity for talking, relaxing and socializing with others on campus. During the week, the dining room serves full service and continental breakfasts, a full lunch or snack, and dinner. On Saturday and Sunday, the dining room serves a combined breakfast/brunch/snack service and dinner.

Outtakes

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am – 11:29am</td>
<td>11:30am – 4:29pm</td>
<td>4:30pm – 11:59pm</td>
<td>12:00pm – 11:59pm</td>
<td></td>
</tr>
</tbody>
</table>

Student Handbook 2016-17
Outtakes is located on the lower level of Benziger Hall and features a variety of items, including pizza, ice cream, sandwiches, salad, soda, juice, and grilled specialties as well as Coyote Jacks, SONO-Celebrate Latin and Summer Smoothies.

The Pub

Our campus pub serves as a social gathering place for our student body. At special events, the Pub provides the students with an opportunity to enjoy a variety of delicious foods or to be entertained by a DJ or band. Karaoke and Comedy nights are just some of the many exciting programs sponsored by Student Activities in the Pub.

****Note: On Saturdays and Sundays the Pub is open starting at 12:00pm.

The Library Café

<table>
<thead>
<tr>
<th></th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00am – 5:00pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Located in the Library, the Café offers a variety of coffee (Starbucks) and coffee specialty along with pastries, salads, and sandwiches.

The Brownson Café

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Friday’s</th>
<th>Saturday and Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30am – 11:29am</td>
<td>11:30am- 4:29pm</td>
<td>4:30pm- 8:00pm</td>
<td>8:30am – 2:30pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Located in Brownson building main floor, the Café offers a variety of beverages and coffee specialty along with pastries, salads, and sandwiches.

Director of Dining Services (914) 323-5392
Administrative Assistant (914) 322-5395
Dining Room Manager (914) 323-5397
Director of Catering (914) 323-5396
Executive Chef (914) 323-5393

For more information on Dining Services, please visit www.dineoncampus.com/mville
DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is responsible for the overall well-being of all students during their time at Manhattanville. This office is committed to creating a living-learning environment that fosters student growth and development. The Vice President for Student Affairs oversees all related offices working together to meet a broad range of student needs. These offices include:

- Athletics
- Center for Student Success
- MAP & Mentor Program
- Counseling & Wellness Center
- Dean of Students
- Disability Services & HELP & PAC Program
- Duchesne Center
- Health Center
- Office of International Student & Scholars
- Office of Residence Life
- Office of Student Activities

Working collaboratively, these offices make every effort to accurately assess, represent and meet the needs of Manhattanville’s student population. With assistance from many segments of the College community, members of the Student Affairs area provide students with opportunities to develop leadership skills and improve their ability to make informed choices.

Athletics

The Manhattanville College Department of Athletics is guided by the belief that the intercollegiate athletics experience is integral to the educational mission of the college. It is our purpose, as educators and leaders, to provide competitive athletics programs intended to encourage in our male and female students a desire for excellence, respect for peers, commitment, teamwork, leadership, loyalty and integrity.

The Department also works to assure that athletes are representative of the student body, and are treated as all other students with the same regard for their academic achievement, commitment to community service, and their overall personal development. By carrying out our mission, we strengthen the ability of our student-athletes to develop into responsible and contributing members of society.

Varsity Sports

Over the years, many of the College’s athletic teams (NCAA Division III) have achieved great success, participating in numerous conferences, regional and national championships; while many individual athletes have gone on to earn national recognition. Because of this success, achieved with demanding schedules, Manhattanville continues to enjoy the reputation of one of the finest small College programs in the East. Manhattanville currently offers men and women’s basketball, cross country, golf, ice hockey, lacrosse, soccer, and indoor and outdoor track; as well as baseball, field hockey, softball and women’s volleyball. Students are encouraged to participate in the intercollegiate program, and should contact the Athletic Department at (914) 323-5280 with questions.

Counseling & Wellness Center

The Counseling & Wellness Center is a safe, private confidential place for students to speak with professional mental health clinicians regarding personal issues in both individual and group sessions. The Counseling Center is staffed by clinical psychologists, a psychiatrist and a nutritionist. All of the professionals in the Counseling Center have had extensive experience working with College age students. Services offered include individual and group counseling, psychological/psychiatric assessments, crisis intervention, medication management, consultations, and referrals. The services offered at the Counseling Center are provided free of charge for all fulltime undergraduate and fulltime resident graduate students. Our Wellness Center includes a
massage chair, a light box, adult coloring books, Buddha board, hypnosis, aromatherapy, meditation CD’s, mindfulness, biofeedback, and nutritional counseling.

The Counseling Center is located in suite G-29 in Founder’s Hall and is open Monday – Friday 9:00am – 5:00pm. Our phone number is (914) 323-5155. In case of an emergency after hours please call Campus Security at 888 from any campus phone, from a non-campus phone at 914-323- SAFE (7233), or contact your Resident Advisor or Resident Director.

Office of Disability Services

In accordance with Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, Manhattanville College strives to ensure that “no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program administered by the College.” As per federal law:

An individual is defined as having a disability if they are an individual who (1) has a physical or psychological impairment which substantially limits one or more major life activities; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

The Office of Disability Services works in collaboration with all departments of the college, whether academic, student services, facilities, etc. to ensure accessibility and to assist students and advocate to maximize student independence and success. The Office of Disability Services arranges, facilitates and/or coordinates accommodations to meet individual students’ needs.

Undergraduate and graduate students with documented disabilities who are seeking accommodations may voluntarily register with the Office of Disability Services by scheduling an intake appointment with the Director. As part of the intake process, students will be asked to provide appropriate and current documentation. In the case of multiple disabilities, students may be asked to provide documentation for each disability for which accommodations are being requested. It is recommended that students submit the most recent documentation of his or her disability. Disabilities change over time and documentation should support current needs. Students may be asked to obtain updated documentation if no recent documentation exists. In some cases, students may be asked to go for further disability testing or evaluation to gain more information on accommodation needs. Services, accommodations and/or the need for assistive technology will be determined on an individual basis upon documentation review and a thorough consultation with staff from the Manhattanville Office of Disability Services.

Accommodations are determined by the Office of Disability Services on an individual basis considering both documentation and intake interview. Accommodations may include but are not limited to the following: Exam accommodations such as extra time; alternate location; use of Assistive Technology, materials provided in alternate formats and other academic accommodations based on student-specific disability and documented limitations. Each semester, students who are receiving services from the Office of Disability Services need to make a formal request for accommodations. The first step to receiving accommodations is coming into the office and filling out an Academic Accommodation Request Form. This form will initiate emails to professors notifying them that a student is registered with the office and entitled to accommodations. Other accommodations that will need to be requested before the semester begins if possible include: textbooks and other class materials in alternate formats and sign language interpreters.
Throughout a student’s college career, staff from the Office of Disability Services are available to meet individually with each student to discuss what accommodations are most effective. Developing the accommodation plan is an ongoing process and accommodations can be changed or adjusted if the need arises.

Grievance Procedure

Section 504 of the Rehabilitation Act and The Americans with Disabilities Act prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance. Any student who believes that reasonable accommodations have been denied should first contact the Director of Disability Services who will attempt to resolve the situation expeditiously. If a resolution cannot be reached, a written petition should be submitted to the Director, who will convene the ADA Committee to review the petition. The Committee’s decision may be appealed to the Vice President for Student Affairs. Accommodations may, at the discretion of the Vice President, be provided in the meantime.

Service and Support Animal Policy

Manhattanville College understands the importance of Service and Support Animals to those individuals with disabilities and has therefore established policies and procedures to provide equal access to those individuals requiring this support and to ensure the safety of the campus. This policy ensures that people with disabilities, who require the use of Service or Support Animals as a reasonable accommodation, are granted this privilege so that they may receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. Please contact the Director of the Office of Disability Services, to learn more about the policies and procedures of a Service or Support Animal.

The Higher Education Learning Program (HELP)

The HELP Program is a fee-based program that serves as a center of support for graduate and undergraduate students with documented disabilities. It is designed to focus on the academic needs of each student and provides intensive individualized tutoring. Participants will develop many of the skills needed to become successful college students. Tutoring is provided by professionals who have training and experience working with students with a variety of needs. The Program runs in the Fall and Spring semesters as well as during the Summer sessions for students taking courses at Manhattanville. A student may also utilize the HELP Center if the student is planning on taking courses at another campus but plans on continuing at Manhattanville College in the Fall semester. No separate application is required to become a member of the HELP Program. Students may enroll in the program after they have been accepted by the College and have registered with the Office of Disability Services.

The Pathways and Connections Program (PAC)

Manhattanville College offers an innovative and comprehensive program for undergraduate students with Autism Spectrum and related diagnoses. The PAC Program is a fee-based program that includes features such as career development, individual counseling, peer-mentoring and a partnership with Purchase College’s Autism Spectrum Disorders Program for social events. The goal of the Manhattanville PAC Program is to provide participants with a well-rounded campus experience, connections to the community, social events off campus and an extensive preparation for life after Manhattanville College.

The Duchesne Center for Religion & Social Justice

The Duchesne Center promotes the development of ethically and socially responsible undergraduate leaders for the global community involving the entire student body offering volunteering and service-learning
opportunities. In furthering our goal to create a diverse and engaged community, Duchesne works closely with student organizations, academic departments, administrative offices, and community groups to promote the exploration and celebration of cultural, ethnic, religious and gender dimensions of our human experience for human flourishing and transformation. Through educational programming on behalf of students, Duchesne fosters a community where all members are valued and supported.

The Duchesne Center’s signature 4th Credit Option links academic courses to community service and civic engagement by emphasizing engagement and reflection as inseparable components of this development. The 4th credit option is available to undergraduate students only. Through partnerships with social service, private, and government agencies, Duchesne sponsors community outreach, diversity, leadership and social responsibility initiatives, global citizenship programs, spiritual well-being, and opportunities for national and international service-learning trips.

As a Non-Governmental Organization (NGO) at the United Nations/NYC, The Duchesne Center facilitates student/staff and faculty participation in UN programming. The Duchesne is dedicated to issues on global concerns, leadership, social justice, identity, religion, mentoring, and education for students involved in civic engagement projects. Anyone interested in community outreach, multicultural issues, leadership, social responsibility, human rights, service learning, global citizenship, religion and spirituality should visit the office located in Founders Hall.

The Duchesne Center is responsible for coordinating interfaith services, pastoral counseling, and religious clubs for various Christian, Muslim, and Jewish student groups. Catholic liturgies and sacraments are offered on Campus through the O’Byrne Chapel. Information is available for all students to churches, synagogues, mosques, and other houses of worship in the area. To provide an atmosphere where students of all faiths and philosophies can gather, Duchesne is interfaith in its outreach and offers authentic Yoga and Zen meditation experiences.

Duchesne Undergraduate Scholars need to be mindful of their responsibilities and rights can be found on the Center’s webpage

The Duchesne Center is located in G-20 in Founder’s Hall –The Gallery. The Office is open five days a week with programs running seven day a week. You may contact the Duchesne Center at 914 323 5447.

Health Center

The Student Health Center is responsible for providing confidential health care to all full time undergraduate, part time undergraduate residents, graduate residents and Bridge Language Center resident students. The Student Health Center staff includes an office manager, a Board Certified Physician in Internal Medicine, a Licensed/Board Certified Nurse Practitioner in Family Medicine and two registered nurses. Physically challenged students and students with special health problems are asked to have their regular physician send a summary letter about their chronic condition or special needs prior to arrival on campus.

The Student Health Center staff will work with a student’s private physician on routine matters as well as emergency or illness situations in order to collaborate and provide continuity of care. The following are required of any student registered for 6 or more credits: a completed physical examination form signed and stamped by a licensed provider, a completed official immunization form with proof of immunity to measles, mumps, and rubella as specified in NYS Public Health Law #2165, a Meningitis vaccination within ten years or a signed waiver as specified in NYS Public Health Law #2167 are required at the time of admission to the College and a PPD test for tuberculosis. These forms must be on file in the Student Health Center in order to prevent registration or residency from being revoked.
If a student becomes ill, it is advisable to check with the Student Health Center so the condition may be evaluated and treated. If a student becomes ill, and the Student Health Center is closed, the Resident Advisor should be notified so appropriate action can be taken. Several members of the Campus Safety staff are trained Emergency Medical Technicians. Severely ill students will be sent via EMS to the hospital for evaluation. Any students returning from the emergency room should check in with the Student Health Center upon returning to campus. If the Student Health Center is closed, report to Campus Safety, a Resident Advisor, or a Resident Director on duty so when the Student Health Center reopens, appropriate follow-up may be done. Students who are severely ill may be hospitalized or sent home since no inpatient accommodations are available within the Student Health Center.

Most services in the Student Health Center are free. There are a few exceptions for certain tests, immunizations, medications and treatments. Care provided by physicians, hospitals, laboratories, or radiologists off-campus is the financial responsibility of the student receiving the care. Medical insurance at Manhattanville College is mandatory. Students who do not have medical insurance will automatically be enrolled in a Health Insurance Plan offered through Manhattanville College.

The Student Health Center is located on the ground floor of Spellman Hall and is open Monday through Friday from 9am – 5pm. You may contact the Student Health Center via phone at (914) 323-5245.

Dean of Students
As part of the Student Affairs Division, the Dean of Students provides programs and services to support the development of undergraduate and graduate students’ personal growth. The Dean of Students oversees the management and leadership of the Office of Student Activities and the Center for Student Success. The Dean’s role includes interpreting and applying policies and procedures including the undergraduate student code of conduct. The Dean of Students office is located on the second floor of Reid Castle. The Dean of Students can be reached at 914-323-3134 or by email at deanofstudents@mville.edu.

Student Activities
The Office of Student Activities (OSA), located in Founders Hall G-33, serves as a resource to both full-time and part-time undergraduate students who plan and implement general, cultural, social, recreational and educational programs. In keeping with Manhattanville College’s purpose, the Office of Student Activities strives to contribute to the intellectual and personal growth of students through co-curricular activities, thereby serving as a vital link in the education of the whole person. By offering off-campus trips, registering and supporting a wide variety of clubs and organizations, leadership training and development, the college reinforces its commitment to stimulate the intellectual and personal growth of its students. OSA, in conjunction with Student Government Association, is also the source for club/organization budget allocations and regulations pertaining to its use. Manhattanville has over 40 clubs and organizations. The club recognition guidelines and a guide to the funding of these groups are presented in the “Student Clubs and Organizations Guide” located on Check I’m Here and paper copies are obtained in the Office of Student Activities located in Founder’s Hall G-33.

Commuter Services
Commuter students comprise approximately 25 percent of the Manhattanville community. They are encouraged to participate in all aspects of campus life, including academic and student organizations and other on-campus activities. Please refer to the Event Guest Policy on page 50 for guest policy rules and regulations. Student lounges located on the first floor of Brownson Hall, lobby of Spellman Hall, Library, Game Zone and Berman Center provide spaces to study individually or in groups, as well as a place to relax and meet other students between classes. Food services are available at Benziger Dinging Hall during normal meal times. Food services are also offered at the Brownson Café, Library Café and the Pub. Check the specific location for operating hours. Commuter students may reserve a locker for free for the academic year. They must provide their own lock and complete the Locker Request form in the Office of Student Activities.
Fall Fest’ville
Fall Fest'ville is Manhattanville College’s Family and Friends Weekend. This annual event features opportunities for families to interact with students, alumni, faculty and staff. There are student performances and fun activities that the whole family can enjoy!

Orientation
Orientation introduces our incoming new students during the Summer and Winter to the academic expectations and extra-curricular opportunities on campus. New students will meet faculty members, learn how to get involved on campus and socialize with fellow new and upper-class students.

Clubs & Organizations
Student Clubs and Organizations are created by and for undergraduate students with similar interests and talents to bring a diverse array of extra and co-curricular experiences to all members of the Manhattanville community. If you are currently a Club or Organization or would like to start a new Club or Organization, please see the “Student Clubs and Organizations Guide”. A copy may be obtained from the Office of Student Activities in Founder’s Hall G-33 or through “Check I’m Here”

Planning an Event
Student clubs/organizations looking to have an event must first submit their event for approval using the Event Proposal form found on Check I'm Here. The Office of Student Activities will review your event and contact you with approval or for more information. Once your event has been approved OSA will work with you to plan your event using the campus resources available to you. At no point should a room be reserved, purchase be made, or food be ordered without receiving prior approval from OSA as they should be coordinating these processes with you.

Event Guest Policy
Social events on campus are an important and integral part of the total educational experience. The College Campus Social Event Guest Policy is intended to encourage responsible choices that seek to enhance the quality of the social life at Manhattanville College. It is important for all students to understand what is expected of them and their guests. Students or members of a club or organization planning social events must be aware of the following regulations.

