



THE CORD



STUDENT HANDBOOK



ST FRANCIS COLLEGE

SFC.EDU

STUDENT HANDBOOK

Last Updated February 14, 2024



ST. FRANCIS COLLEGE

ST. FRANCIS COLLEGE
179 Livingston Street
Brooklyn, New York 11201

THE CORD student handbook contains information on many of the traditions, policies, procedures, rules, and regulations of St. Francis College (“SFC” or the “College”). Also included are descriptions of student services, resources, and activities.

Information in The Cord applies to all students at the College. All SFC students are required to read the Cord and follow rules and policies set forth in it. Students are deemed to have read and understood this Cord.

SFC reserves the right to change its rules and regulations, policies and procedures, admission and graduation requirements, academic calendar, financial policies, course offerings, delivery methods, tuitions, fees, and any other material at its sole discretion at any time without prior notice. Nothing in the Cord is intended to create nor shall anything in the Cord be understood to create contractual or legally enforceable rights.

Conduct that is prohibited pursuant to a policy in the Cord may also be prohibited under other College policies, including those in other handbooks. If conduct violates more than one College policy, the College reserves the right to determine, on a case by case basis, whether one policy’s disciplinary procedure will be utilized for all alleged violations (regardless of the source policy for the violation) or if the violations will be separately resolved pursuant to the policy that gave rise to them, meaning that the student may be simultaneously subject to the disciplinary processes contained in each violated policy.

COVID ANNOUNCEMENT

The public health situation continues to evolve, and we remain committed to the health and safety of our community.

We are following the recommendations of the Centers for Disease Control and Prevention (CDC) and abiding by the requirements of New York State and New York City. Please follow SFC's most current COVID-19 protocols and requirements.

A. The environment we maintain on campus is guided by two core principles:

1. Optimizing our community's well-being by mitigating COVID-19 transmission.
2. Delivering a stellar Franciscan education aimed at student success and achievement.

All members of the SFC community are responsible for supporting and protecting the health, safety and well-being of themselves and others. **Effective April 26, 2023, proof of COVID-19 vaccinations, boosters and exemptions is no longer required for new or current St. Francis College students, faculty or staff.**

Our policies and plans will be updated as appropriate as more information becomes available, and we will continue to provide regular updates to the campus community.

Questions? Email backtobk@sfc.edu.

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The Prayer of St. Francis

Lord, make me an instrument of Your peace; Where there is hatred, let me sow
love; Where there is injury, pardon;
Where there is doubt, faith; Where there is despair, hope; Where there is
darkness, light; And where there is sadness, joy.

O Divine Master, Grant that I may not
so much seek to be consoled, as to console; To be understood, as to understand;
To be loved, as to love;

For it is in giving that we receive,
It is in pardoning that we are pardoned,
And it is in dying that we are born to Eternal Life.

*To all of our SFC family, friends and alumni who have passed away
over the Academic Year, we dedicate this year's edition of The Cord.*

Alma Mater of St. Francis College

*Alma Mater, hail to thee! Loyal Friends salute thee! Memories of thy name
recall, Deep affection for thee!*

*Thy ideals shall ever be, Inspiration constantly. Binding us together, Binding us
to thee!*

*Hail St. Francis, we thine own, Loyal to thee ever!
Sing the praises of thy name, With accord together!*

*This the pledge we give anew, Loyal to thy Red and Blue!
Alma Mater, to thee! Ever true to thee!*

Franciscan Spirit

As you enter the hallways of St. Francis College, observing the portraits and artwork, you must ask yourself what it means to be Franciscan. It is a transformation. St. Francis left his life, wealth, and popularity to spread the Gospel. He cared for the sick, poor, and others in need. St. Francis illustrated, through his actions, the importance of generosity and compassion to all beings. How can we emulate the actions of this man?

Over the years the Franciscan Spirit within St. Francis College has evolved dramatically. Understand that as you enter the campus for the first time you will be greeted with a warm and vibrant environment, compelling you to contribute to this atmosphere. It only takes a simple wave hello to spread the Franciscan Spirit. Day by day you will observe students helping each other in every way possible. They form study groups, ensuring that no one feels left out.

The COVID-19 pandemic has limited our ability to participate in community service activities. In the future, we plan to resume our pre-pandemic schedule that will highlight the dedication of our students to come together and display their Franciscan Spirit.

Franciscan Spirit is dedicated to service and fellowship. Followers of the Franciscan way are determined to educate themselves and others through example. It is your duty to lend your knowledge and talents wholeheartedly. One should strive to be fair and just regardless of creed, race, sexual orientation, or social status. You should be strong in your convictions and dedicate yourself and be loyal to all of your commitments. You should live your life in moderation, following the belief that through wisdom and patience your life shall be one of fullness and success. You should seek out inner peace and, in turn, share this peace with others. You should maintain this peace no matter what dilemma comes your way.

You should make every effort to achieve spiritual enlightenment and strive to be open-minded at all times. This along with newfound self-awareness will enable you to see the needs of your peers. You should always be respectful and considerate in your actions. You should do unto others as you would like others to do unto you. And finally, above all, you should enjoy life and cherish every memory you make. As you embark on a new year in your life here at St. Francis College, be sure to not end it without leaving something behind for your successors. Remember the words of St. Francis, "it is in the act of giving in which we receive."

*Let me not be tied down to poverty or praise and I shall be free.
Free from the nagging ache of envy. Free from all hurts of resentment.
Free to love and forgive all.
Free to do and say what is right, regardless of unpopularity.
Free to wander everywhere as inspiration guides me.*

~St. Francis of Assisi

Mission Statement of St. Francis College

St. Francis College is an inclusive and diverse institution of higher education rooted in a commitment to academic excellence, compassionate hospitality, and ethical leadership. Inspired by St. Francis and St. Clare of Assisi, and founded by the Franciscan Brothers of Brooklyn, the college prepares students to serve and thrive in a global community and help shape a just society.

History of the College

For more than 160 years, the College has offered an affordable, quality education to individuals of all backgrounds. Based in the heart of Brooklyn, the College has a proud heritage of preparing students to take their places as leaders in their fields and to become contributing members of society. With a mission founded on the ideals and teachings of St. Francis of Assisi, the College plays a vital role in the community and in the lives of its students and alumni.

In the early nineteenth century, the Franciscan Brothers in Ireland began schools for underprivileged people. Following that spirit, a group of Franciscan Brothers first came to Brooklyn in 1858, opening St. Francis Academy several months later in 1859 with a mission to educate the large number of immigrants arriving in America and to help them assimilate and succeed in New York City. From its beginning, St. Francis Academy was committed to providing a comprehensive education to those with limited means. To achieve this goal, St. Francis Academy offered affordable tuition, a rigorous curriculum, and personal academic support, distinct characteristics that endure today. The school, which was opened to educate boys and was the first private school in the Diocese of Brooklyn, started in a building on Baltic Street and grew quickly.

In 1884, just 25 years later, the trustees of St. Francis Academy received permission from the state legislature to “establish a Literary College” under its current name, giving it the power to confer diplomas, honors, and degrees. In June 1885, St. Francis College conferred its first Bachelor of Arts degree, and seven years later the first Bachelor of Science degree was granted.

The College continued its meteoric growth and built a new facility on Butler Street in 1926. In 1957, the New York Board of Regents granted an absolute Charter to the Trustees of the College, rendering the College officially independent of the Diocese of Brooklyn and making it eligible to receive federal funds.

In 1960, St. Francis embarked on an expansion program. It moved to Remsen Street, where it purchased two office buildings from Brooklyn Union Gas Company, allowing it to double its enrollment. Shortly thereafter, it became a co-educational institution and additional property was purchased on both Remsen and Joralemon Streets. The campus included new facilities that were accessible by New York City’s mass transit system, which also contributed to a doubling in enrollment.

The addition of the Anthony J. Genovesi Center in 2003 offered student’s additional opportunities to participate in and watch athletic events while the \$40 million Frank and Mary Macchiarola Academic Center, housed a library, numerous smart classrooms, HDTV studio, and black box theater.

The demographics of Brooklyn have changed over the years, but the College's mission has not. Today the College has more than 2,500 students and 20,000 alumni. They come primarily from Brooklyn and the other boroughs of New York City. An increasing number of students come to the College with international backgrounds, representing 74 countries, 40 languages, and now constituting 17% of the student population. Approximately 60% of the College's students are from underrepresented populations and over 50% of the College's approximately 2,500 students are first generation, a number that has remained consistent for at least eight years.

Approximately 50% of the College's students are from underrepresented population and approximately 46% of the College's approximately 2,500 students are first generation, a number that has remained consistent for at least six years. Many distinguished public servants, scientists, lawyers, business professionals, and teachers call St. Francis College alma mater, as do many of the priests and nuns within the Dioceses of Brooklyn-Queens and Rockville Centre.

Based on its success in enrolling and graduating large proportions of economically disadvantaged students, *U.S. News & World Report* ranked St. Francis College fourth in its category on its list of colleges that are Top Performers on Social Mobility. Approximately 99% of St. Francis students receive some form of financial aid; including institutional scholarships and grants, federal and state grants, and federal student loans, making St. Francis one of the most affordable private colleges in New York City.

For many years, the College's Remsen Street campus in Brooklyn Heights has been our home and served our community well. Fortunately, our community keeps growing. Beginning in September 2022 the College will better deliver the next generation of academic opportunities and extracurricular programming, while meeting demands on infrastructure and technology, at its new home at 179 Livingston Street (the "Wheeler Building") in Downtown Brooklyn. The new campus is located within minutes from the Remsen Street site and is conveniently situated between the Hoyt Street and Jay Street stations. The College's new home is accessible via public transit for commuter students and unlocks access to opportunities in New York City and the world beyond. The campus has been designed specifically for St. Francis College to meet our community's needs and features a dedicated lobby entrance and elevators for students, staff, and visitors, and ample space for student gatherings — including a new shared roof deck overlooking Downtown Brooklyn.

The College's relocation to The Wheeler building is the foundation of the 162-year-old private Franciscan institution's transformative new initiative, SFC Forward | Strategic Vision for 2023, which it launched in 2022 to, among other things, expand academic offerings and online learning opportunities ("SFC Forward").

Institutional Effectiveness and Accreditations

Accreditation Information – Institutional



St. Francis College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104

The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). For additional information about the College’s accreditation status, or to file a complaint, please visit www.msche.org or contact the Commission at (267) 284-5000, info@msche.org or in Spanish at españolinfo@msche.org

Additionally, Middle States accreditation and status reports are maintained by the College’s Accreditation Liaison Officer (ALO):

Gale Gibson Gayle, Ed.D.
Room 5106
718-489-5240
ggibson-gayle@sfc.edu

Degree Program Accreditations

The St. Francis College nursing degree programs are accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#). More information about nursing is available on the NY State Department of Education’s Office of the Professions: <https://www.op.nysed.gov>

NY State Charter

St. Francis College is chartered by the Regents of the University of the State of New York.

Campus Security Information

Building Access and Maintenance

The College campus is for the use of students, faculty, staff, their invited guests, and those on official business. The entrance of St. Francis College is located at 179 Livingston Street. All members of the College community must swipe their identification card at the bollards upon arrival.

All guests, including former employees and alumni, must present identification and register with our Security and Concierge Team. Guests will then be directed to their intended destination. As people enter the building they are monitored by our Security Team, which covers the front desk, 24 hours a day, 7 days a week. Patrols are done hourly to ensure all exits are properly closed and to ensure the safety of everyone in the building. In addition to our Security Team, security cameras monitor all exits and entrances and certain areas on Campus. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Facilities Department.

Security Desk

Silverseal Security has been retained by SFC to provide security at all four of the College's current campus locations: 179 Livingston Street, 180 Remsen Street, 97 Columbia Heights (Residence Hall), and Bridge Street (athletics training facility). Members of the Silverseal team include former NYPD chiefs and high-ranking military officers with years of security experience. Silverseal guards are trained and tested to create a safe and positive environment in line with the College's policies, procedures and best practices. Their core values of Integrity, Teamwork, Professionalism, and Mission-Focus make them an excellent partner for the College. Learn more about Silver Seal Security here: <https://www.silverseal.net/about-our-company/>

Security staff at building entrances provide entry and egress control; manage staff, student and guest identification verification; and monitor building intrusion systems, alarms, and fire detection equipment. Silverseal staff are trained on the location of all fire exits, floor plans, internal stairwells and our EAP. The 179 Livingston Street Security team is available at 718-489-2100 or 718-489-2105 and at security@sfc.edu. If using SFC phones, security is accessible on extensions 2100 or 2105. In case of emergency please call 911.

Reporting Criminal Activity

St. Francis College encourages all students and members of the College community to be fully aware of any safety issues on campus and promptly report any illegal or dangerous activities.

To report a crime in progress or an emergency, please contact 911. Then, call (718) 489-5333, the College's dedicated emergency line.

For additional information about St. Francis College's safety and security policies, please refer to the College's [Annual Security Report](#), available on the College website.

Clery Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act, requires public and private colleges and universities to disclose information about certain crimes that occur on or near campus. This information can be found online in SFC's [Annual Security Report](#).

Emergency Notification

Students are asked to register for SFCALERTS, the College's emergency notification system. It will automatically send a message to your cell phone and home should an emergency or dangerous situation involving an immediate threat on campus occur. Please visit [SFC Alerts](#) for further information.

Students can update their notification information by visiting [mySFC Portal](#). For Emergency Update information, check www.sfc.edu, or call security at (718) 489-2100 or (718) 489-2105.

Emergency Action Plan (EAP)

St. Francis College (the "College" or "SFC") is dedicated to maintaining a safe and welcoming environment to work, study, live and thrive. Emergency preparedness, together with calm and thoughtful action, helps mitigate risk to life and property during an emergency. This Emergency Action Plan is a tool to facilitate and organize faculty, staff, and student actions during an emergency at 179 Livingston Street, Brooklyn, New York, where the College leases the fifth, sixth and seventh floors of the building managed by Tishman Speyer. Together with related training, drills and practical exercises, this Emergency Action Plan is designed to familiarize faculty, staff and students with emergency preparation, prevention, and response insights; emergency reporting procedures and notifications; evacuation routes and procedures; emergency response chain of

command and assignments; and, post-emergency reporting to ensure individual and campus safety, minimize risk to facilities, and facilitate timely response to a variety of emergency situations. The following are the EAP links for:

[179 Livingston Street](#)

[97 Columbia Heights](#)

Student Tips for Safety

SFC has partnered with the 84th precinct to provide students with the following tips for decreasing the likelihood of being the victim of a crime. :

- Always be aware of your surroundings and be vigilant of activity around you.
- Do not allow yourself to be distracted by activities such as talking on your cell phone, listening to music, or reading.
- Travel with others whenever possible. Walk in well-traveled, and well-lit areas.
- If you see something, say something; call 911 for any assistance.
- Do not use ATMs located in remote areas. Instead use ATMs during the daylight hours in well populated areas
- Be wary of people approaching you on the street asking you for donations, or anything that would cause you to go to an ATM machine with a stranger.
- Do not display electronics in public.
- Do not open your wallet or display cash in public.

Identification Cards

In the interests of maintaining the safety and security of the campus, the College requires that all members of the SFC community have a properly validated identification card. Students and employees of the College must carry the card at all times and swipe it upon each entrance to the College. Students must also present their card when requested by any College official.

Faculty, staff, administration, and students can obtain an ID in the Office of Student Activities. Lost ID cards may be replaced at a cost of \$10.00

Students who excessively seek access to campus via sign-in at the Security Desk may be denied entry to campus for failing to carry their ID.

Lost and Found

Articles that have been found should be given to the Office of Student Affairs or the College Security desk during working hours. If you lose something, check with these offices to see if the article has been recovered.

Student Technology Services

The College currently provides student centered technology services by using a single sign on for ease of use:

mySFC Portal is a portal that takes all the online services listed below, plus much more, and brings them together for you all on one page. We recommend students bookmark [mySFC Portal](#) for easy and convenient access.

Canvas Management System provides access to SFC courses through online syllabi, notes, links to sites, and online discussion boards. Students and faculty are able to communicate through several communication methods.

Mail provides students with access to a College issued email account which is used by the faculty and administrative offices to contact them. The College uses Microsoft Exchange® email system which includes calendar and other personal management tools.

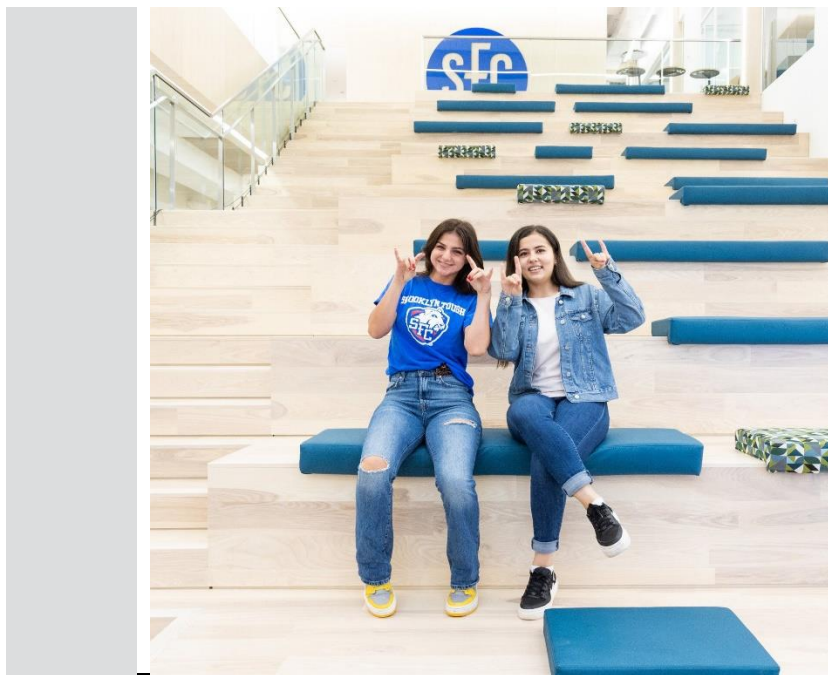
SFC's Online Bookstore and Marketplace offers, the books you need at affordable prices. All courses, required materials, and pricing options are displayed in a personalized, easy-to us format. Click [SFC Bookstore](#) for additional information.

Ring Central is an app that allows students, faculty, and staff to call, text, or video chat each other. Students can access the app from anywhere and on any device (PC, smartphone, tablet, desk phone).

Navigate for Students is an academic success tool that brings critical resources and appointment scheduling to students with speed and ease. Students use Navigate to connect with their advisors, schedule appointments with advising and other student support services, connect with campus resources, view their course schedule (including any holds), connect with a study buddy in any class, stay on track with important To-Do list items, learn about College events, and more!

Information Technology Support Services Group

The Information Technology Support Services Group is responsible for all desktop/laptop computer systems on campus as well as supporting technology in specialty technology spaces, such as the College's computer labs, video/voice conferencing rooms, auditorium, and radio station. The Support Services group can be contacted by sending a message to servicedesk@sfc.edu. This is the first line of support for all technology related services at SFC.



Student Life

Student Activities

As part of a diverse student body with interests ranging from dance and activism to government and philosophy, there are countless ways for students to connect with the SFC community.

Throughout the year, students can take part in an array of athletic, academic, creative and cultural campus events organized by the Office of Multicultural Affairs, the Student Government Association and many other clubs and organizations. SFC has a number of traditions that are unique to the College – including St. Clare & St. Francis week.

St. Clare & St. Francis Week

Every year, SFC celebrates the feast day of its patron saint, Francis of Assisi and his stalwart companion St. Clare, by hosting a week-long series of events. St. Clare & St. Francis Week is an opportunity for the entire College community to be reminded of, and celebrate, our Franciscan values, such as hospitality, care for creation, compassion, solidarity with the poor, justice and mercy.

Office of Multicultural Student Affairs

The Office of Multicultural Student Affairs promotes academic achievement, multicultural competence, leadership development and retention of underrepresented racial and ethnic groups. Student leaders work closely with the office to create programs, events and educational opportunities that celebrate SFC's diverse community. Interested students are encouraged to get involved.

Students should check their SFC emails, Twitter, Instagram, Facebook and Snapchats for the events of the week. There will also be notices around campus on the plasma screens. If anyone is interested in volunteering in the planning of festivities, contact Maliek Sterrett at multicultural@sfc.edu.

Student Government & Student Organizations

Student Government Association (SGA) Statement

The Student Government Association acts as the liaison for the student body; communicating any sentiments, ideas, or beliefs to the College. The Student Government is responsible for organizing, coordinating, and promoting events on campus. SGA also provides assistance, guidance, and funding to clubs and organizations. SGA participates in meetings regarding campus affairs that can impact institutional policies. The location of the SGA office is room 6101 (student affairs suite).

Clubs and Organizations

SFC has a vibrant campus life with student clubs and organizations. The College offers activities designed to satisfy a wide variety of interests and student needs. Many programs and activities are related to academic disciplines. Regardless of the sponsor, students who engage have the opportunity to develop new interests, leadership skills, and the opportunity to enjoy a welcome change from daily study routines.