The Student must understand and abide by the guest policy established in the Student Handbook and accepts full responsibility of his/her guest.

Commuter Students and their guests
- Commuter students may attend events on campus after 8:00 pm as long as they do not enter the residence halls. In the event that a commuter student intends to spend any amount of time in a residence hall after 8:00 pm, a residential student must register the commuter student as an overnight guest (see guest policy under The Office of Residence Life)
- Commuter students are allowed to bring one guest to campus events. Guests must be registered prior to attending the event. To register a guest, commuter students must either register their guest during the event RSVP period or bring their guest to Campus Safety Headquarters in Spellman Hall to fill out a Guest Registration Pass. The host commuter student will fill out a Guest Registration Pass and present both host Manhattanville ID and Guest ID (Driver’s license, passport, Government ID).
• All guests of Manhattanville College students must carry a valid ID and their copy of the Guest Registration Pass at all times. The guest of a commuter student must leave campus upon the conclusion of an event. The guest may not spend the night on campus.

Non-Manhattanville guests and/or invited institutions/organizations

• Students planning a social event on campus that invites guests not associated with the college must meet with the designated staff member from Student Activities to discuss the event and how and where the event will be advertised.
  
  o The host(s) of the event must submit a list of invited guests and/or institutions to the designated Student Activities staff member at least one week prior to the event. Failure to do so may result in no guest policy for that event.

  o The Office of Student Activities will share the list with appropriate college personnel (i.e. Residence Life, Dean of Students, and Campus Safety). If there is a potential problem the host will be contacted to discuss the event.

  o For an invited institution/organization, OSA will contact the appropriate personnel at the invited institution to discuss the guest policy and pertinent college rules and regulations.

  o Students on the pre-approved guest list must present at the front gate a current valid Photo ID (driver’s license, passport, or State ID). If a guest’s name is not on the pre-approved guest list, the student will not be permitted to enter the campus.

  o Guest lists must include the names of any off campus presenters (i.e. DJ, speaker, performer) and any support staff that is coming with the presenter. This must be submitted at least one week prior to the event.

  o The following information needs to be included on the guest list:
    
    ▪ Hosts Name and Room Number (if a residential student)
    ▪ Guests Full Name (first and last), Guest Date of Birth and Guest Home Address (including, street, city and state)
    ▪ Guest contact information including email and phone number
    ▪ Will the guest attending the event be staying on campus overnight

**Please refer to the “Guest Policy (Residence Halls)” section of the Code of Community Conduct for Additional Information Regarding Manhattanville College’s Guest Policy

Student Club/Organization Event Responsibilities:

• Five members of the host club and organization must be present at the event for its duration.
• The club/organization advisor or their designee must be present at the event for its duration.
• Event hosts are responsible for ensuring that the college’s social event policy regulations are observed by their invited guests.
In the event that a host is unable to regulate or oversee the event, she/he should seek help by contacting a representative from the Office of Student Activities, Club Advisor and/or Campus Safety for assistance.

Any damage that occurs to College property during an event will be billed directly to the host(s) organization if no one takes responsibility.

Use of Campus Spaces
Student clubs/organizations must first complete an Event Proposal/Room Reservation Form found on Check I'm Here. The Office of Student Activities will review and confirm all room requests.

Meeting and programming space available for events:

Residence Halls
There are several spaces within our Residence Halls that can be reserved by student clubs/organizations. Student clubs/organizations will be required to complete a Residence Hall Event Space contract once your room has been confirmed.

- Spellman Lounge
- Founder’s Lounge
- Tenney Arcade
- Dammann Pitt

Athletic Facilities
Athletic facilities available to student groups include the following:

- Kennedy Gym
- Softball Field
- Govaliants.com Field
- Dammann Field
- Tennis Courts
- Swimming Pool
- Practice Fields

Benzinger Hall

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Room</td>
<td>250</td>
</tr>
<tr>
<td>Pub</td>
<td>100</td>
</tr>
</tbody>
</table>

Berman Center
Space in Berman Center is available based on class needs. Please keep in mind that no loud events may take place in the lobby at the same time as a class or performance in the theater.

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
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</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>235</td>
</tr>
<tr>
<td>Music Room</td>
<td>55</td>
</tr>
<tr>
<td>Lobby</td>
<td>50</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>25</td>
</tr>
</tbody>
</table>
Brownson Hall and Music Building
Classrooms are available based upon class needs.

Reid Hall
Rooms available in Reid Hall include:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Library</td>
<td>80</td>
</tr>
<tr>
<td>Holladay Room</td>
<td>30</td>
</tr>
<tr>
<td>O’Byrne Chapel/Great Hall</td>
<td>500/1100</td>
</tr>
<tr>
<td>Ophir Room</td>
<td>80</td>
</tr>
<tr>
<td>President’s Dining Room</td>
<td>30</td>
</tr>
<tr>
<td>Reid Study</td>
<td>15</td>
</tr>
<tr>
<td>West Room</td>
<td>25</td>
</tr>
</tbody>
</table>

Other Spaces to Reserve

<table>
<thead>
<tr>
<th>ROOM</th>
<th>CAPACITY</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pius X Auditorium</td>
<td>200</td>
<td>Music Department</td>
</tr>
<tr>
<td>Library Conference Room</td>
<td>15</td>
<td><a href="mailto:Library@mville.edu">Library@mville.edu</a></td>
</tr>
<tr>
<td>EX Theater</td>
<td>100</td>
<td>Theater Department</td>
</tr>
</tbody>
</table>

Policies on Use of College Space

1) Special arrangements must be made with Student Activities and other offices in order to conduct an event prior to or beyond normal operating hours of the building and/or to decorate any of the facilities.
2) The event may only use room(s) for their allotted time reservation. Reservation extensions must be confirmed with OSA first.
3) Any use of audio/video technology within rooms must be cleared with IT Ticket Portal found at http://annex.mville.edu/mymville/faculty-aamp-staff/office-of-information-technology.html
4) Event organizers must be aware that all equipment and decorations (including event advertising materials, banners, posters, etc.) used in and for an event must be removed immediately after the event.
5) Room furnishings CANNOT be moved in and out of the reserved space. Furniture may not be “borrowed” from nearby rooms. All boards must be erased clean and windows must be closed upon finishing.
6) Any group that has reserved rooms and failed to use them or has shown disregard for equipment and facilities may be charged financially through their budget and/or denied further use of the rooms.
7) All refuse and food/beverage leftovers must be removed and deposited in appropriate containers. Chartwells must be notified to collect food service equipment at completion of the event.
8) All events held in residence halls must be in accordance with Quiet Hours that are observed between the hours of 1:00am and 10:00am on weekends and 10:00pm to 10:00am on weekdays. Courtesy Quiet Hours are in effect at all other times.
9) The showing of films or videos in the areas listed above and all other “common” or “public” areas of Manhattanville campus must be approved by OSA.
10) The organization sponsoring an activity or event is responsible for the actions of guests and participants and must ensure that all applicable College regulations and state laws are upheld.
11) Loose glitter may not be used as decorations at any time. Students must respect the physical space and College property at all times.
General Guidelines
Persons making requests for space anywhere on campus should observe the following guidelines:

1) All reservations must be made at least 3 weeks in advance via the completed Event Proposal/Room Reservation Form found on Check I'm Here.

2) Those requesting space involving food service should make preliminary arrangements with OSA well in advance of the given event. All food/beverage requests must be approved by OSA prior to the event. Chartwells is Manhattanville’s primary food provider and must supply food for events. Chartwells will contact Student Activities if they authorize an outside food vendor.

3) Generally, it is to the advantage of your club/organization to assign one person the responsibility for making and overseeing arrangements for College space use.

4) When making arrangements for use of College space, it is important to detail as completely as possible all set-up needs that the event requires. Such items as chairs, tables, microphones, risers, lights, background music, etc. must be requested in advance of the event to ensure availability. Often the department handling your space request will have to refer you to another office for equipment use.

5) Requests for tables, chairs, microphones and stage should be made to glen.john@mville.edu once the event is approved.

6) Requests for audio/visual and computer technology should be made through the IT Ticket Portal found at http://annex.mville.edu/mymville/faculty-aamp-staff/office-of-information-technology.html

Campus Advertising, Sales & Solicitation
This policy shall apply to all campus personnel, faculty, staff, students, student organizations and to any person, organization, or business wanting to use campus facilities, including all buildings, land and open spaces; the sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature.

Use of Bulletin Boards and Postings
The provisions governing the placement and removal of notices on Manhattanville bulletin boards and elsewhere on campus are as follow:

All postings must provide contact information for the organization/department sponsoring the event.

Bulletin Boards

• In order to provide adequate space in convenient locations for posting, it is recommended that no more than 30 flyers per event may be posted. Flyers will be billed to the club/organization budget.

• Flyers for student-sponsored events must be stamped for approval by the Office of Student Activities prior to posting or they will be immediately removed. It is recommended students submit posters for approval to osa@Mville.edu in order for an electronic stamp to be added.

• Posting on campus is limited to the Student Activities designated bulletin boards in Brownson Hall and the freestanding boards in Benziger Hall and the Library, and all boards located in Residence Halls, Game Zone and the Commuter Lounge. Failure to comply may result in fines and/or restrictions from hanging future flyers.

• Posting in Brownson Hall is limited to the Student Activities designated bulletin boards. Student clubs/organizations must use clear push pins provided by OSA to post on the bulletin boards. Failure to comply may result in fines and/or restrictions from hanging future flyers.
• Posters, notices, announcements or other materials must not be attached to outside walls, windows, glass, interior or exterior doors, light fixtures, trees, trash receptacles, shrubs, or utility poles on campus. Failure to comply may result in fines and/or restrictions from hanging future flyers.
• Hanging flyers in a manner that is damaging to school property is prohibited. Glue, staples, and duct tape are NOT approved methods to post flyers. Scotch tape or clear push pins are the only approved methods of hanging flyers across campus. Failure to comply may result in fines and/or restrictions from hanging future flyers.
• It is not the intent of this policy to censor or to otherwise control the content of materials to be posted on campus. However, it is the obligation of all members of the college to maintain an educational environment while respecting the rights of individuals and groups.
• Material should be removed from the bulletin boards by office, department, club or organization within 24 hours after the program or the event advertised has ended. Failure to comply may result in fines and/or restrictions from hanging future flyers.
• Flyers may not be posted more than 2 weeks before the advertised event

Chalking

All student clubs/organizations interested in chalking to advertise an upcoming event must talk to a staff member of the Office of Student Activities. OSA will provide the club/organization approved chalk to use and indicate the approved locations for chalking, which includes the sidewalks on the Quad, Benziger patio outside the Pub, and Brownson Patio.

Dining Hall and Pub

Table tents and quarter sheets with the OSA approval stamp are allowed in the Dining Hall and Pub. The recommended amount of quarter sheets is 40 to cover all the tables in the Dining Hall. Chartwells is able to post some approved posters on the TV monitors in the Dining Hall. Please coordinate with OSA regarding the ability to post on the monitors.

Outside Vendors

In order for outside vendors (individuals, businesses, or groups, including members of the Manhattanville College community acting as individuals or agents for such businesses or groups) to receive permission for a sales and/or solicitation permit at Manhattanville College, the following guidelines must be recognized and upheld:

• Please contact our Events Coordinator in Conference Services, at 914-323-5191 at least two weeks in advance to reserve table space (pending permit approval) for sales and/or solicitation.
• Vendor(s) are charged a fee of $75.00 per day, payable in advance of the vending date.
• The College Bookstore and “College Ring Days” will receive priority in scheduling.
• Unauthorized salespersons on campus will be considered trespassers and may be prosecuted.
• Manhattanville has no commitment, financially or otherwise, to the solicitor.
• The college may revoke a permit at any time. If granted, a solicitor’s contract will be issued and must be carried by the salesperson(s) while on campus.
• If a vendor cancels a date two or more times within one academic school year, the college reserves the right to discontinue business with such vendor.
• Certificate of Insurance listing Manhattanville College as additionally insured.
• The sales and/or solicitations must not disrupt College activities. Flyers/advertisements may only be handed out from people sitting behind a registered table and only to people who approach the table to receive information. Solicitors may not call out to others and may not approach and hand out flyers/advertisements to others (except as a planned part of an approved program), and must remain behind their table.

The Advertising Policy shall apply to all non-College entities and/or commercial business which desire to place advertising on Manhattanville College. Flyers, poster, etc. promoting business establishments containing advertising are banned. The prohibition also includes the placement on campus of non-College publications, which contain advertising. Advertising of a private enterprise on campus is permitted only in approved campus publications, newspapers, magazines.

The College reserves the right to remove any sign/posting on display anywhere on College property that is considered against the mission of the College. These include, but are not limited to, those postings considered ethnically, racially, religiously or sexually offensive.

Student Group/Club

In order for student groups to receive permission for a sales and/or solicitation permit at Manhattanville College, the following guidelines must be recognized and adhered to:

• A representative of the student group must register with the Office of Student Activities to assist in publicity and scheduling and to register to whom profits will go.
• All sales must take place in an area designated by the Office of Student Activities.
• No sales may take place in residence halls.
• A limited number of permits will be granted for any one type of sale.
• The College Bookstore and “College Ring Days” will receive priority in scheduling.
• The college may revoke a permit at any time.
• The sponsoring group must have a representative present at the designated area.
• All money collected by clubs/organizations must be immediately brought to Student Activities Monday-Friday from 9am – 5pm, or to Campus Safety after hours or on the weekends. Two members of the club/organization must complete a deposit form when depositing money. MONEY CANNOT BE KEPT OVERNIGHT.
• The sale or distribution of food items must meet the requirements of Westchester Health Department-Food Safety Resources, which is available at http://health.westchestergov.com/food-safety-fact-sheets. Food for activities that are not catered by Chartwells Food Service must be approved in advance by the Office of Student Activities
• Any student who wishes to sell items on campus but is not sponsored by or supporting a student organization must follow the policies for outside vendors.
• The sales and/or solicitations must not disrupt College activities. Flyers/advertisements may only be handed out from people sitting behind a registered table and only to people who approach the table to receive information. Solicitors may not call out to others and may not approach and hand out flyers/advertisements to others (except as a planned part of an approved program), and must remain behind their table.
Political Campaigning

The three major concerns in regard to campaigning are to protect rights of privacy, to protect the name of Manhattanville College, and to avoid soliciting funds on campus for political purposes. Therefore, the following policies have been established:

- An information table may be set up in public areas outside the Bookstore.
- There may be no door-to-door canvassing or display tables in residence halls, administrative or academic areas.
- Voter registration sign-up tables are the exception because this is a drive to promote civic responsibility and is non-partisan.
- The name “Manhattanville” may not be used in connection with any political purposes.
- Implied approval by Manhattanville for any political candidate may not be used.
- There can be no effort to solicit funds for a campaign. If donations for campaign paraphernalia are requested, it is understood that this is voluntary.

Office of International Students & Scholars (OISS)

The Office of International Students & Scholars (OISS) provides comprehensive guidance to international undergraduate and graduate students and exchange visitors at Manhattanville. We advise students on their rights and responsibilities relating to their specific visa status, counsel students during the cultural adjustment period, and link students to services and activities on our campus and in the surrounding community (Center for Career Development, Counseling Center, banking, Social Security, DMV, etc.)

The OISS conducts orientation sessions for new undergraduate international students (freshmen and transfers) each fall. Throughout each year, we send e-mail alerts, offer workshops and advise individuals about immigration and travel matters, required income tax filings, authorized employment and internships, and other related issues. We administer the health insurance program for F-1 students and J-1 exchange visitors and serve as an advocate for all students in non-immigrant status (A, F, G, L, etc.). OISS is located in the Founder’s Gallery Rooms E&F, call 914-323-5168 or www.mville.edu/oiss.

Office of Residence Life

The Office of Residence Life is committed to preparing undergraduate and graduate students for an ever growing global community by promoting a safe, secure and inclusive residential community that fosters academic success, holistic development, mutual respect and civic engagement. This is achieved by:

- Collaborative partnerships to meet students wants and needs
- Implementing programs to create an active educational and social environment
- Recognizing growth and achievement of community members
- Continuous assessment and adoption of our services

Residence Life Staff

The Director of Residence Life is responsible for the overall management of residence hall activities and administrative processes. The Director supports a staff consisting an Assistant Director of Residence Life, three Resident Directors (RDs), an Administrative Assistant, three Assistant Resident Directors (ARDs), thirty-two Resident Advisors (RAs), and three Resident Leaders (RLs). RDs are professional staff members who have received specialized training in Student Affairs. RDs live in Manhattanville’s residence halls and oversee their respective areas. ARDs, RAs, and RLs are trained student leaders who serve as an advisor, role model, counselor,
confidant and liaison to the Manhattanville community. ARDs, RAs and RLs work with their building RD to develop a cohesive community. If an issue or question arises which is outside the scope of the RDs, ARDs, RAs or RLs purview, the staff member will work with students to refer the issue or question to the appropriate person or resource.

Residence Hall Offices

Each residential area has staff offices which offer many services to its students. These spaces are where the staff hold their office hours. Each RD and ARD will post daily office hours when he/she is available to students. Resident Advisors hold daily office hours from 8-11 p.m. Students are encouraged to stop by their residence hall office and get to know their Residence Life staff.

• Spellman Office, Spellman Hall, room G-3, Ext. 5163
• Founder’s & NTH Office, Founder’s Hall, room 195, Ext. 5164
• Dammann & Tenney Office, Tenney Hall, Tenney ground floor, Ext. 5166

Residence Life Central Office – Founder’s Hall

The Office of Residence Life, located in Founder’s Hall room G-5, directs all aspects of residence hall administration. This includes staffing and operation of all residence options. The Director, Assistant Director, & Administrative Assistant for the Office of Residence Life are located here. The office is open during regular business hours and the staff is happy to assist students with any residence life related concerns. The office extension is 5217.

Staff Duty Coverage

A Resident Director (RD) is “on call” 24 hours each day to respond to emergencies and act as a resource for the Resident Advisors (RAs) in each building. Resident Advisors are “on duty” in each hall from 7:00pm to 9:00am each weekday and 24 hours on the weekend. Problems of any kind should be reported to the RA on duty. The name, room number and photo of the “RA on duty” is posted every evening at the front entrance to each hall. The “RA on duty” can contact the “RD on call” if needed.

Residence Hall Programming

Hall programs are meant to enrich the quality of residential life and to provide educational and recreational opportunities to the residential student population at Manhattanville College.

**Programming events/activities are designed to:**

• Provide learning experiences in the residence halls
• Allow students and staff to share interests, skills and ideas
• Relate academic, educational and recreational resources of the College to out-of-classroom experiences
• Allow residents the opportunity to socialize and build community

Residential Services

All residents in any status, graduate or undergraduate, in any residents, are subject to all rules and regulations regarding residence halls and the Office of Residence Life.

Check Out

Students leaving one room assignment for another, or moving out of the residence hall, must check-out properly. Students are to arrange a mutually agreeable check-out time with their Resident Advisor to review the Room Condition Report (RCR) and turn in their keys. Appointments for check-out times should be made a minimum of 24 hours in advance of the actual time the student needs to check-out to ensure staff availability. If
the student’s RA is not available at that time, an appointment should be made with the Resident Director. Students will be fined a $75.00 improper check-out fee for failing to properly check out of a room.

Express Checkout is a check out option provided at the end of each semester for students who are not able to check out during normally scheduled times. The Express Checkout form allows residential students an opportunity to return keys and check out of their housing assignment without being officially checked out by a Residence Life staff member. Residents who choose to use the Express Checkout option should be aware that they lose the ability to appeal any end of semester damage billing charges by taking the Express Checkout option. Express Checkout forms may be obtained from any RD office.

Common Areas
The College furnishes common areas and lounges for use by all students. It is intended that these areas be respected, kept clean, and used for cultural, educational, and social functions. Removal of furniture and/or décor that is College property is prohibited. Should removal of College property occur, judicial action will be taken that may include building fees. Smoking is prohibited in all buildings on campus and within 20 feet of any building.

Facilities
With the exception of Dammann Hall, each residence hall is equipped with a kitchen. All residence halls have a laundry room and vending machines. Please stop by your building staff office for more information.

Furnishings
The College furnishes each room with a single bed, a desk, a chair, and either a dresser or a closet organizer for each occupant. Non-College sanctioned lofts, waterbeds, and halogen lamps are not allowed in any of the halls. Ceiling tapestries are also prohibited. A list of prohibited items can be found in the larger Code of Community Conduct. You may also refer to the “Things Not to Bring” list, available in the Office of Residence Life or on-line, for those items which are prohibited in the residence halls.

Internet Connections & Emails
Each residence hall room comes equipped with a separate Ethernet connection for each resident. In addition, all dorms and common spaces have wireless services to support additional devices. Every student upon his or her arrival at Manhattanville College is given an e-mail account on Office365. Included with Office365 is a free download of the Microsoft Office suite including word and excel. Your Manhattanville e-mail account is the official form of communication between students and the College. Helpdesk service is available 24/7 by calling 914-323-7200. Additional resources for setting up your e-mail on your cell phone, downloading MS Office or setting up gaming devices are available in Blackboard, the college’s learning management system.

Housing Contracts
Manhattanville College requires all residential students to sign a Housing Contract for the entire academic year. In addition to highlighting certain rules and regulations of the Residence Halls, this contract also establishes the financial obligations of the student. All students intending to reside on campus for any portion of the academic year are required to sign a housing contract. All students will sign housing contracts prior to receiving room keys at check-in. All residential students are responsible for knowing and understanding the contents of the housing contract.

Keys
Residents are issued keys appropriate to their living area. Students should carry their keys with them at all times. If, for any reason, a student is locked out, he/she should attempt to find his/her roommate to gain
entrance. If this is impossible, contact the Residence Life Office during the day or the RA on duty during the evening and weekend hours. Lockouts are an inconvenience for everyone and are subject to a $10.00 charge.

Students should report lost or stolen keys immediately to their RD. Fines will be issued if there is a need to replace a key or to have a lock changed (please refer to the “DAMAGE BILLING COSTS AND FINES” section of the Code of Community Conduct for specific fine information).

Residents may not duplicate their key(s) for any reason, and may not lend their keys to anyone.

Students are also not permitted to give their keys to their guests. Students who violate these rules will be subject to judicial action, which may include loss of residency. Students in possession of keys to a room in which they do not reside will be judicially charged and may be expelled from the College.

Maintenance

All maintenance problems should be reported to the Physical Plant work order line at extension 6080. Work orders may also be placed on-line through the Manhattanville College website at http://facilities.mville.edu/. If any emergency maintenance problem occurs in the evening hours or on weekends, students should contact the “RA on duty”. He or she will assess if it is crucial for emergency staff to be called. Please take time to report any maintenance problem during the day. Evening maintenance personnel will only deal with severe emergency situations. Students need not be present for maintenance staff to work on repairs in their room.

Roommates and Roommate Conflicts

The key to having a successful roommate relationship is communication. Unless you are able to articulate your needs and desires appropriately, your roommate may easily overlook them. Be sure to tell your roommate(s) about yourself – your habits, preferences and the kind of lifestyle you are accustomed to leading. Chances are you will receive a lot more consideration from your roommate if she/he knows “where you are coming from.” It will be easier to reach a workable compromise when differences arise if you understand each other’s value system.

The personal growth that can be gained from living with people can be enormously enriching and a realistic learning experience for the future. Students are encouraged to sort out and resolve problems with help from staff members if the need arises. Students may not allow anyone not assigned to a space to occupy a room. Switching room assignments without administrative approval is not allowed. Subletting in the residence facilities is strictly prohibited.

In the event of irreconcilable differences among roommates, please approach your RA. Your RA will offer recommendations that may include mediation and/or room change. Only after significant effort to work toward a resolution of the conflict would a room change be considered.

A student’s room assignment is for a specific room space. Room assignments may not be changed without first consulting the Residence Life Staff. There is a room change freeze during the first three weeks of each semester to allow staff to ascertain an accurate occupancy report. Should students think it necessary to make a room change after the first three weeks, they should speak to their RD. Room changes that occur without the prior approval of a Resident Director will result in a $75.00 fine and possible judicial sanctions. Please refer to the “Check-Out” section in Residential Services in the Student Handbook for detailed information on the structured checkout procedure established by the Office of Residence Life.

Room Condition Reports

The Room Condition Reports (RCRs) are used by the Residence Life staff and give a snapshot of the condition of the room upon check-in. All residents review and sign a Room Condition Report (RCR) when they
check in. Students should make every effort to return the room to the condition in which they found it upon check-in to avoid damage charges. Damage charges are based on changes in the condition of the room and applicable common areas from the time a student checks into his or her assigned room to when the student checks-out.

Residents living in Founders, Dammann, Tenney, and NTH are responsible for the cleaning and upkeep of their bathroom (as well as their rooms) during the academic year. Many residents find it helpful to rotate this responsibility with their bath mate/suites.

Satellite Television Connection
All residence hall rooms include satellite television service. Connect the provided cable wire into the back of your cable-ready television. For your TV to be compatible with our cable, you will need a TV with an internal QAM Digital tuner. Most TV’s made in the last 3 years have this option standard but check your TV’s specifications regardless. If your cable-ready TV will only receive channels 2-13, the problem is most likely that it was set up to receive over-the-air broadcasts rather than cable, either as the factory default or in its previous location. Using the remote, enter the “channel setup” or “program” menu; there, you should re-set your TV to “Cable” rather than “Air” as a signal source and then direct it to “auto-scan” “search” or “auto-program” all the channels again. After doing this you should receive all the channels. To submit a cable TV trouble report call the college Help Desk 914-323-7200.

Storage
There is no available storage space on campus. Information regarding independent, off-campus companies that deal with storage space is available in the Office of Residence Life.

Vacant Space/Room Consolidation Policy
The Office of Residence Life reserves the right to consolidate rooms to fill capacity when there is a vacancy. Although Consolidation typically takes place immediately after the Room Freeze period is lifted (three weeks after the start of each semester), consolidation may take place several times throughout each semester. Room Consolidation affects students who live alone in a double, triple, or quad occupancy room, which occurs when a roommate does not arrive or a roommate moves out of the room. Consolidation may also become necessary due to disciplinary situations or irreconcilable differences. When a vacancy occurs, the remaining roommate, at the discretion of the Office Residence Life, has the following options:

- Retain their current housing with a new roommate of their choice who is involved in the consolidation process;
- Be assigned a new roommate by the Office of Residence Life;
- Be assigned to another living space by the Office of Residence Life;
- When space permits (for students living in a double-occupancy room only), retain the space at current occupancy at an additional cost of 75% of the housing rate.

If consolidation is necessary, the Office of Residence Life will provide all students involved with the necessary information including the date of the move, the new location (if applicable), and the new roommate’s name. Please note that students in triple-occupancy and quad-occupancy rooms cannot “buy-out” a vacant space in their room.

Winter Break Access
Only students on approved Residence Life or Athletics lists will allow access on campus after 5pm.
MANHATTANVILLE CODE OF CONDUCT

Preamble
The educational purposes of Manhattanville College include the preparation of men and women for discerning and responsible citizenship in a diverse and global world. Members of the College must be able to come together in trust, the pursuit of academic excellence and respect for one another’s integrity in a just community. Each member of the community must respect the rights of others and observe the rules of decent living. All community members must keep the ideal of a just community in the forefront of their minds while making decisions.

The Code of Conduct that follows is constructed on the above tenets. The College encourages all students to govern their own social and intellectual community through the procedures outlined below. By encouraging individuals to govern their community, the College does not absolve the individual from accepting responsibility for his/her own behavior.

The College adheres to its mission statement to educate ethically and socially responsible leaders for the global world. The College reaffirms its tenet that its community must be respectful of all differences including creeds, races, ethnic backgrounds, sexual orientations and genders. To that end, all student clubs and organizations are open to any student.

The College does affirm the idea of student freedom with the acceptance of full responsibility for individual action and the consequence of such action. The College cannot and will not permit destructive or antisocial behavior. Therefore, it reserves the right to intercede and require the immediate suspension or withdrawal of a student where that behavior is perceived to constitute a threat to or violate the rights of members of the community or the individual student. Disciplinary authority is vested in the Dean of Students for undergraduate students and the Associate Dean for SOE Graduate or the Dean of MSB. In addition, the President and the Vice President for Student Affairs or their designee can, in the exercise of discretion, immediately dismiss, suspend or discipline a student for serious misconduct.

Responsibilities Within the Larger Community
It should be remembered that Manhattanville has an obligation to uphold the laws of the larger community. While the activities covered by the laws of the larger community and those covered by Manhattanville’s rules may overlap, it is important to note that the community’s laws and Manhattanville’s rules operate independently and do not substitute for each other. Manhattanville may pursue enforcement of its own rules whether or not legal proceedings are underway or in process and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Conversely, the College makes no attempt to shield members of the Manhattanville community from the law, nor does it intervene in legal proceedings against a member of the community. The College may, in its discretion, invite law enforcement authorities to the campus to conduct police business and investigation anywhere on the campus. Membership in the Manhattanville community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of Manhattanville’s regulations.

**Romantic and sexual relations between a student and a faculty or staff member, including voluntary and consensual relations, are prohibited.**

Reports of any violent felony offenses committed on campus will be immediately referred to the Harrison Police Department by the Vice President for Student Affairs.
Violation of the Law & College Discipline

If a student is charged with or commits a criminal act or violation of the law whether on or off campus, the College may institute its own disciplinary proceedings or in its discretion, otherwise discipline, suspend or expel the student. The College may impose sanctions immediately for serious misconduct, because such conduct calls into question the student’s membership in the College community and may adversely affect the abilities of others to pursue their educational goals or the safety of any member of the College. In the case of an off-campus violation of the law, the College may, in its discretion, immediately discipline a student without first conducting its own fact-finding. If the violation of the law occurs on campus, the College may obviously institute its own proceedings against the offender. However, if the misconduct is sufficiently serious and could compromise the health or wellbeing of any student, the Vice President for Student Affairs or President may immediately discipline a student in their exercise of discretion.

Jurisdiction

This Code of Conduct shall apply to every Manhattanville student, whether matriculated or not, whether taking courses on-campus or off. In an effort to provide a safe and secure environment and to protect the public order, the College believes it must hold the members of its community accountable for their behavior at all times, on and off campus.

College jurisdiction and discipline is not limited to conduct which occurs on College premises. Conduct which adversely affects the College community or all those communities with which students interact in carrying out educational or professional activities, including but not limited to students pursuing field experiences and other course assignments, practica, internships, student teaching or supervised teaching, teaching under an internship certificate, research, and students attending professional conferences and education events, shall fall under the jurisdiction of this Code. We aim to especially protect those individuals, such as children, who are deserving of special protections.

Statement of Residential Rights, Responsibility & Accountability

Manhattanville College seeks to provide an atmosphere that supports growth and learning. The residence hall is an integral part of the academic program of the College. It is where intellectual stimulation continues and where students, either alone or in groups, study. All campus residences are accessible to all students, and the patterns and programs of residential life are administered so as to enhance faculty-student ties beyond the classroom; assure the individual rights, well-being, and dignity of others; promote understanding and respect among all people; and foster the opportunity to make lasting friendships. The residence halls are communities where students take responsibility for their environment. The College respects the right of privacy and is committed to protecting that right that helps ensure the safety and security of all residents. However, College officials have the right to enter any room at any time when deemed necessary.

Rights

Members of the Manhattanville community are committed to an atmosphere that supports personal growth and learning, where all students have the following residential rights and responsibilities:

- To live in a clean, safe, sufficiently quiet environment to allow for rest and study;
- To have access to one’s room without the presence of “live-in” occupants who have not been assigned by the College;
- To be able to work, study and sleep in one’s room without interference from the social activities of one’s roommate(s);
- To exercise free speech—which does not include the right to harass, injure or silence others;
- To have adequate security for one’s person and possessions;
- To have a system of grievance;
• To live in a controlled substance-free residence hall and/or room.

Responsibility

To assure these rights, all students have the following responsibilities:

• To treat all members of the community with dignity and respect;
• To resolve differences with others in a controlled, civil manner and in a timely fashion;
• To conduct oneself in such a manner that does not violate the rights of others;
• To adhere to College regulations and to honor the legitimate requests of the College and its appointed agents;
• To take all reasonable means to protect from theft or damage, personal property and the property of others, including that of the College;
• To be accountable in social situations, including choices with respect to behavior, whether sexual or otherwise;
• To be respectful and aware of College policy and New York State Law with regard to alcohol and drugs;
• To protect and promote the health and safety of others, as well as one’s self, and to lend assistance to others in need of help because of substance abuse;
• To avoid substance abuse and refuse to tolerate substance abuse in others;
• To create a non-coercive social environment for those who have chosen not to drink;
• To take initiative for executing and participating in activities that are not alcohol-centered;
• To ensure when providing social functions that include alcohol, that alternate beverages are available and that alcohol is served only to those age 21 and older.