All students are encouraged to get involved. Click [here](#) for a list of clubs, organizations, fraternities, and sororities.

On and Off Campus Fundraising

In order to prevent misunderstanding and confusion by contributors to the College, no student or student organization may go on or off campus to raise money without first receiving written permission from the Office of Student Affairs. It is also expected that student clubs/organizations limit their fundraising to the campus.(see the office of Multicultural Affairs for details).

College Posting Policy

To promote communication College-wide and preserve the appearance of the campus, the Office of Student Affairs established the College Posting Policy.

Note: This policy applies to all the bulletin boards and other spaces created for displaying promotional materials on the St. Francis College campus. The only bulletin boards/display spaces that are exempt are those controlled by academic or other College departments including the Office of Residence Life and Housing. Any club or organization wishing to post in the residence hall spaces must contact the Office of Residence Life and Housing.

1. All posters (including materials of any kind such as fliers, brochures, ½ sheets, etc.) must have the Office of Student Affairs approved- stamp. The stamp must be easy to read on the poster and the date must be clear. Posters must be brought to the Office of Student Affairs to be stamped by a member of the staff. Hanging posters is the responsibility of the person/group sponsoring the poster. Each poster requires an original stamp. Posters without stamps will be immediately removed.
2. The date on the stamp is the date on which the posters must be taken down. Individuals and offices that hang posters are responsible for taking down posters after they have passed the stamped date.
3. Posters cannot exceed two feet by three feet (2'x3') in size.
4. Only two posters per event or posting will be permitted on each bulletin board/display space.
5. Posters are only permitted on bulletin boards and designated display spaces by using push pins (No Tape) and campus provided frames. Posters are not permitted on walls, windows, doors, etc.
6. Posters will not be approved if they contain incorrect information or if they are inconsistent with St. Francis College's standards and policies. In addition, posters must provide duplicate information in English when another language is used.
7. Posters advertising events where alcohol will be served are not permitted.
8. People wishing to advertise housing must list their information with Office of Residence Life and Housing. Office of Student Affairs will not stamp fliers for housing.
9. Quarter-sheets must be approved by the Office of Student Affairs before being distributed.

Student Publications

The Cord is the student handbook, which contains the traditions, policies, procedures, and regulations of the College. Also included are descriptions of student services and activities. It is published annually to acquaint the student with life at St. Francis College.

SFC Today is the College's online newspaper. It contains feature articles, editorials, and college sports information.

The Franciscan is the College yearbook. It is a yearly summary of student life with emphasis on the graduating seniors and their contributions to St. Francis College.

SFC Awards

DR. JOHN CLIFFORD MEMORIAL AWARD

For many years Dr. John Clifford served as a dedicated and concerned Dean for Student Affairs. His love for our community and understanding of its students has left an indelible mark on the College. To commemorate his spirit, loyalty, and dedication, the SGA has established this special award in his name. The award is given annually to the graduating senior who best represents the genuine unselfishness and the Franciscan Spirit so exemplified in the life of Dean John Clifford.

FRANCISCAN SPIRIT AWARD

The purpose of this award is to recognize students, faculty, administrators, staff, and benefactors of St. Francis College for extraordinary service to the College community or service to others performed without thought of reward. Students nominated for this award must be at least in their junior year. The award may only be received once. A maximum of ten individuals may receive this award each year.

EMERGING STUDENT LEADER AWARD

This award is presented to developing student leaders. Students nominated for this award are assessed based on their generous contributions in time and energy to make extracurricular activities at the College flourish.

THE ERINN SIEMER FIGHTING SPIRIT AWARD

This award was established by the SGA to honor the fighting spirit of Erinn Siemer, a superb student athlete at St. Francis College, who was in an accident that led to a coma. The award is given annually to one student who best demonstrates prowess in academics and sports. Applicants should have at least a 3.0 grade point average, and provide a personal essay and at least two (2) letters

of recommendation: one from a faculty member or administrator, and one from an administrator within the sports program.

BENE MERENTI AWARD

This award was established to recognize students who, over a period of one year, make great improvements in GPA. This award can be granted to only three (3) students within a given year.

THE JOHN FITZGERALD KENNEDY/MARTIN LUTHER KING JR. MEMORIAL AWARD

The JFK/MLK Award was established by the Student Government in the memory of the ideals and standards of two great American leaders. A monetary award is granted to each of three graduating seniors meeting the following criteria:

1. Scholarship and Participation in Activities: 3.0 grade point index and two (2) letters of recommendation by a faculty member or an administrator of the College.
2. Participation in Activities only: 2.5 grade point index and two (2) letters of recommendation by a faculty member or an administrator of the College.
3. Scholarship only: 3.6-point index and two (2) letters of recommendation from a faculty member or an administrator of the College.

An award in the amount of \$200 dollars is also to be granted to one graduating evening student meeting the following criteria:

1. Minimum of 60 credits taken at St. Francis;
2. Minimum of 3.0 G.P.A.;
3. Recommendation by a faculty member or an administrator of the College;
4. More than 50% of classes were taken after 6:00 p.m.;
5. Exemplified the Franciscan Spirit.

THE THOMAS ASHTON MEMORIAL AWARD

This award was established by the SGA in honor of Thomas Ashton, Member of the Class of 2001, who tragically passed away during the terrorist attacks on the World Trade Center, on September 11, 2001. Tom touched people's hearts and lives with his genuine, kind and humble spirit. His spirituality and love of God was reflected in Tom's deeply thoughtful, respectful and kind nature. Tom's patriotic spirit and belief in American values was evident in his study of government and politics.

To commemorate Tom's genuine spirit, this award is given to a member of Student Government who represents the kindness, humility, respect and spiritual strength so exemplified in the life of Thomas Ashton.

Administrative Resources

Center for Career Exploration

The Center for Career Exploration (CCE) provides comprehensive career development services for current SFC students and alumni. CCE's mission aims to ensure all SFC students and alumni are career-ready for the workforce. We provide various career planning resources such as resume and cover letter guidance, mock interview practices, internship planning, self-assessment, and graduate school planning. Many of our career exploration events and programs allow students to connect with alumni and employers to obtain meaningful internships and plan for life after graduation. Visit the [Center for Career Exploration](#) website for additional information.

Wellness Services

The goal of the Wellness Center is to offer services for students to meet some of their primary and emergency health care needs as well as provide counseling and support for many of the emotional and developmental issues that college students face.

Professional counselors are available Monday – Friday, 9am – 6pm and Tuesdays, Wednesdays, Thursdays 10am – 5pm to help students resolve concerns that may interfere with their academic progress, social development, or personal satisfaction. Individual and group counseling is available for problems due to stress, academic anxiety, relationship difficulties, family problems, depression, and substance abuse, among others. Referrals to off-campus care givers can be arranged when appropriate.

Student Health Services

NYS [Public Health Law Section 2165](#) require students attending post-secondary institutions, who were born on or after January 1, 1957 and registered for 6 or more credit hours, to demonstrate proof of immunity against measles, mumps, and rubella.

All first-time students must submit their Immunization Forms to <https://forms.sfc.edu/230444056091045>.

All questions related to immunization compliance should be sent to immunizations@sfc.edu.

Mission, Ministry & Interfaith Dialogue

SFC's Office of Mission, Ministry & Interfaith Dialogue is dedicated to helping students pursue whole-person development. Our programs and resources are inspired by the charism of St. Francis of Assisi and follow the mission of St. Francis College.

We're passionate about creating an atmosphere of genuine friendship and support, and we strive to promote a strong and inclusive community through social responsibility, mutual respect, service, justice and spiritual growth. Working in collaboration with other departments, our office focuses particularly on the spiritual development of students and the college community.

Access the following link for additional information about ministry and interfaith: <https://www.sfc.edu/student-life/mission-ministry-interfaith-dialogue>

Academic Instructional Support

Center for Student Success (CSS)

Through the Center for Student Success, St. Francis College facilitates a positive transition to college and ongoing academic advisement and support for all undergraduate students. Advisors are assigned to students upon enrollment, and they follow the same students through to graduation. The Center facilitates registration onboarding for all incoming freshmen and transfer students, oversees academic planning and course registration for continuing students each term, assists with orientation, as well as works hand in hand with academic support and success programs in other areas of the College to connect students to needed resources.

Advisement is an important aspect of each student's academic career. Advisement is an opportunity for students to discuss academic goals, understand degree requirements, and connect to campus resources. It is the responsibility of each student to know and meet graduation and other school requirements and to meet with an academic advisor in the Center for Student Success during the advisement period, as needed. During advisement meetings, advisors assist students with clarification of their educational and career goals, review their academic progress, and assist with selection of an appropriate coursework. Furthermore, each student will have an academic plan built out in Self-Service by their advisor to help create transparency in the academic planning process, and guide the student towards their needed coursework – students can view their academic plans 24/7 in Self-Service. Click [here](#) to make an appointment through SFC navigate or for additional information.

The Center for Learning and Leadership (CLL)

At the Center for Learning and Leadership, students receive academic support, content & writing tutoring, life coaching, skill development and financial literacy coaching. These essential services will help ensure academic success and independence throughout your college experience. The Center provides wrap around support with a team of professional and peer tutors as well as academic and financial literacy support coaches excited to support you in your development. Services Include:

Skills Assessment in Writing and Mathematics are required for incoming students. Transfer students who have received transfer credit for writing and/or mathematics may be exempt from taking one or both parts of the assessment. Results are used to place students in Composition and Math courses based on their demonstrated proficiency and degree needs.

Tutoring and Academic Support Coaching: tutoring in content area courses, writing skill support, study strategy, financial literacy, and life coaching.

Workshops and Events on a variety of skill development topics including how to take good notes, how to be present in class, what it takes to achieve academic excellence, time management, learning strategies everyone should know and the following writing topics including: starting the essay; thesis development, identifying and gathering pertinent research; and revising strategies are offered each semester.

SFC Tech Program provides support for students in need of a loaner laptop or iPad device.

Removing Obstacles for Success (ROS) Program is an academic support program aimed to help students recover their academic standing after being placed on academic probation. Through academic planning, tutoring, monthly check-ins, and one-on-one academic success coaching, students develop the necessary skills to elevate their GPA and implement habits for academic success.

Project Access is an academic support program for incoming first-year students who demonstrate a need to develop their reading, writing, critical thinking skills while transitioning to college. The program begins with a Summer Bridge program which serves as a primer for becoming a college student by presenting intensive lessons in reading and writing. Project Access students are enrolled in the SFC 0040 course, which focuses on helping students develop strong writing and study strategies for academic success that will be applicable across their college experience. Other components of the program include tutoring, peer-led interactions, community building events and programing focused on personal and professional skill development. Click [here](#) to make an appointment for the above services.