• To understand that abuse of substances will not be considered an excuse for irresponsible behavior. Alcohol abuse and abusive behavior will not be tolerated.

Accountability

The College reserves the right to dismiss any student from the College, or reassign or remove from housing (without refund) whose behavior is believed to be detrimental to the general welfare. Matters of misconduct are handled in the offices of Residence Life, Dean of Students, Manhattanville School of Education or Manhattanville School of Business.

In regard to disciplinary matters, the College treats all students as adults who are responsible for their own actions. In serious matters, students are always strongly encouraged to consult with their parents or guardians in advance of disciplinary hearings. Parents of undergraduate students are notified of pending disciplinary actions at the discretion of the Dean of Students or Director of Residence Life. A list of minimum sanctions appears in the Sanctions section of this handbook. Should deferred suspension, suspension or expulsion be levied as a sanction, the Dean of Students or Director of Residence Life will contact a student’s parents or guardian to notify them of the decision.

Suspensions are reserved for serious offenses. There will be no refund of room, board, or tuition for students who are suspended, expelled or who withdraw from the College pending or as a result of disciplinary action (This supersedes the College policy on refunds). Violations involving alcohol or illegal use of controlled substances are in the Code of Conduct section below. Violations concerning harassment and sexual misconduct are discussed in the Non-Discrimination and Harassment Policy and the Sexual Misconduct Policy section below.

Student Complaint and Concern Procedures

Manhattanville College and its staff strive to improve student services and welcome input regarding our policies and procedures. All student concerns or complaints should be written and directed to the appropriate
departmental or division office. If said response does not adequately address a student's concerns, the complainant is encouraged to contact the Office of the Provost (Reid Castle, 2nd floor, Room 207, 914-323-5340) for academic concerns and the Office of the Vice President of Student Affairs (Reid Castle, 2nd Floor, Room 227, 914-323-5294) for all other concerns.

All written complaints/concerns should be accompanied by relevant documentation. The Provost or Vice President for Student Affairs will review the documents and the circumstances with the appropriate area and will either respond personally to the complaint, or direct the appropriate member of the institution to do so within 10 days of receipt of the written complaint.

Please note: Due to federal regulations (FERPA), the College generally only corresponds with students, not parents or guardians.

**CODE OF CONDUCT**

The following actions, regardless if they occur on or off campus, are considered to be violations of the Manhattanville College Community Code of Conduct and are subject to disciplinary action and sanctions imposed in accordance with the published conduct procedures of the College:

**Alcohol Policy**

**Alcohol:** The Alcohol Policy reflects current rules, regulations and guidelines to be followed by Manhattanville students. Any changes to this policy will be communicated in writing by the Dean of Students and will be distributed campus-wide as an updated policy. The Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, requires Colleges to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The primary goal of the following policy is to promote an environment in which the misuse of alcohol is not tolerated. This goal can be achieved by community-wide involvement in comprehensive and ongoing alcohol education and awareness programs.

**Alcohol Limits**

Each resident of a wet room is allowed to have no more than one of the following at any point:

- No more than (18 cans/bottles) of beer/malt beverage
- 1 mag of wine
- 1 liter of hard liquor

The sale, purchase, possession, transportation, storage, and consumption of alcoholic beverages on Manhattanville College property and at off-campus Manhattanville College sponsored functions is permitted only in accordance with New York State law and only as outlined in the following sections:

- All residents of the room or suite whether present or not must be 21 or older in order for alcohol to be permitted in the room. Kegs and other bulk containers of alcohol are not permitted in student residence halls. This includes items such as Heineken mini kegs and similar items. Whole, half, quarter kegs, beer balls, or any similar containers are not permitted in any area of the campus without special written permission of the Dean of Students or their designee. Public intoxication, no matter the age, is prohibited on Manhattanville college campus. Spellman Hall is a “dry” residence hall.
- Spiked punch and Jell-O shots containing alcohol, regardless of alcohol content are prohibited.
- Pursuant to New York State law, open containers are illegal. Alcoholic beverages MUST be in a closed and concealed container and alcoholic beverage containers MUST be concealed when transported on campus grounds and in residence. There will be no open containers of alcohol or drinking of alcoholic beverages permitted in public areas. This includes hallways, bathrooms, public areas of residence halls and outside areas of the campus (e.g., Student Activities, The Pitt, Quad, etc.).
• All academic and athletic spaces on campus (e.g., classrooms, lounges in the Library or academic or athletic buildings, athletic fields, faculty and administrative offices) are considered “dry” and no alcohol is permitted under any circumstances. Talk to Judy to review policy and HR employee handbook.

• In accordance with New York State law, it is a violation for anyone under 21 years of age to purchase, possess, or consume alcohol while on College premises. This includes, but is not limited to, any public or private function sponsored by the College or any members of its three constituencies (students, faculty and staff).

• It is a violation for anyone 21 years of age or older to provide alcohol to anyone under 21 years of age on College premises, including residence halls.

• It is a violation to be in a room where underage students are present and alcohol is being consumed.

• Guests of Manhattanville College students must abide by the rules that apply to their host. For example, if a guest of a student is of legal drinking age, but his/her host is not, then the guest may not consume alcohol on Manhattanville College premises. Manhattanville students are fully responsible for their guests’ actions on campus in regard to the Code of Conduct.

• Distribution of alcoholic beverages is generally prohibited at student organization-sponsored events, unless necessary permission is obtained (See Student Activities section).

• Disorderly Conduct resulting from the use of alcohol is unacceptable and will be considered a serious and additional violation of the College Policy. Disorderly conduct includes, but is not limited to: abusive language, racial or sexual slurs, graffiti, fighting, destruction and removal of property. Excessive noise, overcrowding, property damage, disruption of community functions, public intoxication, persons congregating in adjacent hallways, abusive behavior toward others, and fighting shall warrant immediate action on the part of Campus Safety and/or the Director of Residence Life or designee.

• Drinking games in any form are not permitted on campus. Items, such as funnels, that encourage less than responsible approach to alcohol use will be confiscated regardless the age of the owner. (i.e. Students age 21 and over included)

• Community members should also take responsibility for enforcing policies in the halls.

• This policy governs students representing the College at any off campus event (e.g., student representatives at conferences and athletic teams at away games).

• Individuals will be held responsible for any activities taking place in their room. Empty alcohol containers will be considered evidence of consumption. All residents of any “dry” room/suite (regardless if they are 21 years old) where empty alcohol containers are found may be judicially charged.

• Parents/Guardians will be notified, of any student under the age of 21 years old, of any alcohol policy violations; regardless of the sanction.

Controlled Substance Policy
Manhattanville College is deeply concerned about controlled substance use by all students in our community. The College regards controlled substance use as a problem that has the potential to affect the entire community. Possession, use, distribution, manufacture or sale of illegally controlled substances, or use of legally controlled substances without explicit and current prescription from one’s own medical doctor or nurse practitioner, or from Manhattanville College’s Health Center, is prohibited. The possession of drug paraphernalia is prohibited. Any student found selling, admitting to selling currently or in the past, or distributing any form of illegal drugs, controlled substances, or drug paraphernalia, on or off campus, may be expelled and may also face criminal liability. Distribution also includes the sharing in any way of legally controlled substances.

The College stands firm against the use of controlled substance and does not provide students with a haven from the law. Anyone found using or possessing a controlled substance is subject to disciplinary action up to and including expulsion. Law enforcement personnel may be involved at the invitation of the College. Room searches and Brownson Hall locker searches may be conducted by the College with the approval of the Director of Residence Life, the Dean of Students or designee.
Students who are identified as having an alcohol and/or a drug problem may be required to resolve their problems with a professional counselor on or off campus. The Dean of Students, Director of Residence Life or designee may notify the parents or guardian of an undergraduate student’s alcohol and/or drug problem. In some cases, a student may be required to withdraw from the College and will not be permitted to return until successful resolution of the problem is documented to the satisfaction of the College.

Violation of this policy during educational activities off-campus, including but not limited to student or supervised teaching, internships, practica, and course meetings, and violations including actions that negatively impact the health and safety of minors will result in College sanctions appropriate to the situation and will not protect students from arrest or prosecution for illegal involvement with alcohol or drugs by civil authorities.

Alcohol and Controlled Substances Health Risks

The illegal use of alcohol and the abuse of alcohol and controlled substances may lead to permanent health conditions including, but not limited to, disorders of the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. In addition, there may be both short-term and long-term effects on cognition, memory, retention, information processing, coordination, athletic performance, academic performance, and the exercise of judgment.

**Alcohol:** Inappropriate use and abuse of alcohol is often associated with lower academic performance and failures, sexually transmitted diseases and unplanned pregnancies, vandalism, aggressive behaviors including sexual assault and rape, injuries, death, and prosecution for crimes related to the consumption of alcohol. Even small amounts of alcohol may impair the ability to concentrate, as well as the judgment and coordination required to drive a car safely thus increasing the likelihood that the driver will be involved in an accident. Small to moderate amounts of alcohol may also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses may result in respiratory depression and even death. When used in conjunction with other depressants of the nervous system, even a small amount of alcohol can result in these effects.

Repeated use of alcohol may lead to dependence or addiction. The sudden cessation of alcohol consumption produces withdrawal symptoms such as severe anxiety, tremors, hallucinations and convulsions, and can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may also lead to permanent damage to vital organs such as the brain and liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Infants with fetal alcohol syndrome have irreversible physical abnormalities and mental retardation. Further, research shows that children of alcoholic parents are at greater risk than other children of becoming alcoholics themselves.

**Controlled Substances:** All drugs, whether illegal or prescribed, alter the chemical balance of the body. The misuse of drugs may lead to addiction and even death. Drug addiction and abuse can cause serious damage to the brain, stomach, lungs, liver, kidneys, heart, and the immune and reproductive systems.

Alcohol and Controlled Substances Educational Programs

Manhattanville College has developed a program to prevent the illicit use of the abuse of alcohol and drugs by students. The program provides services related to alcohol and drug abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Alcohol and Controlled Substances Resources

Manhattanville College encourages students to seek assistance related to alcohol and drug use and misuse. Below are a list of on-campus and off-campus resources that can provide support and additional information:

**On-campus:**
- Counseling and Wellness Center   (914) 323-5155
- Health Center   (914) 323-5245
Campus Safety     (914) 323-5244  
Office of Residence Life    (914) 323-5217  
Dean of Students     (914) 323-3134  

**Off-campus:**  
**About.com: Alcoholism** Alcoholism 101  
**Alcohol Anonymous**   (914) 949-1200 or www.aa.org  
**Al-Anon**   (914) 946-1748  
**ECheckup to Go – Alcohol Drugs**  
http://interwork.sdsu.edu/echeckup/usa/alc/coll/Manhattanville  
http://interwork.sdsu.edu/echeckup/usa/mj/coll/Manhattanville  

**Go Ask Alice!** Alcohol and other drugs Q & A  
(Emotional health; fitness & nutrition; general health; relationships; and sexual & reproductive health)  
National Council on Alcoholism and Other drugs   (914) 683-1213  
Narcotics Anonymous- www.drugwatch.com - Keeping your medication safe  
http://allone.com/12/aca/ Adult Children of Alcoholics World Service Organization  

**Alcohol and Controlled Substances Sanctions**  
Any violation of the College's Drug and Alcohol Policy may be disciplined in accordance with the College's disciplinary procedures for students. Further, the College may refer the student for criminal prosecution. Any sanction imposed by the College is independent of, and is in addition to, any penalty imposed in connection with a criminal conviction.  
The sanctions that may be imposed on a student include, but are not limited to, warning, educational, disciplinary probation, mandated counseling/alcohol or drug use prevention program, deferred suspension, suspension, dismissal and expulsion from College housing and/or the College. In determining a sanction, the College will consider the nature and severity of the violation, the impact of the transaction on the campus community, and the student's disciplinary history.  

**Amnesty Policy**  
The Amnesty protocol applies to straightforward cases of alcohol or other drug-related emergencies or sexual misconduct. The Amnesty protocol does not excuse co-occurring Student Code of Conduct infractions or other incidents related or unrelated to the medical emergency.  
“"The health and safety of every student at Manhattanville 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 a reporting individual (complainant) acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Manhattanville officials or law enforcement will not be subject to Manhattanville’s Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.”"  

Nothing in this section shall be construed to limit the College’s ability to provide amnesty in additional circumstances. **Education Law, Section 6442**
Amnesty Protocol – Educational Follow up

An individual who calls for emergency assistance on behalf of a person experiencing sexual violence or any alcohol or other drug-related emergency will not face formal disciplinary action by the College for the possession or use of alcohol or other drugs if she/he agrees to participate in, and complete, the recommended educational expectations outlined by the college. The recipient of medical attention will also avoid formal disciplinary action by the College for the possession or use of alcohol or other drugs if she/he agrees to participate in, and complete, the recommended educational expectations outlined by the college. If an individual is documented or receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated so as to provide the student with additional resources and/or sanctions as needed or appropriate.

Medical Assistance/Treatment

The College recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the College may act as a barrier to students seeking medical assistance for themselves, other students or guests; therefore, the College has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol or other drugs.

The College’s main concern is the well-being, health, and safety of its students. Medical Amnesty represents the College’s commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

Sexual Violence/Misconduct

The College recognizes that students who have been drinking and/or using drugs at the time of an act of sexual violence occurs, may be hesitant to report such incidents due to fear of potential consequences of their own conduct.

The College strongly encourages students to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a victim/survivor reporting sexual violence to College officials or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at the time of the sexual violence.

Non-Discrimination and Harassment Policy

Manhattanville College adheres to all federal, state, and local civil rights law banning discrimination in higher education institutions. The College prohibits discrimination and harassment against any employee, applicant for employment, volunteer, student, or applicant for admission on the basis of age, race, creed, color, religion, national origin, alienage or citizenship status, ethnicity, sexual orientation, military status, sex, gender, disability, predisposing genetic characteristics, criminal conviction, marital status, familial status, domestic violence victim status, gender identity, transgender status, or gender dysphoria.

Please refer to the Manhattanville College Policies webpage for the full policy.

Sexual Misconduct Policy

Manhattanville College is a community of inquiry committed to promoting the free exchange of ideas and to providing a safe and nondiscriminatory environment for students and employees that recognizes the intrinsic worth and dignity of all individuals.

The College will not tolerate discrimination on the basis of sex or gender by any College employee, student, or third party. Any individual who has been the victim of an act of sexual violence or harassment is urged to make an official report, pursuant to which the College will initiate a prompt, thorough, and impartial
investigation. This investigative process is designed to provide a fair and reliable determination as to whether the College’s Non-Discrimination and Harassment and Sexual Misconduct policies have been violated. If so, the College will implement a prompt and effective remedy to end the discrimination, prevent its recurrence and address its effects.

The College’s Non-Discrimination and Harassment and Sexual Misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

Please refer to the Manhattanville College Policies webpage for the full policy and procedures.

Title IX of the Amendment of 1972 protects people from discrimination based on gender in education programs or activities which receive federal financial assistance. Athletic programs are not the only academic realm governed by Title IX. Title IX applies to all departments, programs and activities, on and off campus, available to students at Manhattanville College in addition to employment. Manhattanville College prohibits and will not tolerate sexual harassment, sexual violence, domestic violence, stalking and dating violence upon any member of the community.

Title IX states that:
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

Each institution must designate at least one employee to evaluate current policy practices, coordinate college wide educational programming and training to ensure an institution's compliance with Title IX, coordinate efforts to effectively and efficiently respond to complaints of sex discrimination, including complaints of sexual harassment, sexual violence, domestic violence, stalking and dating violence and ensure as much as possible that every student has an equal education. If you would like to file a complaint or give notice of a violation of Title IX, please contact one of the following Title IX Committee Members:

Judith Spain
Chief Ethics and Compliance OfficerTitle IX Coordinator
Reid Castle – Room 227
914.323.5294
Judith.Spain@mville.edu

Sharlise Smith-Rodriguez
Dean of Students
Title IX Deputy Coordinator
Spellman Hall- Main Floor
914.323.3134
Sharlise.Smith@mville.edu

Julene F. Caulfield
Assistant Director for Athletics
Title IX Deputy Coordinator
Kennedy Gym – Main Floor
914.323.7285
Julene.Fisher@mville.edu

Stephanie Carcano
Human Resources Generalist/Benefits
Title IX Deputy Coordinator
Chapel Corridor - Room 206
914.323.5138
Stephanie.Carcano@mville.edu

The Title IX Coordinator is formally designated to coordinate the College’s compliance efforts regarding reports of sexual misconduct and discrimination by members of the College Community. The Coordinator will oversee the review, investigation and resolution of all reports under this Policy.

Individuals may also choose to report incidents of prohibited conduct to College employees not specifically
designated above. The following is a list of Mandated Reporters who are trained to receive reports or complaints of sexual misconduct:

- President
- Senior Officers (Vice Presidents and Upper level administrators)
- Campus Safety and Security
- Human Resources Administrators
- Other Deans, Associate Deans, Directors and Administrators with supervisory responsibilities
- Academic Department Chairs and Program Directors
- Coaches including Assistant ADs and Assistant Coaches
- Faculty
- Staff
- Faculty/Staff advisors to student clubs/organizations
- Student Affairs professionals
- Residential Life Para and Professional Staff

All Mandated Reporters are required to report incidents to the College's Title IX Coordinator or designee who will determine the most appropriate course of action to ensure a prompt and equitable response. This legal obligation is based on the Title IX requirement that the College take immediate and corrective action if an employee knows or, in the exercise of reasonable care, should have known about sexual or gender-based harassment or violence.

Pursuant to this Policy, failure to report allegations of sexual misconduct may result in disciplinary action up to and including termination and/or dismissal from the College.

Confidentiality

Manhattanville College will make every effort to maintain the identities of students who seek help and/or report sex discrimination to the extent possible within the investigation. While steps are taken to protect the privacy of all involved and information relating to the complaint or investigation will only be disclosed to College officials on a “need to know” basis, the College may need to take steps to investigate an incident and take action, whether or not the student chooses to pursue a complaint.

A student’s request for confidentiality or that his/her name not be revealed may limit the College’s ability to investigate the allegations. Due to this consideration, the College may not be able to maintain confidentiality, even at the request of the student; the Title IX Coordinator will notify the student(s) if confidentiality cannot be maintained.

All parties involved are expected to maintain the confidentiality of the process. Failure by any individual to maintain confidentiality is a breach of this policy and may lead to disciplinary action.

Bystanders

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. The College pursues a policy of medical amnesty for students who offer help to others in need.

How to File a Complaint/Grievance

As stated in the Sexual Misconduct Policy, any member of the Manhattanville College community who believes that s/he has been the victim of these of sex discrimination, including complaints of sexual harassment,
sexual violence, domestic violence, stalking and dating violence should immediately contact the Title IX Coordinator, Deputy Title IX Coordinators, or Campus Safety to learn more about the resources, the College’s process and procedures, and to file a complaint/report. Below is the process to file a complaint:

- A Complainant has the right, and can expect, to have reports taken seriously by the College when notified, and to have these incidents investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma and impartiality.
- Resolution procedures are guided by principles of fairness and respect for all parties. As referenced above, both on-campus and off-campus resources and support are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of complaints.
- A Complainant may withdraw a complaint or report from the College at any time, without penalty.
- All proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence Against Women Act, federal, state and local law, and College policy.

A. Complainant’s Request Not to Pursue Investigation

If a Complainant does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Complainant may make such a request to the Title IX Coordinator or designee, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. Where the Complainant requests confidentiality and the circumstances allow the College to honor that request, the College may offer interim supports and remedies to the Complainant and the Community, but will not otherwise pursue formal action.

B. Privacy in Reporting

The College is committed to maintaining the privacy of all parties involved and every effort will be made to protect privacy interests in a manner consistent with the need for a thorough review.

Information provided to non-confidential campus employees will be relayed only as necessary to assist the Title IX Coordinator or designee in the active review, investigation and/or resolution of the complaint. While not bound by confidentiality, the circle of people with this knowledge will be kept as tight as possible to preserve a Complainant’s and Respondent’s rights and privacy.

C. Receipt of Notice

Upon receipt of notice of any allegation of sexual misconduct, the College shall ensure that Complainants are advised of their right to:

- “notify proper law enforcement authorities, including on-campus and local police;
- be assisted by campus authorities in notifying law enforcement authorities if the Complainant so chooses; and
- decline to notify such authorities.”

The College will also inform the Complainant of his/her right to be protected from retaliation for reporting an incident in good faith, even if the report is not later substantiated.

If a Complainant chooses to file a report with the Harrison Police Department or any other applicable law enforcement agency, upon request, the College will assist the Complainant in doing so. Any criminal
investigation performed by law enforcement will be separate from the investigation performed by the College. Disciplinary action will normally proceed concurrently with these civil and/or criminal proceedings and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced. The College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g. to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

Following receipt of notice or a report of misconduct, the Title IX Coordinator or designee will immediately appoint two investigators to conduct an initial Title IX assessment. The goal of this assessment is to determine whether there is reasonable cause to believe the Sexual Misconduct Policy has been violated, and to initiate an integrated and coordinated response. The investigation will consider the nature and circumstances of the allegations, the safety of both the individual and wider campus Community, and the Complainant’s preference for resolution.

Normally within five business days, at the conclusion of the initial Title IX assessment, the Title IX Coordinator will determine: (1) whether a policy violation may have occurred, and (2) the appropriate manner of resolution, either through an Informal Conflict Resolution process or the initiation of a more Formal Investigation and Proceeding. If the reported misconduct does not appear to violate a policy, then the report does not proceed to a full investigation, unless a pattern of misconduct is suspected.

Both the Complainant and Respondent may have a Support Person assist in providing support throughout the investigation and resolution of a complaint. The Support Person may be any individual, including an attorney engaged at the party’s expense, who is not otherwise a party or witness in the investigation. S/he may accompany the Complainant or Respondent to any meeting or related proceeding with an investigator or a College employee. While the Support Person may confer quietly with the Complainant or Respondent to provide advice or support, s/he may not speak or write on the Complainant or Respondent’s behalf or otherwise actively participate in the meeting or proceeding.

A full investigation will proceed if there is reasonable cause to believe a policy violation may have occurred, evidence of a pattern of misconduct, or a perceived threat of further harm to the Community or any of its members. The College will make every effort to successfully resolve all reports (through the imposition of sanctions) within 60 days. The time allotted for the procedural appeal process is not included in the 60 days.

Procedural Appeal to Title IX Appeal Officer

All requests for a final appeal must be submitted in writing to the Title IX Coordinator or designee within five business days of the delivery of the written findings of the Hearing Panel. Either party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the Hearing or the sanction imposed;
- New evidence, unknown or not reasonably available during the investigation or Hearing, that could substantially impact the original finding;
- Review of whether sanctions imposed are substantially disproportionate to the severity of the violation.

The appeal will be considered in an impartial manner by the Title IX Appeal Officer. Dissatisfaction with the Hearing Panel’s decision is not grounds for appeal. The party requesting appeal must show that the grounds for a
request have been met, and the opposing party may counter that the grounds have not been met. The original finding and sanctions are presumed to have been decided reasonably and appropriately.

All sanctions imposed by the Hearing Panel will be in effect during appeal. The original finding and sanctions will stand if the appeal is not timely filed or is not based on the grounds listed above.

Appeals are not intended to be full rehearsings of the case, but are confined to a review of the written record of the original Hearing and pertinent documentation regarding the grounds for appeal.

Appeal decisions are to be deferential to the original decision. The Title IX Appeal Officer can affirm the original findings, alter the findings where there is clear error, and/or alter the sanctions, depending on the basis of the requested appeal. Appeals granted based on new evidence should normally be remanded to the original Hearing Panel unless otherwise directed by the Title IX Appeal Officer.

The Title IX Appeal Officer will issue a written decision via email to all parties within five business days of receipt of the appeal from the Title IX Coordinator. The decision of the Title IX Appeal Officer is final and may not be appealed.

Transcript Notation Policy

Per New York State Legislation Article 129-B, Manhattanville College will record the outcome of certain disciplinary actions on a student's transcript in the form of a transcript comment. This includes but is not restricted to crimes of violence, sexual misconduct, hazing, and conduct which lead to the death or serious physical injury to another person. In disciplinary cases involving withdrawal prior to a disciplinary hearing, Interim Suspension, Suspension, or Expulsion, the student's academic transcript shall be noted as follows:

Withdrawal: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "Readmission subject to Dean of Students approval." Comment is removed, if a student is readmitted, once pending resolution of the alleged violation is resolved.

Interim Suspension: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "Disciplinarily interim suspended on (date)."

Disciplinary Suspension: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "Disciplinarily suspended until (date)." Comment is removed when the term of suspension expires.

Disciplinary Expulsion: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "Disciplinarily expelled on (date) for a code of conduct violation."

This notation will not be removed from transcript.

After one year from the date of the student leaving the College for withdrawal pending disciplinary hearing, Interim Suspension, or Disciplinary Suspension, the student may appeal to the Vice President for Student Affairs to have the transcript comment removed. It is the student's responsibility to provide substantial evidence, which supports the appeal and provides documentation of their activities (work, education, etc.) since their exit from Manhattanville College.

Other disciplinary records maintained by the Dean of Students office are not reflected upon a student’s academic transcript, but are maintained in the Dean of Students office in accordance with college policy.
Appeal’s Process for Seeking Removal of Notation

Any decision of the Conduct Process may be appealed in writing within 48 hours to the Vice President for Student Affairs for cases heard by the Director of Residence Life or Dean of Students. Once an appeal is submitted the appeals officer will determine if a face to face meeting is warranted. An appellate decision for this purpose is defined as having the power to review the conduct findings of another conduct officer. Appellate decisions of the Director of Residence Life, Dean of Students, Vice President for Student Affairs are final, and will be rendered after receiving the appeal.

The appeal form must include the grounds for the appeal as well as the supporting facts and arguments. The following are grounds for an appeal:

1. The conduct process was not in accord with the rules and regulations governing the College’s conduct process, and this deprivation materially affected the decision; and/or
2. The finding of the violation is contradicted by new evidence and would have resulted in a different decision.

On appeal, sanctions can be increased or decreased. If an appeal is heard, the following actions may be taken:

1. Possible modification of the sanction, including increasing the penalty.
2. Ordering reconsideration by the original conduct officer or designee based on:
   a. Alleged new evidence – only if the new evidence is of such a nature as to be reasonably likely to change the outcome of the original investigation and was unavailable at the time of the original investigation.
   b. Alleged defect in procedure – only if the defect in the original investigation is sufficiently substantial to be reasonably likely to change the outcome.
3. Ordering dismissal of the case where false evidence was presented.

Resources

Manhattanville College supports this policy through educational prevention, counseling, and medical support services. Educational programs at Manhattanville College include, but are not limited to, guest speakers, awareness programs, individual counseling, various victim support services and other programs presented by various departments.

Here are on-campus and off-campus support services available for the complainant, respondent, and witnesses.

On Campus:
- Campus Safety: 1-(914) 323-7233
- Counseling Center: 1-(914) 323-5155
- Health Center: 1-(914) 323-5245

Off Campus:
- Crisis/Suicide Hotline: 1-800-273-8255
- Domestic Violence Hotline: 1-800-942—6906
• GLBTQ - Domestic Violence Support: 1-800-832-1901
• GLBTQ - Sexual Assault Support: 1-617-779-2127
• Harrison Police Department: 1-914-967-5111
• Loft Lesbian & Gay Community Service Center: 1-914-948-2932
• Loft Helpline: 1-914-948-4922 ext. 14
• My Sister’s Place: 1-914-683-1333
• National Organization on Male Sexual Victimization/Male Survivor: www.malesurvivor.org
• New York City Gay and Lesbian Anti-Violence Project Hotline: 1-212-714-1141
• Planned Parenthood: 1-914-761-6566
• Rape Crisis Hotline 24/7: 1-845-452-7272
• Title IX Official Website: www.notalone.gov
• Victims Assistance Services: 1-914-345-9111
• Westchester Medical Center (FACT): 1-914-493-8671
  http://www.westchestermedicalcenter.com/fact
• White Plains Hospital: 1-914-681-1155

Inquiries may be made to the local Office for Civil Rights (OCR) Office:
Region II – New York (New Jersey, New York, Puerto Rico, Virgin Islands)
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
Email: OCR.NewYork@ed.gov

Complaints with OCR must be filed within one hundred eighty (180) days of the last act the Complainant believes was discriminatory. There is no time limit for making a report to the College; however, if the Respondent is no longer a student or employee, the College’s authority to pursue disciplinary action may be limited.

Social Media Policy

This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all Manhattanville students. The term “social media” applies, without limitation, to any web-based and mobile technologies, in use now or developed in the future, that enable individual or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, and bulletin boards through providers such as Facebook, LinkedIn, MySpace, Twitter, YouTube, Instagram, Vine, Snapchat and any other social media platforms.

Examples of misuse of social media

• Pretending to be other people online to deceive others
• Spreading lies and rumors about victims
• Trick[ing people into revealing personal information
• Sending or forwarding abusive or threatening text messages
• Posting pictures of victims without their consent

Social Media Etiquette

Be Responsible
What you write is ultimately your responsibility. Foul language, inappropriate or malicious comments not representative of the mission of Manhattanville College are inappropriate.

Respect Others
Share your views but be thoughtful about your posting’s content and potential audiences. Be respectful of others’ opinions; constructive and respectful in your comments.

Be Aware of Liability
You are responsible for what you post on your own site and on the sites of others. Individual bloggers and others have been held liable for proprietary, libelous, or obscene content. Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure what you post today will not come back as an issue for you in the future.

Rules of Conduct

Each student, faculty, staff, vendor and guest is expected to comply with all rules and regulations set by Manhattanville College. These rules are in place to ensure that all campus buildings and grounds are used correctly for the safety and well-being of the campus community.

Climbing on Structures: Climbing, rappelling, entering or exiting a building through a non-designated opening, or related activities on campus buildings or structures is prohibited.

Damage to Property: Damage to property and furnishings, whether college property or property belonging to other person(s), is prohibited. Restitution to the college for damages may be required.

Dishonesty: All forms of dishonesty are prohibited, including cheating on student employment records, Admissions applications, Financial Aid documents, supplying false information to any College official, or in the course of a College judicial investigation, as well as forgery or use of College documents or instruments of identification including college transcripts and letters of recommendation with intent to defraud. Cases of Academic Dishonesty will be handled according to the procedures prescribed under “Academic Conduct”.

Disorderly Conduct & Disruptive Behavior: Disorderly conduct is any behavior which disrupts the regular or normal functions of the Manhattanville College community and all communities where Manhattanville students are carrying out educational activities, including behavior which endangers the health and safety of others, breaches the peace and/or violates the rights of others. Lewd, obscene or indecent behavior is prohibited. Engaging in racist, sexist or other forms of discriminatory behavior is also prohibited.

Door Propping: Propping doors pose a serious risk to the campus community. Individuals who prop doors will be subject to disciplinary measures and fines.

Electronic Use Policy- Misuse or abuse of the College computer system, voice mail or telephone services. This includes, but is not limited to:

1. Unauthorized use or abuse of your e-mail account and/or internet service.
2. Sending abusive or threatening messages to students, faculty, or staff.
3. Accessing a student or staff account without authorization.
4. Viewing of lewd or indecent material on College owned computers.
5. Unauthorized entry into College computer labs.
6. Unauthorized entry into any office computer, data systems or distribution of any information contained therein.

Failure to Comply: Failure to comply with the directions of College officials, Residence Life staff, or those appointed or elected to act on behalf of the College, acting under provisions of the Code of Conduct or in the performance of their duties, is prohibited. This shall include, but is not limited to, failing to produce identification to College officials when directed, failing to respond to personal directives, failing to evacuate a building during an emergency alarm, hiding or fleeing from a College official, and failing to comply with a disciplinary sanction. Any incident in which the Code of Conduct has been violated and which also accompanies an individual’s failure to comply will automatically be elevated to the next higher level of severity (refer to the SANCTIONS section for descriptions of the schedule of sanctions).

NOTE: If you are ever instructed by a College official to do something you feel is inappropriate or feel you have been dealt with in an inappropriate manner, you should advise the person’s supervisor of your specific concerns or contact the Dean of Students. Just because you dislike the approach a College official uses in handling a problem, it does not justify any rule violations on your part. You should cooperate with the instructions given by the College official and report your concerns later.

Failure to Report Actions Which Threaten the Health, Safety or Well Being of Members of the College: Community members who have knowledge that another individual has committed one of the following acts are required to report the violation to a Manhattanville College official within 24 hours: false fire alarm; bomb threat; misuse of fire extinguisher; damage to fire exit sign, fire door or exit door; physical abuse; arson; sexual assault or harassment; use or possession of a weapon or explosives; driving a motor vehicle on campus grounds or sidewalks; use of controlled substance or illegal drugs or other endangering conduct.