Disability Support and Resources

SFC is dedicated to providing students with disabilities access to College courses, programs, and activities. The Office Accessibility and Accommodations ("OAA") helps make that happen. Their services include ensuring that qualified students receive reasonable accommodations and auxiliary aids. Details on OAA services and how to access them can be found on the College website.

Office of Opportunity Programs

The **Office of Opportunity Programs** advocates and provides students with meaningful academic opportunities. Students in our signature programs are often awarded scholarships, receive targeted academic support, gain guidance on applying to internships or research experiences, have access to exclusive opportunities, and so much more. Programs and services include:

McGuire Scholars Program

The Robert J. McGuire Scholarship was established in 2015 in support of St. Francis College's mission to make possible the gift of education and opportunity for our future leaders. Thanks to the overwhelming generosity of Mr. Fred Wilpon, former chairman and CEO of the NY Mets, and his wife Judy, as well as other generous McGuire Scholar believers, the program has already provided more than \$6 million in scholarships to more than 150 students., many of whom are first-generation college students. Once accepted into the program, McGuire Scholars are introduced to their support system at both the student and staff level to ensure early on support and sense of belonging. Each McGuire Scholar will have a dedicated success coach to support their academic, career, and community goals all the way to graduation. Building community is a point of emphasis in the McGuire Scholars Program, and beyond the St. Francis College community as each scholar has a beneficial impact within their own communities. Our support to our scholars contributes to lifelong leadership and multi-generational impact at St. Francis College and beyond.

Collegiate Science & Technology Entry Program (CSTEP)

The St. Francis College Collegiate Science and Technology Entry Program (CSTEP) serves approximately 170 undergraduate students interested in the sciences, health related fields, and careers in licensed professions such as psychology, social work, and accounting. Funded by a grant from the New York State Department of Education, CSTEP fosters academic excellence by ensuring students have the support services, summer programming, financial assistance, and career and research opportunities they need to succeed. CSTEP students receive professional development and academic success coaching, as well as

financial support through book vouchers professional exam test prep, and stipends to complete research and internship experiences. CSTEP students are part of a vibrant community of scholars who dream, serve, and achieve together as they pursue their professional goals. By graduation, students in CSTEP are highly prepared to enter the workforce and pursue graduate work in their field of study.

STEM Resource Center

Funded by the Department of Education, Title V Hispanic Serving STEM Success & Articulation grant, the STEM Resource Center (SRC) provides academic support, professional development and career readiness initiatives to students pursuing STEM fields. The STEM Resource Center (SRC) provides focused support to undergraduate students who identify as Hispanic/Latinx or students from lower-income households. Programs and services include- career and professional development coaching to ensure students are on path to pursue their graduate study and careers in STEM, academic support, faculty and peer mentorship, stipends for conducting research, support with participation in academic conferences, STEM community-building events, and more!

Click [here](#) to make an appointment through SFC navigate or for additional information.

Travel Programs

Study Abroad Programs

Study Abroad Programs give students the opportunity to enrich their academic careers and further their professional goals by studying abroad in a variety of international locations. Students who choose to study abroad while at St. Francis have the opportunity to earn university credit at a foreign institution, learn a foreign language, make friends in a culture other than their own, gain a sense of personal independence, change their world view and enjoy unique travel opportunities.

Please consult the SFC Study Abroad webpage to obtain a procedures checklist and answers to frequently asked questions, financial aid and scholarships.

Scholarships

Interested in study abroad but wondering how you can afford it? Study-abroad scholarships are available.

Policies

Sexual Misconduct Policy

Title IX is a federal law that prohibits sex discrimination in any educational institution or program that receives federal funding.

Title IX applies to faculty, staff, students, volunteers, and other participants in an institution's programs and activities.

- St. Francis College has established a [Sexual Misconduct Policy](#) to promptly and equitably address allegations of “sexual misconduct”, including but not limited to the following: all forms of sex/gender-based discrimination, sex/gender-based harassment, all forms of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and any other form of non-consensual sexual activity or related misconduct prohibited by the Policy, as well as retaliation as defined in the Policy.
- The Policy:
 - I. Defines prohibited conduct
 - II. Sets forth available resources and reporting options
 - III. Describes the College's processes for responding to reports, complaints, and formal complaints, as defined in the Policy
 - IV. Describes programs implemented by the College to educate and increase awareness among the College community

Access the [Title IX Resource Pamphlet](#) for quick access to important information about Title IX, resources, and contact information. Detailed information on this policy can be found on the College website.

SFC Policy Regarding Copyright, Intellectual Property, And File-Sharing

The St. Francis College Copyright, Intellectual Property, and File-sharing Policy creates guidelines regarding the use of copyrighted materials.

The use of file-sharing networks by students or employees to download and share copyrighted works without written permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws and the policies of St. Francis College.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities in addition to

sanctions imposed by the College. Both the person who makes a copy of a copyrighted work available for unlawful download and the person who receives or downloads an illegal copy have violated copyright laws and College policies.

Even if you lawfully purchased a song, it is illegal to allow others to make and keep a copy of that song. Under the Digital Millennium Copyright Act (DMCA), a copyright owner or an authorized agent may lawfully scan Internet traffic and send a complaint to the College. If the copyright owner chooses to follow-up with civil litigation, it may file a “John Doe” lawsuit against your IP address, and the hyperlink response to a valid subpoena. Infringement of a copyright can result in substantial penalties including but not limited to any of the following:

- Actual damages
- Statutory damages fixed at not less than \$200 and not more than \$25,000 per violation
- Cost and attorney’s fees
- Injunction
- Impoundment of the illegal work
- Criminal penalties including up to five years imprisonment for “willful” infringement and fines up to \$500,000 per offense

Weapon Free Campus Policy

The College is committed to maintaining a safe and secure environment for our community and our guests. In support of this commitment, SFC strictly prohibits the use or possession of any Weapon or Simulated Weapon* by any person in and/or around any and all College facilities (whether academic, residential, or other) regardless of whether the bearer or possessor is licensed to carry that weapon. *Weapons or Simulated Weapons include but are not limited to instruments used to inflict physical harm, that are intended to inflict harm, or that could reasonably cause fear of infliction of harm, and any item that may be deemed weapons under applicable law and by College security.

SFC is a “weapon free zone”. With regard to the recent U.S. Supreme Court decision, which struck down a New York State law governing the carrying of firearms outside the home, we want to assure the campus community that the ruling has no impact on the College’s own rules, which prohibit the presence of firearms on campus. As a private educational institution, the College reiterates that firearms, as well as all other Weapons or Simulated Weapons, as defined herein, are strictly prohibited on campus and/or around any and all College facilities (whether academic, residential, or other).

On Campus Credit Card Marketing Policy

St. Francis College strictly prohibits the advertising, marketing, or merchandising of credit cards to students on the College's campus. This includes posting or distributing applications, posters, handbills, fliers, and signage in College facilities. During the year, banks or lending agencies may set up tables outside the College for purposes of promoting their credit cards and distributing credit card applications to students. The College does not encourage or authorize this activity, but cannot control what occurs on a public sidewalk. Students are reminded to carefully consider any promotions or "giveaways" offered in connection with the completion of a credit card application. Such promotions are NOT "free money!!" Every time you use a credit card, you are, in effect, taking out a loan with a very high interest rate — often at least 18%! Credit card debt can mount quickly and the long-term negative consequences to a student's financial well-being and credit rating can become very serious. Questions and requests for more information on credit management can be addressed by the Student Financial Services Offices (718) 489-5346).

Policy on Access to Student Records (FERPA)

All College employees are obligated to protect the privacy rights of student educational records Under the federal Family Educational Rights and Privacy Act (FERPA) of 1974 most information about student educational records (including grades, attendance, class schedules, and more) cannot be released to anyone without the student's written permission. To learn more about FERPA go to the College website.

The Office of the Registrar is responsible for managing and maintaining student records.

Missing Student Notification Policy and Procedures

Policy Statement

It is the policy of St. Francis College to, upon notice, investigate any report of a missing student. The College is committed to maintaining a safe and secure environment for its students and has created the following procedures to be followed in the event a commuter or residence hall student is reported or believed to be missing.

If a student is under the age of 18 and not an emancipated minor, the College will notify the student's parents or legal guardian.

Reporting Procedures

Anyone who has reason to believe that a student may be missing should immediately contact:

Main Campus:

Ruben Gonzalez, Associate Dean of Student Affairs
rgonzalez132@sfc.edu
(718) 916-9340 or (718) 489-5215

Residence Hall:

Camille Shipman-McQueen, Assistant Dean for Residence Life & Student Conduct
sfcreslife@sfc.edu
Res. Life Security Desk: (718) 489-2044

Security:

Edward Evans, Assistant Director of Campus Security
eevans3@sfc.edu or security@sfc.edu
(347) 216-5436, (718) 489-2100 or (718) 489-2105

Upon receiving such a report, the Vice President of Student Affairs/Dean of Students will be notified. The Vice President of Student Affairs/Dean of Students (or a designee) will investigate each report and make an informed determination as to whether the student is considered missing in accordance with this policy. This investigation may include, without limitation: (i) contacting the student's cell phone or campus phone; (ii) speaking with the student's friends, and any other known associate(s) (iii) reviewing the student's class schedule, and access card history; and (iv) undertaking whatever other action is deemed appropriate, under the circumstances, to be in the best interest of the suspected missing student.

If the Chief Student Affairs Officer/Dean of Students or a designee determines that the student has been missing for 24 hours, the College's local precinct, New York City Police Department's 84th Precinct will be contacted. Additionally, within 24 hours of making the determination that the student is missing, the Chief Student Affairs Officer and Dean of Students or a designated designee will notify the student's confidential emergency contact. If the student is under the age of 18 and not an emancipated minor, the College will also contact the student's parent(s) or legal guardian(s) within such 24-hour period.

Nothing in this policy prevents the College from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

Visitor and Vendor Policy**Definitions**

Visitors: People who are not SFC students, faculty members, or other employees and who do not have an SFC ID. Visitors include prospective

students, parents, spouses, children and other family members, alumni, donors, the general public, and local community members.

Vendors: include, among others, suppliers, contractors, and others performing work on campus.

You can review SFC's [Visitor Policy](#) for additional information.

Non-Discrimination and Anti-Harassment Policy

St. Francis College prohibits harassment and discrimination on the basis of sex, race, color, gender (including gender identity), religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, or any other characteristic protected by law in its education programs and activities or employment. The College complies with all state and federal statutes, executive orders, and regulations concerning affirmative action, non-discrimination, and equal employment opportunities. Individuals or groups who believe they have been victims of discrimination or harassment on the basis of a protected status may file a grievance in accordance with this Non-Discrimination and Anti-Harassment Policy. More information on this policy, including how to file a complaint, can be found on the College website.