False Fire Alarms and Misuse of or Tampering with Fire Equipment: Persons who knowingly or negligently cause or attempt to cause a false alarm by the setting off of the fire alarm system or give any other common or recognized alarms of fire or bomb threat are guilty of endangering the lives of other people and may cause damage to the persons and/or equipment responding to such false alarms. Tampering with building smoke or fire detectors and misuse or tampering with fire extinguishers or any other fire or safety equipment is prohibited. Hanging of any items from sprinkler pipes is prohibited. Any violation of this policy may result in suspension or expulsion and a $2,000.00 fine.

Fire Alarm Evacuation Procedure: When a fire alarm sounds in a College building, all persons must immediately evacuate the building, exiting by the most direct safe route. Occupants must evacuate the building to points sufficient to ensure their personal safety. In the case of Residence Hall evacuations, all residents must report to their designated evacuation points. Any person who fails to immediately evacuate a building during an alarm will be judicially charged and will be fined.

Fire Hazards & Electrical Safety: Electrical appliances and other items, which constitute fire hazards, are not permitted. Illegal items found will be confiscated. Additionally, a $250.00 fine per item may be assessed and judicial action may be taken. The following items are prohibited on the Manhattanville College campus: Hot plates, Candles (with or without wicks), Incense, Heaters with a safety shut off (need to be approved by the Office of Residence Life), Electric skillets, Electric blankets, Heating pads, Sterno, Toasters/Toaster ovens, Multi-plug extension cords, Halogen lamps, Outdoor and indoor grills/Camp stoves, Charcoal/Propane/Gasoline and/or other combustible liquids, Hookahs, Liquid potpourri, Unauthorized Loft beds, Satellite dishes, Window bird feeders, DJ speakers, Novelty lights (including Christmas & other string lights), Air Conditioners (unless considered a medical need and documented by a doctor). The College also
prohibits the use of any other objects that may be utilized in a dangerous manner. The College, Office of Residence Life, and their designees reserve the right to deem any item banned at any time.

**Gambling:** Is not permitted except at College sanctioned events.

**General Rules:** No objects may be thrown or dropped from windows, or areas designated as being restricted, in any of the buildings on campus. Throwing objects from residence hall or any campus windows is dangerous and could result in the immediate revocation of residential or student status.

BBQ grills of any type are not permitted. Grilling is not permitted anywhere on campus unless there is prior approval from the Vice President of Student Affairs or Office of Residence Life.

**Guest Policy:** All resident and commuter students will be responsible for registering and informing their guests, whether students or non-student, of College policies and will be held accountable for the behavior of their guests. Guests must respect and comply with all policies, rules and regulations of the College. Students are subject to disciplinary action if their guest violates College regulations. The privilege of being or hosting guests in a Residence Hall or at campus events may be denied or terminated by the College at any time. Due to the adult living nature of residence halls, guests under the age of 18 are not permitted to spend the night; unless the guest is a sibling of the host and the College requires written consent from parent/guardian.

The right of a student to live in reasonable privacy takes precedence over the right of another community member to entertain guests in a room/suite. In the practical application of determining when guests should be invited to the rooms, common sense and mutual respect should prevail. Students and their guests are expected to respect the rights and privacy of others.

A guest shall be defined as any person (whether a Manhattanville commuter or a non-Manhattanville student) who is present at the invitation of a student or is greeted by a student or, is accompanied by a student. A residential student must register any guest who plans to be on campus after 8:00 pm with the RA on duty between the hours of 8:00 pm – 11:00 pm. After 11:00 pm, unregistered guests will not be permitted to remain on campus. The Student must understand and abide by the guest policy established in the Student Handbook and accepts full responsibility of his/her guest.

The following visitation regulations must be observed:

- A student is permitted only two guests at any one time, with the exception of parents and/or legal guardians.
- Residents may have overnight guests no more than two nights in a seven-day, Monday through Sunday, calendar week (three nights if a holiday weekend). A resident who shares a room must also have the consent of his/her roommate(s).
- A guest may not be registered by more than one host during a seven day, Monday through Sunday, period.
- Guests may not stay on campus overnight for more than two days in a seven-day, Monday through Sunday, period.
- All visitors must be accompanied by their student host at all times while on campus. Unaccompanied guests will be escorted off campus and their host judicially sanctioned.
- Guest attempting to visit must have proper identification to enter campus (i.e. College ID card, Driver’s License, State ID card).
- Any guest visiting a student must know the room assignment of their host to be allowed on campus grounds.
- All guests must first go to the Department of Campus Safety located in Spellman Hall to register.
• Guests must also be registered by 8:00pm for any period of time with the Resident Advisor on duty in your respective hall. This policy will be strictly enforced. If guests arrive on campus after the deadline without the host requesting a guest pass in advance, they will not be permitted on campus. Only parents and/or legal guardians are excluded from this policy.
• All guests of Manhattanville College students must carry valid form of identification and their copy of the Guest Registration Form at all times.
• Guests who violate College policy including NY State or Federal laws, will be removed from the Manhattanville College campus and could be permanently banned from all campus property.
• No guests may be registered during finals week or any other time period determined by the Office of Residence Life.

“Squatting” by Guests: Anyone who takes up residence (unregistered guest for any period exceeding 48 hours within a 7-day period) in a student’s room will be removed from the premises and will not be allowed in any residence hall space above the ground floor. Any student who hosts an unregistered guest in their Residence Hall and allows him/her to take residence with them may immediately forfeit housing privileges and may not be allowed in any residence hall space above the ground floor.

Hazing: The College prohibits hazing. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or emotional or physical health or safety of another person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members, mentors, sponsors or coaches are or included students of Manhattanville College. In addition, any requirement by a member or pledge which compels another member or pledge to participate in any activity that is against College policy or New York State Law is defined as hazing.

Hazing behaviors include but are not limited to the following:
1. Forcing or requiring an individual to drink alcohol or use other substances or consume unreasonable amounts of food;
2. Engaging in activities that compel an individual or group to remain at a certain place, or transporting anyone anywhere without their knowledge and/or consent (road trips, kidnaps, etc.);
3. Creating excessive fatigue or distress through the deprivation of privacy, sufficient sleep or decent and edible meals;
4. Participating in morally degrading or humiliating games and activities (Shaving, tattooing, piercing or branding);
5. Participation in or creation of situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule;
6. Using brutality or force.
7. Engaging in or simulating sexual acts, nudity
8. Throwing substances or objects at individuals
9. Assigning unreasonable chores or acts of servitude
10. Forcing or coercing consumption or use of any substance
11. Interfering with adequate time for study
12. Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms

Passive participation in hazing may include:
1. Witnessing hazing taking place as a group member, affiliate or guest
2. Participating in or being present in person or via technology in discussions where hazing is planned

As these examples illustrate, hazing activities do not need to involve alcohol to be in violation of this policy.
Any of these activities, if a condition, either directly or indirectly, of membership, advancement, or good standing in a College-recognized organization, shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding. The College may treat the action of even one member of a group as constituting hazing by the entire group. Executive leaders of an organization found responsible for hazing are also subject to disciplinary action.

Hazing is a violation of the New York State Law when such action by a group or organization recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization. Any individual, group or organization found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension or revocation of College recognition.

The College will report allegations of hazing to law enforcement authorities when, in the judgment of the dean of the College, the nature of the allegations suggests that the hazing activity, if it occurred or is occurring, presents a risk of serious harm to students or other persons, or involves a potentially serious violation of law.

**Identification Card Policy:** Currently enrolled Manhattanville College students are required to carry a valid Manhattanville College ID at all times when they are on College property. ID Cards must be displayed for the use of most College services and upon the request of a member of the College faculty, staff, administration or a student official acting in the performance of his/her official duties. Students in possession of another individual's ID card, or any other form of false identification, will be judicially charged. Students who lend others their ID card will also be judicially charged.

- ID Cards are non-transferable and may not be duplicated.
- Lost ID cards and the ID cards of those students who are withdrawing from the College must be turned into Campus Safety and Security or the Office of Residence Life upon departure.

**Noise:** Excessive noise (at any time) is prohibited. Reasonable quiet must prevail in the academic buildings and residence halls at all times. Under no circumstances should noise be projected out of windows. In addition, playing portable stereos in public areas (lounges, halls, etc.) is prohibited. Repeated noise violations may result in the confiscation of the equipment in question as well as additional conduct action.

**Personal Mobility Devices:** (Hover boards, Segways, Swagways, IO Hawks, Skywalkers, and other personal mobility devices (PMD’s) are banned from the Manhattanville College campus. If a PMD is found on campus, it will be confiscated by Campus Safety and/or Residence Life and the owner and operator will be subject to disciplinary actions.

**Physical Assault:** Including but not limited to: a) Inflicting bodily harm upon any person (student or non-student) b) Taking any action for the purpose of inflicting harm upon any person. c) Threatening use of force upon any person d) subjecting another person to unwanted physical contact.

**Public Areas:** While Manhattanville College respects the right of students to access public areas, such as lounge space in buildings or the Quad or Mini-Quad outdoors, the rights of students to sleep and study take precedent. If unauthorized activities in public areas disrupt the ability of other students to sleep and/or study, the unauthorized activity must end. If the unauthorized activities taking place in public areas violate the College’s Code of Conduct, for example underage consumption of alcohol on the Quad or open containers of alcohol outdoors, additional conduct action will be taken. The Office of Residence Life may determine an activity to be unauthorized in a public area at any time. Grills and tents are not permitted on campus unless approved by the Office of Student Activities or the Office of Residence Life.
Reckless Endangerment: Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to: objects or people on windows ledges, use of weapons of any kind for any purpose, throwing objects (i.e. snowballs), use of fireworks, and/or jeopardizing the physical or emotional safety of oneself or another. All person(s) involved will be disciplined.

Restricted Areas: For safety reasons, students are restricted from all campus building roofs, electrical or mechanical rooms, and any other premises of the campus where access is designated as prohibited.

Sales and Solicitation: Students are not permitted to run a business out of any College facility.

Smoking is not permitted in or within 30 feet of any building. Students who violate this policy will be subject to fines.

Social Fraternal Organizations: Manhattanville College does not recognize any social fraternal organizations. As such, social fraternity/sorority recruitment, pledging or hazing is not permitted. On-campus events co-sponsored by members of off-campus social fraternal/sorority organizations will be permitted on campus; under the guidelines of the Office of Student Activities.

Theft: Theft, including theft of College property or theft of the property of another or knowingly receiving, retaining, or disposing of the lost or mislaid property of a member of the College community or of the College staff, in addition to College work study and campus employment work hours not actually performed, is considered in the entire community to be a serious violation. Theft on the part of students may be adjudicated through the College conduct system and/or through civil or criminal courts. All persons apprehended will be disciplined. Theft violates the law and, as such, violators may be referred to law enforcement.

Cases of theft of personal possessions or College Property should be reported at once to Campus Safety and the Resident Director (if living in a Residence Hall). Persons accused of theft will be accorded all the rights outlined under the basic procedures for student conduct hearings. If there is reasonable cause to believe that a room contains misappropriated property belonging to a member of the College community, or another party, a room search may be conducted.

Unauthorized Entry: The unauthorized entry, use, or occupation of College facilities, as well as the unauthorized possession, use or duplication of keys and/or cards to College facilities is prohibited.

Upstanding Citizen: The student understands that (s)he is part of a community. In order to promote a positive setting it is the responsibility of the student to adhere to any rule or regulation as well as to report any violation that may be known. Failure to adhere to or report any violation may be subject to disciplinary sanctions.

UAVs (Drones and Model Aircraft) on Campus: A recent FAA law prohibits the use or operation of UAV (unmanned aerial vehicle, drone, or model aircraft) within five (5) miles of an airport; the College is within that range of the Westchester Airport. In order to comply with FAA regulations, the College is prohibiting the use of operation of a UAV over College property, with limited exceptions.

If you decide to bring your UAV to campus and if you wish to operate it on College property, you MUST obtain written approval of the Director, Campus Safety, at least seven (7) days prior to the planned operation. Without written prior approval, anyone operating a drone on/over the College property will be subject to disciplinary actions as well as possible criminal sanctions. Please refer to Manhattanville College’s full UAV policy.
Vandalism: Damage to property, whether College property or property belonging to other person(s), is prohibited. Members of the community will be held responsible for damage to any room or furnishings. Any damage by students to College property will be charged to the student.

Charges for damages to residence hall common-use areas and furnishings therein will be assessed equally to all residents of the residence hall. Should the identity of the person(s) responsible for the damage in common areas be known, that individual(s) would be properly assessed for the necessary repairs. All building common area damages will be billed equally to all the residents of that building as per the Housing Contract and Room Condition Report.

Violations of Criminal Law: Violations of federal, state or local criminal law or actions that adversely affect the College and/or pursuit of its objectives are prohibited on campus or elsewhere and may be subject to disciplinary proceedings here. The criminal case burden of proof, obviously, does not apply to Manhattanville College cases.

Weapons: Students are not permitted to possess or imply possession of a weapon anywhere on property owned, leased, or controlled by Manhattanville College. It is illegal to possess weapons, even if legally possessed in a manner that harms, threatens, or causes fear to self or others. Examples of weapons include, but are not limited to, any type of firearm, pistol, revolver, shotgun, rifle, weapon, devices which resemble weapons, dangerous chemicals, fireworks, explosive materials, accelerants, dangerous devices capable of casting a projectile, crossbows, pellet guns, paint guns, “BB” guns, knives (including switchblades), martial arts tools, paintball and air soft guns, explosives, chemicals used in a dangerous way, and ammunition. The College also prohibits the use of any object, which is utilized in a dangerous manner – an example of this would be matches used to set fire to or damage any object. Hazardous chemicals, which could pose a health risk, are also prohibited from the campus. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others. Violation of this policy may result in immediate expulsion. The College considers possession of weapons to be very serious and a violation of the law, and therefore, requires any student, staff, or faculty to report the existence of such weapon immediately to the Director of Campus Safety, Director of Residence Life or the Dean of Students or to any staff member.

Additional Regulations: The student must be aware of the full extent of expectation placed on them by the College. This information is presented in this handbook, the Housing Contract, and other publications by the College, its Schools, Office of Residence Life and the Dean of Students. The College reserves the right to change or alter any rule or regulation at any time. It is the student’s responsibility to understand and abide by any change that occurs.

Residential Rules of Conduct:

The following rules are part of the Rules of Conduct which applies to all residential students and their guests (which includes Manhattanville College commuter and/or graduate students).

Air Conditioner: There are clear limits to the capacity of electrical wiring. Overloading of circuits is a fire hazard. Air conditioners up to 6,500 BTU’s are only permitted for medical reasons. A doctor’s letter, on letterhead, and prior permission from the Director of Residence Life or Resident Director are required.

Building Meetings: Each student is expected to attend any meetings established by the Resident Advisor, Resident Director, or Office of Residence Life. Meeting times and locations will be posted. Any Student not present is expected to understand the covered information and may be subject to disciplinary sanctions.

Damages, Cleaning, and other charges: Damages that are clearly beyond repair are billed to the responsible individual(s). Cleaning charges due to abuse of facilities or excess trash left behind in a room are at the expense of the residents. Public area damages or area losses that are preventable (broken windows, graffiti, stolen
furniture, broken light fixtures, door knobs, crash bars, etc.) are billed in equal amount to the group responsible for the public area. It is the responsibility of all residents to notify the RD or RA of individual who damage community areas or property. If the individual(s) responsible is identified, the person(s) responsible will be held accountable for the damage charges. If the individual(s) cannot be identified, damage charges will be distributed equally amongst the residential community.

Decorations: Room decorations may not cover more than 50% of available wall space. Ceilings must be kept free of posters, tapestries, and/or other flammable materials. Decorations on door exteriors should be within the bounds of good taste and are subject to Residence Life approval. Students are not permitted to paint or apply other methods of direct decoration, ink, watercolor paint, charcoal, etc. to walls, windows, floors, ceilings, or doors in Residence Hall rooms or common areas. Window glass is not permitted to be covered (i.e. tin foil, posters, etc.) Please also see ILLEGAL ITEMS, ELECTRICAL SAFETY, FIRE HAZARDS, and WEAPONS SECTION.

General Rules in Residence Halls: Due to the potential for injury and/or property damage, students are not permitted to play any sports or throw objects in any area of the residence halls – including hallways, stairwells, and lounges. This includes the bouncing of athletic equipment such as basketballs. Bikes, skateboards, roller blades, roller-skates and scooters are also prohibited from use in any area of the residence halls. Additionally, roller blades and cleats should be removed before entering the building. Damages and/or cleaning charges resulting from the misuse of athletic equipment, including the cleaning of cleats in public areas of the residence halls, will be billed directly to the responsible students.

All athletic equipment, including clothes and shoes, must remain in a room/suite. Residence Life and SMG cleaning services are not responsible for lost items left outside of a room/suite. Athletic equipment left in public areas may result in judicial charges and fines.