Reporting Discrimination & Harassment

A member of the College community who feels that they have been the victim of discrimination and/ or harassment, or may have witnessed such an incident, should contact the College's Security Desk located in the lobby of 179 Livingston Street and (718) 489-5222. In all cases where a discrimination and/ or harassment is alleged to have occurred on the College's property, including student occupied housing, or on any other property on which a College activity takes place, the College will investigate the matter and if necessary facilitate or initiate the process of reporting the incident to the New York City Police Department's 84th Precinct. All College personnel will cooperate fully with police authorities in investigating the alleged offense.

Additionally, any reported allegations of discrimination and/ or harassment against a student will be investigated promptly, thoroughly, and impartially pursuant to the Student Code of Conduct .

Complaints of discrimination or harassment on the basis of sex that involve sexual misconduct (including sexual harassment and sexual violence) are governed by the College's policies for reports of student sexual misconduct or employee sexual misconduct, as applicable.

Drug Free Policy and Resources

The unlawful possession, use, or distribution of illicit drugs, prescription medication, and alcohol by students and employees of St. Francis College is prohibited on the College's property, student-occupied housing, or any other property on which a College activity takes place, or as part of any of the College's activities. Allegations of any violation of this standard by a St. Francis College student shall be dealt with in accordance with the Student Code of Conduct. The Student are advised that violations may result in disciplinary sanctions which includes but is not limited to expulsion from the College. All members of the College community are further advised that the College may, in addition to imposing its own penalties, refer to appropriate authorities any case involving a violation of the standard of conduct pertaining to drug and alcohol abuse, wherein a finding of responsibility is rendered.

Smoke-Free Campus Policy To maintain a healthy environment, smoking and usage of cannabis and any tobacco product** is prohibited by all persons in and/or around any and all College facilities (whether academic, residential, or other). **Tobacco products include but are not limited to cigarettes, cigars, pipes, smoking devises including by not limited to e-cigarettes and vapes, chewing tobacco, and other smoking paraphernalia, as well as tobacco-related promotion and advertising.

Drug and Alcohol Counseling

Treatment and Rehabilitation Programs Available to Employees and Students

The resources listed below are agencies with which the College has developed a good working relationship. Students who believe that they might benefit from any of the services provided below should contact these third parties directly.

Daytop Village

500 8th Avenue
New York, NY 10018
(212)904-1500

Services:

- Counseling, treatment, and rehabilitation for abusers of all drugs. (nonmethadone).
- In- and out-patient treatment.
- Job training.

Alcoholics Anonymous Hotline

Neighborhood Counseling Center
7701 13th Ave (Dyker Heights)
(718)339-4777

Community Affairs Liaison

(718)232-1351

84th Precinct, NYPD
(718)875-6850

SAFE Horizon
2 Lafayette Street New York
New York

(212)577-7700
Hotline (24 hours a day) – (212)577-7777

For additional information, please contact The National Institute on Drug Abuse Hotline, 1-800-662-4357, an information and referral service that distributes Department of Education publications about drug and alcohol prevention programs.

In addition, the College’s Counseling Center, 718-489-5335, and 718-489-2035, maintains literature and other materials concerning drug and alcohol abuse treatment resources frequently used by students in the vicinity of the College. Students are encouraged to take advantage of this valuable in-house resource with the assurance that any inquiry will be treated in the strictest confidence.

Legal Sanctions Concerning Alcohol and Drugs

In addition to any sanctions imposed by the College, violations of the Drug and Alcohol Policy may subject students to criminal sanctions under federal, state, and/or local law. Additionally, students found to violate these laws may also forfeit their eligibility for various financial aid programs. A brief overview of some drug and alcohol laws is provided here for convenience. However, students are required to follow all federal, state, and local laws regardless of whether they are explicitly mentioned here.

The federal Controlled Substances Act (CSA) prohibits the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with intent to manufacture, distribute, or dispense it. Controlled substances include, but are not limited to, heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, and marijuana.

The CSA also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance” as well as the knowing, intentional, and unauthorized possession of a controlled substance. Information regarding federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance can be found [here](#).

New York State Law prohibits the use, possession, and sale of controlled substances. The specific criminal sanctions are set forth in Article 220 of the New York State Penal Law and the severity of each offense varies depending on the type and quantity of the illegal substance as well as the intent of the holder, such

as personal use or distribution.

Additionally, the New York State Alcoholic Beverage Control law addresses offenses regarding alcohol. Violation of New York State law may subject the violator to legal penalties such as suspension of one's driver's license, fine, or imprisonment.

Health Risks Concerning Alcohol and Drugs

Drugs and alcohol are toxic to the human body and can have catastrophic health consequences if abused. Some drugs are so toxic that even one use can be fatal. St. Francis College does not seek to give specific medical advice by providing the information below, but offers the following information solely for its educational value.

Click the Following Links for Additional Information:

Alcohol

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Drugs

<https://www.cdc.gov/pwid/addiction.html>

Standards of Conduct for Academic Student Behaviors

POLICY ON ACADEMIC INTEGRITY

As affirmed in the Mission Statement of St. Francis College, “Both the Franciscan heritage and the Catholic tradition establish a cornerstone of academic excellence, social responsibility, and mutual respect throughout the entire College community.” Academic integrity (honesty) entails being truthful to oneself and to the larger College community, being original in thought and expression, and attributing honestly ideas and words taken from other sources. Originality of thought and expression is fundamental to academic discourse, as is honesty in giving credit to other thinkers when using their ideas and words. Academic integrity embodies the values of sound moral character and of excellence, social responsibility, and mutual respect which are upheld, in the College Mission Statement, as cornerstones of the College Community.

The academic integrity principle, broadly stated, means students have done or have prepared the work or research in or out of class that bears their names and that they have given proper acknowledgement for the use of materials and sources.

The *Policy on Academic Integrity* has been developed to provide students and faculty with guidelines to determine what conduct violates the academic integrity principle and procedures for dealing with conduct alleged to be in violation of the academic integrity principle. These procedures guarantee due process to all members involved in cases of alleged violation of academic integrity and protect the rights of faculty and students involved in such cases.

A violation of academic integrity takes place whenever anyone undermines the academic integrity of the College or attempts to take unfair advantage of others. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a St. Francis College education. The following are given as examples of violations of academic integrity, but this list is not and cannot be exhaustive.

Cheating – Attempting to use or using unauthorized material or information as study aids in any academic exercise. When not specifically allowed by the instructor, visually or verbally receiving or giving information during and/or receiving or giving answers to tests, quizzes, examinations, and assignments is a form of unauthorized assistance and is defined as cheating.

Counterfeit work – Includes work submitted as one’s own that was created, researched, or produced, in whole or in part, by someone else. Turning in a report of another’s research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as solely one’s own are all forms of counterfeit work and are unacceptable.

Falsification of academic records – Making any falsified or altered College document or record relating to a student’s academics at the College or altering any College document or record relating to a student’s academics at the College without authorization and/or in bad faith. This includes but is not limited to knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, related documents, academic reports, tests and projects.

Falsification of data or creation of false data – Falsification, fabrication, or alteration of data in research or experimental procedures is considered an act of violation of academic integrity.

Plagiarism – Includes presenting as one’s work the work of someone else without properly acknowledging the source (in work, for example, for specific class assignments or for submissions to campus publications). Plagiarism is theft: using the words and ideas of another person as if they were one’s own. Exact copying should be enclosed in quotation marks and be appropriately documented in footnotes or endnotes that indicate the source of the quotation. Paraphrasing, when the basic sentence structure, phraseology, and unique language remain the same, is also plagiarism. When in doubt about these matters, it is the student’s responsibility to seek guidance from the instructor of the course prior to submitting material for course credit.

Theft – Communicating all or any part of tests or answer sheets, specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, and theft of completed tests constitute violations of academic integrity.

Unauthorized reuse of work – Submitting the same work to more than one class without consent of the instructors involved constitutes a violation of academic integrity.

Disciplinary Procedure for Academic Misconduct

The Disciplinary Procedure for Academic Misconduct contains both an informal and formal process. The parties are entitled to privacy at each stage of the process, whether informal and formal. The faculty member who discovers the violation will determine whether attempting an informal inquiry is appropriate.

Students may not withdraw their registration from the course involved once the informal or formal inquiry process has begun. **A formal inquiry must be initiated by the end of the semester following the semester in which the incident occurs.**

A member of the faculty who discovers in a student's work or conduct what he or she judges to be an act of academic dishonesty will deal with the matter as follows:

Informal Inquiry

A faculty member suspecting a student of a violation of academic integrity may attempt to deal with the situation in an informal manner. A faculty member may also decide that the matter is serious enough to bypass the informal inquiry and to proceed directly to a formal inquiry.

The informal inquiry involves the faculty member discussing the situation with the student suspected of the violation and informing the student of the penalty sought to be imposed by the faculty member. If the student does not challenge the penalty, the matter is resolved.

If the matter cannot be informally resolved by the faculty member and the student, the faculty member will notify the Department Chair, who will offer to meet with the faculty member and the student to assist them in informally resolving the matter. If either the student or the faculty member declines the meeting with the Department Chair, or no informal resolution is reached during the meeting, the matter will proceed to a formal inquiry.

Formal Inquiry:

A formal inquiry is held when a suspected violation of academic integrity is not and cannot be resolved during the informal inquiry process or if the faculty member determines that the matter is serious enough to bypass the informal inquiry and to proceed directly to a formal inquiry.

When a formal inquiry is necessary, the faculty member will report the matter to the Committee on Academic Integrity (the "Committee"). The Chair of the Committee will invite the faculty member and student concerned to submit a statement in writing detailing the incident and any evidence pertinent to the matter. The faculty member and the student should submit a copy of any physical evidence referred to in their statements along with their statements if possible, or explain why they cannot provide the evidence to the Committee. The statement and related evidence must be submitted to the Committee within seven (7) days of receiving the Chair of the Committee's invitation.

The Committee will consider the statement and the evidence submitted by both the faculty member and the student. The Committee may interview the involved student and/or faculty member, but is not required to do so. The Committee also reserves the right to seek additional relevant information from other pertinent sources.

The Committee will determine whether the student has committed a violation of academic integrity and what, if any sanction will be imposed for this violation. Possible sanctions are discussed in the next section. The Committee will inform the student and the faculty member of its finding within ten (10) business days of receiving the statements and evidence from both the student and the faculty member.

The decision of the Committee on Academic Integrity shall be final and binding on both the faculty member and the student. Records of student violations of academic integrity confirmed by the Committee will be maintained by the Vice President for Academic Affairs and Academic Dean.

Possible Sanctions

If the Committee determines that the student has committed a violation of academic integrity, it may impose any of the non-exhaustive list of sanctions below. The Committee may impose more than one of the below sanctions if deemed appropriate. The sanctions described in numbers 4, 5, and 6 are only available for more serious or repeated offenses.

1. A grade of F on the paper, examination, or assignment.
2. Reduction of final course grade.
3. A grade of F for the course.
4. Disciplinary dismissal from the College for at least one semester following the semester in which the offense has occurred.
5. Immediate disciplinary dismissal from the College for not longer than the remainder of the current and the following semester.
6. Permanent disciplinary dismissal from the College.
7. A grade of F for the course.
8. Disciplinary dismissal from the College for at least one semester following the semester in which the offense has occurred.
Immediate disciplinary dismissal from the College for not longer than the remainder of the current and the following semester.
9. Permanent disciplinary dismissal from the College.

Students may not withdraw their registration from the course involved once a report has been made to the Committee on Academic Integrity. A formal inquiry must be initiated by the end of the semester following the semester in which the incident occurs.

Committee on Academic Integrity

A. Organization

- The Committee shall be composed of five faculty members, elected from each of the four divisional groups and one at-large, and two students (one from senior year and one from

junior year) appointed by the Student Government.

B. Duties:

- To foster the values of academic integrity among students, faculty, administrators and staff. To act as a board of review in all cases concerned with violations of academic integrity in accord with the established policy and procedures on academic integrity.

Students may not withdraw their registration from the course involved once a report has been made to the Committee on Academic Integrity. A formal inquiry must be initiated by the end of the semester following the semester in which the incident occurs.

Academic Policies

GENERAL INTRODUCTION

The following sections can be found under Academic Policies: Undergraduate Courses and Registration; Attendance; Religious Holidays; Undergraduate Grading Policies; Degree Requirements, Graduation, and Commencement; Family Educational Rights and Privacy Act; Graduate Courses and Registration; Graduate Grading Policies; and Graduate Degree.

For a full review of the Academic Policies please visit the section on Academic Policies in the Registrar's webpage of the campus' website at:
www.sfc.edu/studentlife/registrar/academicpolicies

PROCEDURE FOR STUDENT APPEAL OF GRADES

I. PROCEDURE FOR CONTESTED GRADES

A. STUDENT PROCEDURE

The student must, as the indispensable first step, approach the faculty member who gave the grade and request a review and change of grade. If the faculty member agrees to change the grade, then the faculty member has the responsibility to notify the Registrar. If the faculty member refuses to change the grade, then the student should discuss the concern with the chairperson of the department. If the chair does not resolve the concern, the student may submit a request for a review and change of grade to the Academic Standards and Integrity Committee via email acadstandards@sfc.edu.

The student's request for the review and change of grade must be in writing and must include all supporting evidence. Evidence must be in the form of written

documents, e. g., graded term papers, graded examination, etc. Neither hearsay nor remembered conversations or oral instructions can or will be construed as evidence. This requirement places a concomitant obligation on faculty members who do not return papers to keep all papers which are used as a basis for grading on file until the appeal period is past.

Students should move promptly to initiate a request for a review and change of a contested grade. The request must be submitted to the Academic Standards Committee Chairman within six (6) weeks of the first day of class of the semester following that in which the contested grade was given. As noted above, the student must first approach the faculty member who taught the course in question. If, by the end of the fifth week, the matter has not been satisfactorily settled, the student has the responsibility to bring the matter to Academic Standards Committee before the end of the sixth week.

B. COMMITTEE PROCEDURE

When a student submits a request for review and change of grade to the Academic Standards Committee, the Chairman of that committee will invite the faculty member concerned to submit a statement in writing explaining his or her decision not to change the grade. The instructor should submit all evidence pertinent to the appeal, i.e., the basis for grading in that class and their relative weights, the particular grades earned by the student on each base, etc. The Committee reserves the right to seek additional information from other pertinent sources.

The Committee will consider the evidence submitted by both the faculty member and the student, and will base its decision on that evidence. The decision of the Academic Standards Committee shall be final and binding on both the student and the faculty member.

II. PROCEDURE FOR CHANGE OF GRADES FROM F TO W FOR NON-ACADEMIC REASONS

Students requesting review and change of a final grade from F to W for other than academic reason, e.g., because of illness, must first submit that request, in writing and with any supporting evidence, to the Associate Academic Dean, within _____ of receiving the F grade.

The Associate Academic Dean will forward that request to the faculty member concerned. If the faculty member accedes to that request, the faculty member must notify both the Registrar, and the Associate Academic Dean. If the instructor who accorded the "F" is no longer a member of the faculty of St. Francis College, and cannot be reached for his or her approval after reasonable effort on the part of the Associate Academic Dean, the Associate Academic Dean shall have the authority to make the final decision.

PROCEDURE FOR DEALING WITH STUDENT ALLEGATIONS OF PROFESSIONAL MISCONDUCT BY FACULTY MEMBERS

Before the formal proceedings described below are put into effect, the matter should be discreetly discussed at all appropriate levels, with a view to reconciling differences amicably. Failing this, the procedures described below should be used:

1. The student must file a written statement of charges with the Vice President for Academic Affairs and Academic Dean (the “VPAA”)¹;
2. The VPAA shall provide the faculty member with a copy of the charges and request a written reply. The faculty member’s written reply must be submitted within 14 days of the faculty member’s receipt of the copy of the charges. A copy of the written reply will be sent to the student;
3. An attempt should be made to resolve the matter through the offices of the VPAA or an appropriate officer of the College designated by the VPAA;
4. If a satisfactory resolution of the grievance cannot be reached, all written documents shall be forwarded to the Professional Standards Committee (the “Committee”), at which time a copy of these procedures shall be provided to both the faculty member and the student (the “Parties”);
5. The Professional Standards Committee will hold an informal inquiry, inviting the student and faculty member in question to discuss the problem. The Committee may seek advice and information from any other persons who might aid in the problem’s resolution;
6. The Chairman of the Committee will preside at any informal meetings of the Committee to consider the matter and at the formal hearing; however, decisions of the Committee concerning issues before the Committee, and the ultimate findings regarding responsibility and sanctions, if any, shall be made by a majority of the members;
7. If no satisfactory resolution of the problem is reached during the informal inquiry, and/or if the Committee deems an informal inquiry inappropriate, a formal hearing will be held with the following steps adhered to:
 - a) While both Parties are permitted to gather evidence and identify relevant witnesses, which may involve discussing the case with others, to the greatest extent possible, the Parties should not make public statements and publicity about the case until the proceedings have been completed.
 - b) During the proceedings, the faculty member and the student will be permitted to have an advisor of his/her choice who may be, but is not required to be, an attorney.
 - c) At the request of either Party or the Committee, a representative of a responsible educational association shall be permitted to attend the

¹ Please note that all responsibilities of the VPAA in this process can also be performed by the VPAA’s designee.

- proceedings as an observer.
- d) The hearing will be recorded and a transcript will be made available to the faculty member and the student, without cost, at their request.
 - e) The burden of proof rests with the student. The standard of proof is clear and convincing evidence.
 - f) The Committee may grant adjournments to enable either Party to investigate new or unexpected evidence.
 - g) The student and faculty member will be afforded the opportunity to provide documentary or other evidence to the Committee. Both Parties shall provide their documentary evidence and a list of their witnesses to the Committee within 10 days of their notification that a formal hearing will be held. Once the deadline for submission of evidence and witness lists has passed, a hearing will be scheduled by the Committee. The Parties shall be given an opportunity to review the witness lists and submitted evidence prior to the hearing.
 - h) The faculty member and the student will have the right to question and/or cross-examine witnesses. If a witness cannot or will not appear, but the Committee determines that the interest of justice require admission of their statements, the Committee may accept a written statement from the witness in lieu of an appearance, which will be read into the record at the hearing. Parties will be given the opportunity to respond to the statement in lieu of cross-examination.
 - i) Witnesses at the hearing may include qualified faculty members from this or other institutions of higher education.
 - j) The Committee will not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
 - k) The finding of fact and the recommendations will be based solely on the hearing record, and the Committee members shall have the opportunity to prepare separate findings and recommendations.
 - l) The VPAA and both Parties will be notified of the Committee's findings regarding responsibility and sanctions, if any, in writing within ___ days of the conclusion of the hearing. If any College policies or contracts require additional processes before a specific sanction can be imposed on the faculty member, the Committee will refer the matter for action under the additional process at the time that it issues its findings to the Parties and the VPAA.
 - m) The Committee's decision is final, however sanctions covered by processes in other College policies or contracts may be modified as a result of those processes as necessary.

Undergraduate Courses and Registration

Twice each year, the Registrar's Office sets registration appointments. In spring, students register for May intersession, summer and fall courses; in fall, for intersession and spring courses. Students are encouraged to register early when most sections are available. Consult the academic calendar for specific dates. Students must meet with an academic advisor to have their course selections approved before they are allowed to register. Registration is contingent upon a record of satisfactory grades for the previous semester and completion of all prerequisites. Registration indicates student's intention to satisfy the payment arrangements as required by the Student Accounts Office. ***Students may not attend any course for which they have not registered.*** They must attend the section selected unless permission has been obtained from the Registrar to change from one section to another.

Dropping Courses

Students are permitted to drop courses during the add/drop period of each semester as indicated on the Academic calendar. This right in no way relieves the student of the responsibility to complete the general education program or departmental requirements in the appropriate sequence, nor does it relieve the student of tuition obligations. See the Tuition Refund Schedule on the college website for more information.

Withdrawal from Courses

Students who wish to withdraw from a course after add/drop period indicated on the Academic Calendar may do so as follows:

- Report to the Registrar's Office to complete the proper forms during the prescribed time period as outlined in the Academic Calendar.
- The mark of W (withdrawal) will appear on the transcript for the course but will not be computed in the student's quality-point index.
- The last day for withdrawal from courses with a mark of W is indicated in the Academic Calendar. Only under very unusual circumstances, and with the permission of the Academic Dean, will students be permitted to withdraw after the deadline. The date of withdrawal is the day the student informs the Registrar's Office in writing.

Note: The failure to attend a class does not constitute an official withdrawal from a course. Students who drop or withdraw from a course are advised to see a financial aid counselor regarding the effect this action may have upon their receiving financial aid. Students obliged to withdraw from the College should contact the Registrar's Office for further instructions.