Illegal Items: The following items are prohibited on the Manhattanville College campus: Hot plates, Candles (with or without wicks), Incense, Heaters without a safety shut off (need to be approved by the Office of residence Life), Electric skillets, Electric blankets, Heating pads, Sterno, Toasters/Toaster ovens, Multi-plug extension cords, Halogen lamps, Outdoor and indoor grills/Camp stoves, Charcoal/Propane/Gasoline and/or other combustible liquids, Hookahs, Liquid potpourri, Unauthorized Loft beds, Satellite dishes, Window bird feeders, DJ speakers, Novelty lights (including Christmas & other string lights), Air Conditioners (unless considered a medical need and documented by a doctor). The College also prohibits the use of any other objects that may be utilized in a dangerous manner. The College, Office of Residence Life, and their designees reserve the right to deem any item banned at any time.

Liability: The College shall not be liable for any failure, delay or interruption in performing its obligations stated Handbook due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at a reasonable expense. Under no circumstances shall the College be liable for any damage or loss of personal property of a student or their guest(s). All resident students are encouraged to secure Renters Insurance in order to protect their valuables. Students may also want to review their parent/guardian’s home owners insurance policy to obtain coverage.

Noise: Excessive noise (at any time) is prohibited. Reasonable quiet must prevail in the residence halls at all times. “Courtesy Hours” and “Quiet Hours” have been established to ensure a student’s study and sleep. Under no circumstances should noise be projected out of windows. In addition, playing portable stereos in public areas of the residence halls (lounges, halls, etc.) is prohibited. Repeated noise violations may result in the confiscation of the equipment in question as well as additional conduct action.

Courtesy Hours: In Founders and Spellman Halls, noise must not be heard more than 4 rooms from the source. In Dammann and Tenney Halls, noise must not be audible to a separate suite with its suite door closed. Non-
Traditional Housing should establish “house rules” as they pertain to noise ordinance with the approval of the Office of Residence Life staff. Courtesy Quiet Hours for Dammann Hall, Founders Hall, Spellman Hall and Non-Traditional Housing are in effect from 10:00am-10:00pm Sunday through Thursday, 10:00am-1:00am Friday and Saturday. Courtesy Hours for Tenney Hall “Wellness” are in effect 10:00am-1:00am on Saturday.

Quiet Hours: In Founders and Spellman Halls, noise must not be heard more than two rooms from the source. In Dammann and Tenney Halls, noise must not be audible outside the suite with the suite door closed. Non-Traditional Housing should establish “house rules” as they pertain to noise ordinance with the approval of the Office of Residence Life staff. Quiet Hours for Dammann Hall, Founders Hall, Spellman Hall and Non-Traditional Housing are in effect 10:00pm-10:00am, Sunday through Thursday, 1:00am-10:00am Friday and Saturday. Quiet Hours for Tenney Hall “Wellness” are in effect 1:00am on Sunday thru 10:00am on Saturday.

Pet Policy: With the exception of non-dangerous fish and service or support animals (approved by the Office of Disability Service), pets are not allowed in the residence halls at any time. This policy includes pets “visiting” in the residence halls. Fish must be kept in the aquariums that do not exceed ten gallons in size. Violations of this policy will result in a $250.00 fine, the removal of the animal/pet within a 48-hour period, and disciplinary action, which may result in loss of residency. In accordance with the Americans with Disabilities Act, service or support animals are permitted in College facilities for persons with documented disabilities (approved by the Office of Disability Service). Please contact the Director of the Office of Disability Services, to learn more about the policies and procedures of a Service or Support Animal.

Room Capacity: Residents are permitted no more than two guests (defined as anyone who is not assigned to that room; including commuter students, other residents, or off-campus guests) per room and/or suite resident that’s present in the room.

Room Inspection: The College respects the right to privacy and is committed to protecting that right, as well as to taking action that helps ensure the safety and security of all residents. College officials have the right to enter any room at any time when the College deems it necessary. If an illegal object or substance is found in the room or suite, all residents may be held accountable for what is present. Periodically, Residence Life staff members make room/suite inspections. This is to verify room conditions and cleanliness and to take inventory of College Property. If a room/suite is found to be in unacceptable condition, the students residing in the room/suite will be expected to make the appropriate improvements. Should a room be in an extreme condition of un-cleanliness or disrepair, a fine may be imposed and disciplinary measures may be taken.

Room Entry and Search: The College reserves the right to enter any room/suite without prior notification. Manhattanville College or its agents shall also have the right to enter a student’s dwelling under the following stipulations:

- To make necessary repairs or maintenance at any time so as to prevent further damage.
- In emergency circumstances when imminent danger to life, health, safety or property is reasonably feared.
- In circumstances when it is suspected that a violation of Manhattanville College policy is taking place.
- During Health & Safety checks.
- During the following vacation periods: Thanksgiving, Winter Break and Spring Break.

College and appropriate personnel have the right to search any room/suite and all of its contents should it be suspected that a violation of the College’s Code of Conduct or housing regulations has occurred.
Vandalism: Damage to property, whether College property or property belonging to other person(s), is prohibited. Occupants of residence hall rooms will be held responsible for damage to any room or furnishings. Any damage by students to College property will be charged to the student.

Charges for damages to residence hall common-use areas and furnishings therein will be assessed equally to all residents of the residence hall. Should the identity of the person(s) responsible for the damage in common areas be known, that individual(s) would be properly assessed for the necessary repairs. All building common area damages will be billed equally to all the residents of that building as per the Housing Contract and Room Condition Report.

Damage Billing & Fines

**General**
- Failure to evacuate during fire alarm $500.00
- Unauthorized animals/Pets $200.00
- Improper/Late Checkout $75.00
- Key Replacement $100.00
- Lock Core Changes $100.00
- Lock Out Charges $10.00
- Tampering with fire equipment $2000.00
- Unauthorized possession of College Furnishings $500.00 per item
- Illegal Items $250.00 per item
- Halogen Lamps $500.00 per item
- Unauthorized Possession of College Signs $250.00 per sign

**Room Cleaning**
- Light $20.00
- Moderate $40.00
- Medium $60.00
- Heavy $100.00
- Door $40.00
- Walls $75.00
- Carpet $70.00

**Bathroom Cleaning**
- Light $25.00
- Medium $50.00
- Heavy $75.00

**Painting**
- Door $50.00
- Ceiling/Wall $75.00 - $100.00
- Bathroom $100.00
- Room $150.00 - $300.00
- Suite $250.00 - $1,000.00
Door

- Removal of Sticker(s)/Chalk $50.00
- Damaged $500.00

Furniture

- Extra College furniture left in the room $50.00 per item
- Extra personal furniture left in room $50.00 per item
- Stained mattress $50.00
- Missing College Furniture (cost to replace) + $100.00
- Blinds (missing/broken) $60.00
- Bookshelf (missing/broken) $50.00
- Screen (missing/repair/replace) $50.00
- Mirror (missing/broken/replace) $100.00
- Damaged Chair/Deskmate $100.00

Other Charges

- Smoking within 30 feet of residence hall $20.00
- Smoking in residence halls $100.00
- Broken room smoke detector $150.00
- Broken hallway smoke detector $150.00
- Broken fire-alarm strobe $200.00
- Broken window $400.00
- Broken lock assembly $150.00
- Broken exit signs $300.00
- Broken wall shelf $50.00
- Broken light cover $50.00
- Broken light fixture $200.00
- Broken Ceiling Tile $25.00/tile
- Missing/Broken Closet Door $150.00
- Broken paper towel dispenser $75.00
- Broken toilet paper dispenser $25.00
- Electronic door releases $300.00
- Graffiti/Vandalism cleaning (cost to replace) + $200.00
- Damaged Carpet (cost to replace) + $200.00
- Broken Towel Rack $20.00
- Broken Dammann/Tenney Common Area Window $500.00
- Garbage $25.00 - $100.00
- Bulletin Board (cost to replace) + $300.00
- Wireless Router (cost to replace) + $100.00

Conduct Information

Conduct Officer:

Conduct Officer means any person including, but not limited to the Vice President for Student Affairs, Dean of Students, SOE Associate Dean of Graduate Programs or the Dean of Graduate MSB, and Residence Life
staff, authorized by the College to determine whether a student has violated the Code of Conduct and to recommend imposition of sanctions.

**Responsibilities and Ethical Standards of the Conduct Process**

The disciplinary record of a student or group, the nature or status of any disciplinary situation shall not be discussed or disclosed. An objective attitude must be maintained throughout the proceedings. Members of any proceedings have an obligation to disqualify themselves from an investigation when they feel that they cannot be impartial in reaching a decision.

**Conduct Proceedings:**

It is the philosophy of the Manhattanville College Conduct Process that most violations of College policy are best handled in a way that informs and guides students toward the development of personal responsibility and conscientiousness and toward mature moral and ethical standards. The Conduct Process has two main objectives: to hold students accountable for inappropriate behavior, unprofessional behavior and dispositions, and to modify those behaviors deemed inappropriate or unprofessional in order to maintain a positive living-learning environment within the College community and to achieve the mission and objectives of the College and of its Schools.

The Code of Conduct is outlined in this Handbook. Students are responsible for being aware of these standards of conduct. A plea of ignorance is not an acceptable excuse for violating College policy. Students are encouraged to familiarize themselves with these policies.

When an alleged violation of the Code of Conduct occurs, the incident should be reported as soon as possible to a staff member in the area in which the violation occurred, Campus Safety, Dean of Students, Residence Life and if applicable, the Manhattanville School of Education or Manhattanville School of Business administration or staff.

**Conduct Procedures:**

The conduct process includes fact-finding (when needed), discussion, complaint resolution and any assignment of sanctions. A student accused of violating the Code of Conduct meets with a Conduct Officer to review the violation or complaint and to explore potential avenues of resolution.

For undergraduates, the processes will be conducted and overseen by the Dean of Students, the Office of Residence Life Staff or Campus Safety and other offices if necessary.

For graduate students, the process will be conducted by the Associate Dean/Dean of the relevant School, with input from the Office of Residence Life, Campus Safety and other offices if necessary.

The following summarizes the process:

**Fact Finding:**

Official College reports (Residence Life Incident Report and/or Campus Safety Incident Report) are submitted to the relevant conduct officer that outline the incident in question. The Conduct Officer will then review with a student all of the pertinent information regarding the incident. The Conduct Officer may discuss the incident with others including members of the staff, students or guests who were involved or witnessed the incident. Students may also be interviewed by a Campus Safety official. Any member of the Manhattanville community may file a written complaint against a student or other with Campus Safety or Conduct Officer.
Discussion:
The Conduct Officer will initially meet with the student to discuss the incident and allegations. Acknowledging that the Code of Conduct requires all students to be honest and forthcoming in all investigations, the student may first be asked to sign an Honesty Statement. The Conduct Officer will continue to discuss with the student information received during the fact-finding phase. Although a student does not receive copies of official College reports, the Conduct Officer may read to the student relevant information pertaining to the incident. The student may also read the reports at the meeting. The student will be given ample opportunity to clarify any information that the student feels is not accurate. This meeting is a time for the student to ask any questions and seek clarification as to what the official reports document.

The student can present his/her response to the allegations and offer any other pertinent information in that meeting or subsequently. The student may submit (or be asked to submit) a written statement detailing what occurred and the circumstances surrounding the alleged violation, including the names of additional witnesses. If the written and oral information provided by the student indicates further investigation is necessary, the Conduct Officer will continue the fact-finding phase. The student will also be given the opportunity to accept responsibility for what occurred. The Conduct Officer will also review the conduct process with the student during this meeting. The investigation and decision will be conducted as quickly as possible. The student will be given adequate time to respond to the allegations. In general, it is unusual that the entire process will exceed a week from the time of the initial incident. If a student fails to contact the Conduct Officer in a timely fashion (48 business hours) or attend their conduct meeting, they may be judicially sanctioned without a meeting and lose their ability to appeal their sanction.

Complaint Resolution/Sanctioning:
Upon completion of the investigation, the Conduct Officer will weigh the evidence and draw a conclusion based upon that evidence. The Conduct Officer will discuss the supporting evidence for his/her decision as well as the sanction being issued for the violation. An official letter documenting the sanction will be given to the student within 24 hours of this meeting.

Before a final resolution occurs, the Office of Residence Life staff, Dean of Students, SOE Associate Dean of Graduate, Dean of Graduate MSB or Vice President for Student Affairs may take any action necessary to ensure the safety of the campus community. Such actions may include but are not restricted to removing the student from a residence hall, reassigning a student to another room, removing a student from student or supervised teaching, expelling or suspending a student. Please note that from time to time procedures may be amended due to circumstances. Every effort will be made to notify a student when this will occur.

Notifying Parents:
For undergraduates, the Conduct Officer may notify parents or guardians via letter, phone call, or email depending on the severity of the violation. If a deferred suspension, suspension or dismissal is the given sanction, parents or guardians will be notified prior to the Appeals Process.

Rights of the Accused:
The following apply to all conduct proceedings:

- To the presumption of innocence in all cases where the charge(s) against the accused is contested, and to have all alleged violations proved by a preponderance of evidence.
- To be given oral or written notice of the nature of the charges.
- To be informed of the process.

The accused may consult a family member or student, but this person will not be eligible to participate in the hearing, although he or she may be present as a “silent” observer.
**Conduct Sanctions**

The campus conduct process is designed to respond to violations in the most appropriate and the most effective way possible; therefore, it is necessary to determine conduct sanctions that are fitting to the circumstances of the individual case. In determining sanctions, the following factors are considered:

- The nature and severity of the offense
- The injury or damage resulting from misconduct, including injury to student or member of the community
- The student’s prior disciplinary record
- The impact of the violation on members of the College community
- The impact on the reputation of Manhattanville College
- The impact on children, their communities, and the institution that serve them
- The impact on the profession for which the student is preparing
- Damage to another student’s property or to College property.

One or more of the following sanctions may be imposed in disciplinary situations for violations of College policy in proportion to the above factors.

**Restitution:** Reimbursement by the student to the College or to a member, group or organization of the College community to cover the cost of repair or replacement of damaged or misappropriated property. This is generally an automatic conduct order in cases of unrecoverable property.

**Conduct Fine:** For some offenses, a fine may be levied as an appropriate punishment for the particular violation. Conduct Fines will be added to the student’s account. Failure to make payment will result in a hold being placed on the student’s registration for classes and for room lottery.

**Mandatory Counseling:** In some instances students may be mandated to the Counseling and Wellness Center for evaluation. Students mandated to counseling will be given a deadline by which they must have made an appointment to be seen. If, based on the original evaluation, the Counseling and Wellness Center or other professional provider recommends a course of treatment, the student is required to continue treatment until the Counseling and Wellness Center or other professional recommends cessation. Failure to follow through with mandated counseling could result in removal from the residence halls and/or dismissal from the College.

**Removal of Offensive Property:** Students may be required to remove stereos, musical instruments, or other property that has become offensive to other residents. Non-compliance by prescribed deadlines may result in a charge of failure to comply with a conduct order.

**Restrictions from Activities or Privileges:** Students may be restricted from active status or participation in any and all organized College activities other than required academic endeavors for a designated period of time not to exceed two full semesters/32 weeks of enrollment. Visitation and guest privileges in the residence halls or elsewhere on campus may be revoked. The right to maintain a vehicle on campus may be revoked. These restrictions, if imposed, will be effective immediately upon rendering a decision and will remain in effect for a designated period of time.

**Written Warning:** An official warning that is recorded in a student’s conduct record notifying the student that he/she has violated the College’s Code of Conduct. Any further violations will lead to a more serious sanction.

**No Contact Contract:** A formal directive issued by the College and requires signatures of both parties in any interpersonal conflict to have no direct or indirect interaction. A no contact contract remains in effect until it is
officially removed in writing by the College. In any case, a violation of a no contact contract should be reported to Campus Safety or the relevant Conduct Officer. A violation of a no contact contract is subject to disciplinary action.

**Disciplinary Probation:** Disciplinary probation is an official documentation that is recorded in the student's conduct record, compelling the student to exhibit good conduct during the probationary period. The Conduct Officer may also direct the student to be professionally evaluated for any negative behavior or patterns suggested by the particular offense he/she committed. Terms of disciplinary probation shall be for a designated period.

**Residence Hall Reassignment:** This sanction will be recommended in situations where the College feels the individual needs a change of environment in order to conform to acceptable group living standards. Students receiving this sanction must relocate within 24 hours after the Conduct Officer makes the decision, unless an extension is granted.