Withdrawing from the College

Students who would like to discontinue their enrollment at St. Francis College can submit a withdrawal from the institution form. Withdrawal means that a student will leave St. Francis College without a plan to return. Students are reminded that any loans they have taken to help fund their education will go into repayment immediately after a period of 6 months of non-enrollment and that tuition refunds are issued in accordance with the Tuition Refund Policy. It is recommended that students speak with their academic advisor and a financial aid counselor before withdrawing in order to discuss the impact of this decision. Students who are withdrawing from all courses must submit a Withdrawal from the Institution form and must participate in an exit counseling discussion when contacted by the Academic Dean's office.

- Student-athletes must also have approval from the Assistant Director of Student Athlete Support as well as the NCAA Compliance Officer
- International students also need the signature of the International Student Advisor/DSO.
- The form can be found on the SFC webpage by clicking Registrar>Forms>Advisement & Registration

Leave of Absence from the College

A student may request a leave of absence for one or two semesters. The Leave must be filed no later than the last day of the add/drop period. The reason for leave must be indicated on the form so that the Academic Dean's office may follow-up appropriately. A leave begins at the end of a regular semester and shall not be granted for more than two semesters during the pursuit of the undergraduate degree. The student is expected to return at the conclusion of the leave or to request an extension of the leave. A leave will not be granted or will be rescinded if the student is suspended. Students interested must submit the Leave of Absence/Withdrawal from the Institution form and must participate in a discussion on the decision to file for Leave, with a representative from the Academic Dean's office.

- Student Athletes must also have the approval of the Assistant Director of Student Athlete Support as well as the NCAA Compliance Officer
- International students also need the signature of the International Student Advisor/DSO.

The Office of the Registrar communicates with students on leave reminding them of the advising/registration period. Students retain access to their SFC email and login and can schedule appointments to connect with campus supports, as needed. Students are reminded that any loans they have taken to help fund their education will go into repayment immediately after a period of 6 months of non-enrollment. Students are advised to meet with a financial aid counselor to discuss the implications of leave on their aid package.

Unregistered students who do not submit a formal leave of absence, or do not return at the conclusion of their two-semester period of approved leave period, are withdrawn from the college and must meet with Admissions and reapply, if

they wish to return. Click [here](#) for additional services from the office of the Registrar.

STUDENT CODE OF CONDUCT

I. INTRODUCTION

The College is committed to maintaining an environment that fosters learning and personal development. All members of the college community are responsible for their own behavior and are expected to be familiar with the rules and regulations of the college. Students are expected to uphold these standards of behavior and to respect the rights of others. Each student shall comply with the rules and regulations of the college, including but not limited to those detailed below. Student conduct procedures and subsequent disciplinary outcomes are designed to be educational in nature while balancing the interests of the individual student and the community.

II. DEFINITIONS

This section of the code of student conduct outlines the definitions of words commonly used in the code.

Accused student: any student accused of violating this code of student conduct.

Advisor: an individual who, in the context of a disciplinary matter, may sit in as a support person with a complainant or accused student. This person may be a fellow student, parent, college staff or faculty member, or attorney. An advisor may communicate only with the individual they are present to support through the process and shall not otherwise participate in any disciplinary proceeding(s). Any advisor who does not follow the expectations listed above will be reminded of their role. Further issues of failing to comply with this policy may result in the Advisor being removed from the process. Should an Advisor be removed, the student will be provided with the opportunity to find another Advisor.

Chief Student Conduct Officer: any person or persons authorized by the College to determine whether a student has violated the code of student conduct and to recommend sanctions that may be imposed when a rules violation has been committed.

Chief Student Affairs Officer: any person who is appointed to the position of oversight of the offices falling under the responsibility of “student affairs” for the College. This person may hold the title

of Dean of Students.

College Community: any person who is a student, staff, faculty member, college official or any other person employed by the college.

College Official: any person employed by the college, performing assigned administrative or professional responsibilities.

Complainant: any person who submits a charge or complaint alleging that a student violated this code of student conduct.

Policy: written regulations of the college as found in, but not limited to, the code of student conduct, college policies, and administrative procedures.

Respondent: a student accused of violating code of conduct (same as accused student).

Retaliation: adverse action against another person for reporting a violation or for participating in any way in the investigation or resolution process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

Student: an individual taking courses at the College both full and part time, those persons registered for courses, as well as non-degree-seeking individuals; those attending orientation sessions, taking online classes, auditing classes, or residing in the residence halls; those who were enrolled on the date of an alleged incident. Those who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered “students”.

Student Conduct Hearing Committee: a group comprised of faculty, staff, and students who are responsible for hearing conduct cases when requested as part of an appeal in cases where a sanction of suspension or expulsion has been given in a conduct matter.

Student Group or Organization: any number of persons who have complied with the formal requirements for college recognition/registration or attempts to take action of any kind, in a collective matter on college premises or at any officially arranged college activity.

III. **Jurisdiction**

The college has jurisdiction over alleged conduct violations by students or student groups when they occur on a college premises, at college sponsored events, programs, and activities, or off campus if they adversely affect the College Community. The student conduct administrator will, in consultation with the Chief Student Affairs Officer (or their designee), make the determination as to whether the alleged conduct that occurs off campus adversely affects the College Community.

The Code of Student Conduct may also be applied to behavior conducted online, via email, or through social media. Students should also be aware that online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations. The college may take action when such information is brought to the attention of college officials. However, most online speech by students not involving college networks or technology will be protected as free expression and not subject to this code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals;”
- Speech posted online about the college or its community members that causes a significant on-campus disruption.

The college retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If a student is sanctioned, a hold may be placed on the student’s ability to re-enroll and/or obtain official transcripts and/or graduate.

IV. **EVIDENTIARY STANDARD**

Proof of the alleged misconduct must include evidence that meets the criteria for determining a “preponderance of evidence.” A preponderance of evidence means a greater weight of evidence or more likely than not that the policy violation occurred. Even in cases that refer to federal, state, or local criminal statutes or ordinances, the burden of proof in College conduct proceedings remains as preponderance of evidence.

V. CONDUCT VIOLATIONS

St. Francis College strives to create an atmosphere that supports the academic mission of the institution. Students should be able to learn in an environment that is orderly, peaceful, and free from disturbances that impede an individual's growth and development. Respect for the rights of others and for the College and its property are essential expectations for each St. Francis student. The aiding, abetting, inciting of, attempting to commit, or committing of any act or behavior by a student which interferes with or otherwise disrupts the educational purpose of the college is prohibited and subjects a student to the disciplinary process and potential sanctions under the code of conduct.

Allegations involving sex-based discrimination including, but not limited to, sex or gender-based discrimination (including discrimination based on sexual orientation, gender identity and gender expression as well as sexual assault and sexual harassment are addressed in the St. Francis College Sexual Misconduct Policy.

It is a violation of this Code for any student, student group, or student organization to engage in behavior that aids, attempts, assists, promotes, condones, encourages, requires, conceals, or facilitates any act prohibited by this Code. Allowing, permitting, or providing an opportunity for a guest to violate College policy is also prohibited. These violations are included in each section below and need not be cited separately. Lack of familiarity with College policy is not a defense to a violation of this Code. Unless specifically noted in the policy definition, intent (whether or not a student intended to undertake an action that would violate the code) is not a required element to establish a policy violation. Additionally, intoxication or impairment from alcohol, drugs, or other substances is not a defense to a violation of this Code.

The following list describes actions that detract from the effectiveness of the College community.

1. **Abuse**
Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
2. **Academic Integrity** – are addressed through the College's Academic Integrity Policy.

3. **Alcohol Policy**

The College is concerned with the use and abuse of alcohol, as it is with other drugs. Use, consumption, possession, furnishing, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by the College), open containers, or public intoxication is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

4. **Animal/Pets**

Animals on campus are prohibited in non-residential spaces, with the exception of service animals.

Service animals and emotional support animals are allowed in College residential facilities. The presence of animals at St. Francis College is addressed in detail in the Animals Utilized for Disability Purposes Policy (available on the College website) Any exceptions should be directed to the Office of Accessibility and Accommodation.

5. **Arson**

Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.

6. **Bias Related Incidents** Includes such acts as, but is not limited to:

- a. Bias related harassment or discrimination believed to be motivated by a consideration (real or perceived) based on race, color, age, religion, national origin, disability, sexual orientation, gender identity or other protected characteristics such as oral, written, graphic or physical conduct relating to an individual's race, color, gender identity, national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College programs or activities.
- b. Threatening, intimidating or fear provoking behavior directed towards another believed to be motivated by a consideration (real or perceived) of race, color, age, religion, national origin, disability, sexual orientation, gender identity or other protected characteristics such as oral, written, graphic or physical conduct relating to an individual's race, color, gender identity, national origin (including an individual's ancestry, country of origin, or

country of origin of the student's parents, family members or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College programs or activities.

7. **College Policies**

Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

8. **Damage to Property**

Any action that causes damage or which would tend to cause damage to property owned, leased, or controlled by the College or property of a member of the College community or other personal or public property.

9. **Dangerous Items/Weapons**

Except as authorized by local, state, or federal law, students are not allowed to possess or use a firearm or other weapon on college property (even with a permit), weapons are defined as firearms, knives, flammable materials, explosives, or any other items that may cause bodily injury or damage to property.

10. **Dishonesty**

No student will knowingly give false or perjured testimony in any college investigation or proceeding. Also, no student will knowingly give false information to a college official or show reckless disregard for the truth. Forgery, alteration, or misuse of any College document, record, or instrument of identification is also prohibited.

11. **Disruption** Includes but is not limited to:

Disruption or obstruction of teaching, research, administration, or other College activities on or off campus, or other authorized non-College activities, when the act occurs on College premises.

- a. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operation of the College, intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- b. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

- c. Blocking of entryways to buildings, rooms, sections of buildings or of hallways or stairways in such fashion that people find it difficult or impossible to pass.
- d. Noise-making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, meeting, or any other authorized event.

12. Drug-Free Policy

Students may not use, be under the influence of, possess, distribute, or be knowingly in the presence of narcotics or other controlled substances except as expressly permitted by law. Any drug-related violation of College policy will be considered a violation of the Drug-Free policy.

- a. Cannabis, tetrahydrocannabinol derivatives, narcotics or other controlled substances may not be used, possessed, or distributed by students or guests while on College owned or controlled property in accordance with the Federal Drug Free School and Communities Act.
- b. Conduct related to the use of drugs where the individual becomes a disruption to the community is prohibited.