**Interim Sanctions:** In certain circumstances, the Office of Residence Life Staff, Dean of Students, Vice President for Student Affairs, SOE Associate Dean or the Dean of MSB may impose a Residence Hall Suspension or Suspension prior to a conduct hearing. These circumstances shall relate directly to the institutional concerns outlined below:

In all cases, Interim Sanctions will be imposed only:

- To ensure the safety and well-being of members of the community or preservation of College property
- To ensure the student's own physical or emotional safety and well-being
- If the student poses a definite threat of disruption of or interference with the normal operations of the College.

During an Interim Suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Office of Residence Life Staff, Dean of Students, SOE Associate Dean, Dean of MSB and/or Vice President for Student Affairs may determine to be appropriate.

**Residence Hall Suspension:** A student is required to move out of the residence halls without refund of room fees. Students receiving this sanction must move out within 48 hours after the Conduct Officer meets with the student, unless the Conduct Officer grants an extension or requires the student to vacate his/her room immediately. The Conduct Officer will decide the term of a student's ineligibility to live in a residence hall.

**Deferred Suspension:** Deferred separation from the College for a period of review during which the student must demonstrate an ability to comply with college rules, regulations, and all other stipulated requirements. If, during the period of the deferred suspension, the student is again found responsible for violating any college rule or regulation or an order from a College official, the student will be immediately suspended from the College.

**Suspension:** Separation from the College for a designated time period. Typically the suspension period is 2 semesters.

A suspended student will be ineligible to graduate until the term of suspension has been served. The following stipulations and conditions affecting the student's suspension from the College may be specified:

- A decision will be made as to the effective dates of suspension. The suspension will be effective immediately and the student must leave campus within 24 hours.
The Director of Residents Life, the Dean of Students, SOE Associate Dean, Dean of MSB and/or the Vice President for Student Affairs will recommend the earliest academic term for which the student may apply for readmission, providing all conditions for readmission have been met.

Students on disciplinary suspension are prohibited from visiting the campus. The student may not do so unless the Director of Residents Life, the Dean of Students, SOE Associate Dean, Dean of MSB and/or the Vice President for Student Affairs has granted prior permission. Permission may be granted only if the student needs to attend to official business at the College. Unauthorized visitation may subject the student to possible arrest for trespassing.

A decision will be made if the student is eligible to earn transfer credit during the term of disciplinary suspension. Director of Residents Life, the Dean of Students, SOE Associate Dean, Dean of MSB and/or the Vice President for Student Affairs. If the student is authorized to earn credit during the term of disciplinary suspension or after the recommended term of disciplinary suspension has elapsed, permission must be obtained from the appropriate School Dean prior to enrolling in courses (If courses are to be counted for major or minor credit, they also must be pre-approved by the department chair).

A decision will be made if other restrictions are to imposed and effective while the case, is under appeal and/or during the term of suspension; (For example, the student may be prohibited from active participation in College activities, from having contact with designated individuals, from having access to specific College facilities, etc.)

A decision will be made regarding the term of disciplinary suspension and if that suspension may be served concurrently with a term of academic suspension in the event that the student is also suspended for academic reasons.

A decision will be made regarding the behavioral and disciplinary terms that affect the student’s eligibility for readmission.

A decision will be made regarding the behavioral and disciplinary terms that are to be in effect if the student is readmitted.

Expulsion/Dismissal: The Director of Residents Life, the Dean of Students, SOE Associate Dean, Dean of MSB and/or the Vice President for Student Affairs may decide that a student’s enrollment be canceled and the student be permanently separated from the College. A student who is dismissed will be ineligible to return or graduate from Manhattanville College.

The following stipulations and conditions affecting the student's dismissal from the College may be specified:

- The effective date of the dismissal.
- Students who are expelled are permanently banned from Manhattanville College Property
- Students who are suspended are not permitted on campus during their suspension period.
- If the student is to be prohibited from being on the Manhattanville College campus while the case is under appeal and/or if the dismissal is upheld. If prohibited from visiting the campus, the student may not do so unless the relevant Conduct Officer has granted prior permission. Permission will generally be granted only if a student needs to attend to official business at the College. Unauthorized visitation will subject the student to being arrested for trespassing.
- Other restrictions that are to be effective while the case is under consideration and/or following the student's dismissal from the College.
Removal from Student or Supervised Teaching or Denial of Permission for Student /Supervised Teaching

Students who are conducting student or supervised teaching may be removed from that specific placement or removed totally from student teaching. The director of Field Placement or the Associate Dean may take this step. This step may be taken immediately if health and safety of children is deemed to be threatened in any form to any degree. Removal from student teaching will be immediate, an “F” will be entered on the student’s transcript, and the student will not be able to complete the semester and earn credits.

Those Education students who have not yet undertaken student or supervised teaching may be denied permission to do so.

Denial of Recommendation for Teacher Certification

Candidates for teacher or leader certification may be denied a recommendation by the college.

Sanctioning Standards

The purpose and structure of the conduct system is rooted in the personal development of the student. The policies set forth by the college are standards we expect all students to uphold. When a student violates a policy the goal of the conduct process is to 1) hold the student accountable for their actions and 2) help educate the student so further incident do not occur. Multiple policy violations may increase the sanction given. The minimum sanctions for policy violations are listed below; however, they may be increased based on the incident. Please note these are minimum standard sanctions associated with each offense.

- 1st Offense- Warning, Educational Sanction and/or Disciplinary Probation
- 2nd Offense- Disciplinary Probation or Deferred Suspension
- 3rd Offense- Deferred Suspension, Suspension or Expulsion

Furthermore, the Director of Residents Life, the Dean of Students, SOE Associate Dean, Dean of MSB and/or the Vice President for Student Affairs may increase the standard sanction if deemed necessary.

Offenses That May Lead to Suspension or Expulsion:

The most serious violation of the Code of Conduct must be dealt with in the most severe manner. These offenses reflect a reckless disregard of accepted standards of conduct and a lack of concern for the wellbeing of the Manhattanville Community. These incidents are immediately referred to the Director of Residents Life, the Dean of Students, SOE Associate Dean or Dean of MSB. Sanctions for these offenses may result in sanctions as serious as suspension or expulsion from the College. Incidents the college deems as serious in nature and that could lead to suspension or expulsion on a first offense may include, but are not limited to:

- False Alarms and Misuse of Fire Equipment
- Sale or distribution of controlled substances. Any student found selling, admitting to selling currently or in the past or distributing any form of illegal drugs, controlled substances, drug paraphernalia or is deemed there is an intent to sell
- Fireworks, Weapons, Dangerous Objects, Hazardous Chemicals, Setting a Fire and Explosives
- Harassment (including stalking or repeated telephone calls or e-mails).
- Hate or Bias related conduct
- Threat of Physical Assault, Acts of Physical Assault and/or Endangering Conduct
- Unauthorized Entry
- Violations of Criminal Law
- Theft
• Endangering the Health and Safety of children
• Behavior in a Grossly Unprofessional Manner

Appeals Process
Any decision of a Conduct Officer may be appealed in writing within 48 hours to:

• the Director of Residence Life, for those conduct cases heard by an RD,
• the Vice President for Student Affairs for cases heard by the Director of Residence Life or Dean of Students or the Dean of Graduate MSB
• the SOE Academic Standards Committee for actions taken by the Associate Dean for Graduate Programs
• the Dean of the School of Education for actions taken by the SOE Academic Standards Committee.

Once an appeal is submitted the appeals officer will determine if a face to face meeting is warranted. An appellate decision for this purpose is defined as having the power to review the conduct findings of another conduct officer. Any student who fails to attend his/her conduct meeting will be sanctioned without his/her input and forfeits the ability to appeal their sanction.

Contents of the Appeal
The appeal form must include the grounds for the appeal as well as the supporting facts and arguments. The following are grounds for an appeal:

1. The conduct process was not in accord with the rules and regulations governing the College’s conduct process, and this deprivation materially affected the decision; and
2. The finding of the violation is contradicted by new evidence and would have resulted in a different decision.

On appeal, sanctions can be increased or decreased. If an appeal is heard, the following actions may be taken:

1. Possible modification of the sanction, including increasing the penalty.
2. Ordering a reconsideration by the original conduct officer or designee based on:
   a. Alleged new evidence – only if the new evidence is of such a nature as to be reasonably likely to change the outcome of the original investigation and was unavailable at the time of the original investigation.
   b. Alleged defect in procedure – only if the defect in the original investigation is sufficiently substantial to be reasonably likely to change the outcome.
3. Ordering dismissal of the case where false evidence was presented.

Basic Freedoms and Confidentiality
The College wishes to protect the constitutional rights of all its members, including balancing the safety and welfare of all in relation to the rights of the individual.

Freedom in the Classroom
The College encourages and protects the freedom of discussion and expression of views. The student has the right to fair academic evaluation.

Freedom of Association
Organizations may be established within the College for any legal purpose, whether religious, political, educational, economic or social. Membership in any College-based organization is open to any member of the
College who is willing to subscribe to the stated aims of the organization and to meet its stated obligations. The College prohibits against National Sorority and Fraternities, NPHC. The College may require as a condition of access to College funds, the names and addresses of officers. Under reasonable conditions, the College will assign College facilities to student organizations for regular business meetings, social functions and programs open to the public as space is available. The allocation of funds to student organizations will be in accordance with Student Government rules concerning chartering and funding.

**Use of College Name**

Individuals or organizations may use the name “Manhattanville” except where that use involves legal or financial commitment of the College and, except as qualified below, only when such organization or individual has been officially chartered and when the terms of chartering or recognition include such use of the name and/or logo. College approval of the use of the name or logo before any individual, group or organization without prior authorization by Student Government and the Vice President for Student Affairs council may not be stated or implied by any individual, group or organization. The President of the College or General Counsel can authorize use of the name Manhattanville if appropriate.

**Publication**

The student press is not to be censored; its editors, writers, and managers may not be arbitrarily suspended or suffer any other recrimination because of disapproval of editorial policy or content. In addition, anyone who inhibits or prevents the distribution of the student press through the removal of the publication from recognized distribution points will be dealt with under the terms described for “Theft”.

**Expression**

Manhattanville College is committed to the basic rights of free speech and press and at the same time affirms the obligation of all members of the College both to maintain an atmosphere conducive to the educational purposes of the College and to respect the rights and privileges of all individuals.

Members of the College who intend to publish statements or to speak publicly should consider carefully the effects of their statements on the sensitivities of other individual or groups.

The College holds discussions in an open forum, which allows members of the community to express issues of shared concern. The distribution of signed statements, publications and petitions is welcome unless they disrupt, based upon the principles of time, place, and manner, the regular and essential operations of the College, or infringe on the rights of others. Any organization on campus is free to invite speakers its members wish to hear on campus. The presence of speakers or the existence of any publication issued by an individual or group of the College does not necessarily imply the College’s support of the view expressed.

**Public Order**

Students have the right to protest and to demonstrate peacefully. Free expression and peaceful dissent can proceed only in a free environment; there is not freedom in coercion, violence or disruption. Coercion and disruption are unacceptable because they deprive members of the community of their rights. The College will take prompt and appropriate action including legal action, to enjoin any disruptive, coercive or violent activity.

**Participation in Decision-Making**

Students are free to express their views appropriately on issues of institutional policy and on matters of general interest to the student body through student policy and on matters of general interest to the student body through undergraduate Student Government and its committees, appropriate graduate channels, and ad hoc representatives on committees of the College.
Privacy Rights
Privacy is essential to individuals and to community living. To the extent permitted by law, the College will protect the right of privacy of its students.

Policies Governing Confidentiality
1. Manhattanville College respects the privacy and confidentiality of its students. It believes that the educational venture on which its students have embarked is best furthered by the development of individual responsibility and independent decision-making. The right to confidentiality is crucial to the development of these characteristics. The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which can be found under the Office of the Registrar | Manhattanville College web page.

2. Officers of the College and employees involved with the students’ records are not permitted to release those records to other persons except as specified in FERPA. Students may inspect and review their education records upon request to the appropriate record custodian and in accordance with the procedures outlined below.

3. The College does not mail grade reports. Students may receive grades on the College computer system.

4. Except as required by law, the College does not release information about disciplinary action to third parties (other than parents/guardians) unless permission is given by the student or is required in a recommendation sent by a student to the College (for example with a transfer application). The College may disclose the results of disciplinary proceedings to the victim.

5. The College reserves the right to send copies of letters of an undergraduate dismissal, suspension, and residence hall suspension, academic or disciplinary actions to the student’s parent or designated guardian.

6. The College’s Health and Counseling Services observe the traditional guarantees of confidentiality necessary to the physician/patient relationship.

7. The College reserves the right to contact a parent, spouse, guardian, or emergency contact designee in the event of an emergency or important situation.

8. The College acknowledges the student’s right to withdraw in writing any previously given waivers of confidentiality at any time.
   a. The College may disclose student records to a third party without obtaining the student’s consent if the student has provided written consent to a third party.
   b. A student may instruct the Office of Student Affairs and the Registrar in writing that he or she does not wish one or more items of the directory information released.
   c. Manhattanville will comply with subpoenas regarding student records in accordance with relevant law.

PUBLIC AND RESTRICTED ACCESS INFORMATION

Public Information
The following data are considered public information and may be released to individuals or organizations at the discretion of the office to which the request is made:

• Name
• Citizenship
• Date and place of birth
• Local address (campus address for residents, home address for commuters, not telephone numbers)
• The facts and dates of enrollment
• Major
• The awarding of degrees and honors
• Publications
• Records of campus co-curricular activities
• Names of officers of chartered student organizations
• Weight and height of athletic team members

Restricted Access Information
The following information may only be released by the College with the consent or waiver of the student:
Parents may be entitled to academic and financial records under FERPA with written consent of the student, or if the student is a dependent for tax purposes (in which case the parent’s request for information must be accompanied by a copy of the first page of their tax return which shows the student as a claimed dependent; financial information may be blacked out). Parents are not entitled to medical or counseling information without written consent of the student.

- Academic records
- Financial information
- Private correspondence
- Conduct records
- Medical records
- Information about participation in counseling
- Recommendations from faculty and employers
- Campus employment records

Consent will be inferred in the case of (1) a request from another educational institution in which the student intends to enroll or from an appropriate educational institution in which the student intends to enroll or (2) from an appropriate educational, government funded agency, or (3) in the event of litigation or quasi litigation instituted by the student against the College.

Additional Sources of Information Surveys
The results of surveys that ask questions about Manhattanville students may be released as public information with the understanding that individual names will not be disclosed. A student who is approached directly by outside sources for interviews is advised to confirm the identity of the interviewer with the Office of Communications.

Official Record
At Manhattanville College, a student’s official record is on file at the Registrar’s Office. A student may review his/her file. Upon graduation, records and memos made obsolete by the awarding of the degrees are destroyed.

Specific Student File
Individual offices at the College keep files on students in order to serve the informational needs of those offices. The offices that maintain student files are the following: Registrar, Advising, Student Affairs, Business, Financial Aid, Health Center, Residence Life, Center for Career Development, Graduate Studies, Teacher Education, Student Employment, and Research and Records in the Resource and Development Office. Since the
main purpose of these files is to aid the personal and academic growth of the student, the student has the right to review the contents of each file except confidential recommendations placed in the file prior to January 1, 1975, or if the student has waived the right to access in writing. Upon twenty-four hour written notice, student may question the existence, the contents or availability of any of his/her records before the official having control of them.

**Official Access to Records**

Officials may have legitimate and demonstrable need for information concerning students in connection with their duties and responsibilities and may have access without prior written permission. Each office that keeps records maintains a list, available for inspection, of those persons that have legitimate need for files and access to them. Whenever possible, the official responsible for the records themselves will provide the information needed by such persons.

**Waiver**

A student may elect to waive any or all of his or her rights with respect to confidentiality of records in any given matter.

**Sanctions**

Disciplinary materials may not be released without written permission of the student involved, except as required by law.

**Private Records**

Records kept by faculty or staff members regarding students, such notes taken at meetings and during conversation with students, are not official records. They are regarded as extensions of the memory of the individual who keeps them, and as such, private records. Each individual is held accountable for the consequence of keeping such private records and is responsible for preventing disclosure.

Notwithstanding all of the above, all records of the College are subject to disclosure in compliance with a subpoena issued in accordance with the appropriate law.

A student has the right to file a complaint with the U.S. Department of Education. Any member of the College who willingly and knowingly falsifies or misrepresents information pertaining to student records or wrongfully discloses such records is guilty of grave misconduct and will be subject to appropriate discipline.

**COLLEGE POLICY STATEMENT**

The most up-to-date version will reside on our web site, which is always the most current and authoritative version. The College reserves the right to amend, modify, delete, or make additions to this Handbook at any time with or without notice.