13. Electronic Use Policy

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

- a. Unauthorized use or abuse of a student's computer account, including failure to safeguard User IDs and passwords.
- b. Sending abusive or threatening messages to students, faculty, or staff.
- c. Repeatedly sending messages with no appropriate intent.
- d. Accessing a student or staff account without authorization.
- e. Using a College office email account to send messages without authorization.
- f. Failure to comply with College technology policies.
- g. Illegal use including but not limited to illegal downloading, uploading, or use of file sharing programs with regard to copyrighted materials.

14. Endangerment of Person(s)

Conducting oneself in a manner that threatens or endangers the health or safety of a person, group of people, or visitors within the college community or at college sponsored or related events is prohibited.

15. Failure to Comply

Students are required to comply with reasonable requests or orders by authorized college officials or representatives acting on behalf of the college. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

16. Fire Safety and Equipment

Fire escapes, ground-level and rooftop fire doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices or blocking of fire exits or other means of impeding traffic is prohibited.

The following behaviors are prohibited:

- a. Failing to evacuate a College building during fire and/or emergency alarms or re-entering the building before all clear sign is given.
- b. Possessing and/or using candles, incense, oil lamps, helium tanks, and other combustible and/or flame producing items in any campus area or building.
- c. Possessing and/or using of fireworks (including firecrackers), CO2 cartridges, explosives, chemicals, and other hazardous materials; and

17. Gambling

Students are expected to abide by federal and state laws prohibiting illegal gambling. Prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any event; possessing on one's person or premises, any card, book, or other device for registering bets; knowingly permitting the use of one's premises or one's telephone or other electronic event; and involvement in bookmaking or wagering pools with respect to the events.

18. Guest Policy

Guests are defined as non-St. Francis College students who are visiting. All students are responsible for the actions of their guests for any violations committed on College premises, or at College-sponsored or supervised functions. Students are also expected to take reasonable action to prevent their guests from violating College policies.

19. Housing Policies

Students living in residential facilities owned, leased, or controlled by the College are required to comply with Housing Policies set out on the Residence Life website, Failure to comply with these policies may constitute a violation of the code of conduct.

20. **Hazing**

Any activity that humiliates, degrades, abuses, or which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose initiation, admission into, affiliation with, or as a condition of continued membership in an organization or team whose members are or include students at St. Francis College. Hazing can occur regardless of the person's willingness to participate.

Note: A person and/or student group/organization commits a hazing offense if they engage in hazing; solicit, encourage, direct, aids, or attempt to aid another engaging in hazing; or intentionally, knowingly, or recklessly permit hazing to occur.

21. **Motorized Transportation**

Students are not allowed to use hoverboards or self-propelled scooters on College property.

22. **Identification**

All students and guests are required to provide their name and show appropriate identification to a College Official upon request. Therefore, students are required to carry their College issued identification cards when they are on campus or in-residence halls.

The following behaviors are prohibited:

- a. Falsely identifying oneself to others (including, but not limited to showing an identification other than a student's own); and
- b. Possession, production, or distribution of false identification cards, or materials to fabricate such, is illegal and strictly prohibited. Any false identification cards found to be in the possession of students or guests will be confiscated, destroyed, and may result in a citation from the governing Police authority.

23. **Lewd and Indecent Behavior**

- a. Urinating in areas other than toilets and urinals (including lawns, lounges, elevators, stairwells, balconies, parking lots, etc.);
- b. Public nudity.
- c. Sexual contact in a public or common area; and
- d. Public viewing or displaying of pornography.

24. Retaliation

The College will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy.

Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation. Retaliation should be reported promptly to the Student Conduct Administrator and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

25. Solicitation and Posting

All selling and soliciting of merchandise and services on campus and in-residence halls is prohibited. Also prohibited is the advertising of such solicitation or sale, as well as any posted materials in common areas that are not specifically approved as required by the College Posting Policy.

26. Surreptitious Electronic Use

Any unauthorized use of electronic or other devices to surreptitiously make an audio, video, photographic, or digital record of any person without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a locker room, shower stall or restroom.

27. Tobacco Use/Smoking/E-Cigarette/Vaping Devices

The use of tobacco products or e-cigarette/vaping devices shall be prohibited on College grounds and in College buildings, facilities, vehicles, and spaces leased by the College. The use of tobacco products or e-cigarette/vaping devices shall be permitted in private vehicles parked on College property provided any residue is retained within the vehicle.

28. Theft Including but not limited to:

- a. Attempted or actual theft of College property or services or property belonging to any member of the College community.
- b. The unauthorized possession of stolen property or services or property belonging to any member of the College community.
- c. Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.

29. Unauthorized Entry to or Use of College Facilities

The unauthorized use of or entry into any college facilities, including computer systems or fields, whether by force or not, is prohibited. Use of college facilities must be approved by the appropriate administrator, usually the campus chief student affairs officer or his/her designee.

30. Violation of Law or College Policies

Any act by a student which constitutes a charge of a violation of a public law, occurring either on or off campus, may establish a cause for legal and/or disciplinary action by the college.

31. Violation of Law

St. Francis College upholds all federal, state and local laws and considers violation of these laws on College property or at any function authorized by the College even if held off campus as a cause for disciplinary action in addition to any action that might be taken by our criminal justice system.

32. Violence

The following behaviors are prohibited:

- a. Any act of violence or threat of violence; and
- b. All physical abuse including physical assault and/or battery as well as any domestic disputes, dating violence, hate crimes, and/or child abuse.

VI. STUDENT RIGHTS AND RESPONSIBILITIES

Procedural fairness is basic to the proper enforcement of college policies and procedures. As such, no conduct action will be initiated or sanction imposed against a student until the student has been notified in writing of the complaints against them, the student has been informed of their rights under this code, and the student has been given the opportunity to be heard.

The following information will be conveyed to any student facing conduct charges when proceedings are first initiated:

A. Students will receive a fair and impartial resolution process in accordance with the requirements of this code.

B. Students will be notified in writing of the alleged violations against them and the alleged misconduct upon which the charge is based with reasonable access to information relied on in determining whether or not they are responsible for violating the code of conduct.

C. Students may decline to make statements in response to the allegations. Declining to make a statement will not be construed as an admission of responsibility.

D. Students may be assisted by an advisor of their choice and at their expense at any time throughout the conduct process. The advisor may be present but may not speak for or present the case for the student, or otherwise participate directly in any meetings or other proceedings. It is the student's responsibility to make appropriate arrangements for the advisor to attend scheduled conduct proceedings. Students who plan to bring an advisor to a hearing or a meeting should notify the Student Conduct Officer at least 48 hours in advance as to their plan to bring someone, the name of the advisor, and the advisor's relationship with the student (friend, relative, attorney)

E. Students may present relevant information and witnesses.

F. Students will be considered not responsible for the alleged conduct violation until found responsible by a preponderance of the evidence presented during the proceedings.

G. The right to privacy, in accordance with the terms of the Federal Family Educational Rights and Privacy Act (FERPA).

H. The accused student will be notified in writing of the Chief Student Conduct Officer's decision and the basis for the same.

I. The accused student may appeal the determination of responsibility in accordance with the requirements of the Code.

VII. PROCEDURES

This section of the Code describes the procedures for student conduct proceedings at the college.

A. Initiating Conduct Process

The Chief Student Conduct Officer (or designee) is the primary administrator in the student conduct process.

B. Reporting

Any person may file a report against a student for the alleged violation of law or college policies/procedures as set forth in the code. The report should be submitted to the Student Conduct Officer (or designee) as follows: online using form created for this purpose, via email, in person, via telephone or by mail. Reports should be made within 6 months of the incident or knowledge of the incident. Anonymous reports are accepted but the college may be limited in its ability to respond to anonymous complaints.

C. Response

The Chief Student Conduct Officer (or designee) will determine if there are reasonable grounds to believe that the allegations could potentially constitute a violation of the code.

D. Informal Resolution

The utilization of informal resolution efforts (including, but not limited to, mediation, and restorative justice) may be undertaken at the discretion of the Chief Student Conduct Officer and with the consent of

involved parties. A written agreement as to the terms of resolution from such efforts will be prepared by the Chief Student Conduct Officer (or designee) and accepted by mutual consent of the accused student and complaining party. Such disposition will be final, and no further action will be taken as to the matter for which the initial complaint was filed. If the terms of the resolution agreement are not met by the accused student, new conduct charges may be raised for failure to comply.

E. Formal Resolution

If an alleged violation of the code is not addressed through other appropriate channels, is not dismissed, or is not resolved through an informal resolution process then the college student conduct administrator (or designee) may proceed with conduct process as outlined below.

F. Notice of allegations - the allegations of charges will be sent to the accused student in correspondence via email to their college email address and will include: the specific student code of conduct violations alleged, a brief description of the conduct on which the violations are based, the student's rights, and information on a scheduled initial review meeting with the Chief Student Conduct Officer (or designee) .

G. Initial review is part of the overall investigation of the student conduct complaint. The accused student will be given the opportunity to respond to the complaint, provide information relevant to the charges including but not limited to documents, emails, texts, photos, the names of witnesses, etc. The accused student may elect to deny the allegations or voluntarily accept responsibility.

H. Acceptance of Responsibility if a student accepts responsibility for a conduct violation, the student conduct administrator (or designee) will send correspondence to the accused student within 5 business days detailing what, if any sanctions, have been imposed. The accused student may file an appeal based on limited grounds. Specifically, that the sanctions given were excessive. This appeal must be made in writing and sent to the Chief Student Conduct Officer within 5 business days of the transmission of the sanctioning letter. A review of the case and sanctions imposed will be undertaken by the Chief Student Affairs Officer (or designee) who may determine that the sanctions were not excessive. If a determination is made that the sanctions were excessive, then the Chief Student Affairs Officer will provide adjusted sanctions to the accused student. Such disposition will be final and no further action will be taken as to the matter for which the initial complaint was filed.

I. Determination of Responsibility

Investigation – the student conduct administrator (or designee) will consider all relevant information obtained through the investigation of the complaint including the statements of the complainant, the accused student, and any witnesses.

Determination of Responsibility - upon completion of the investigation, the Chief Student Conduct Officer (or designee) will decide as to whether or not the accused student violated the code using a preponderance of the evidence standard (more likely than not). The accused student will be notified via correspondence to their college email address if a determination was made that they were responsible or that there was no finding of responsibility for violation of the code. If a student is found responsible sanctions may be given.

- J. Sanctions** - the following sanctions may be imposed upon any student found to have violated the Student Code of Conduct
1. **Warning** - a notice to the student that their actions were inappropriate and that they must act more responsibly in the future. A warning also indicates that should the individual again be referred for disciplinary action, their prior disciplinary history will help determine any future sanctions.
 2. **Disciplinary Probation** – a notice to the student that their actions are of a serious nature within the College community. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College policies during the probationary period.
 3. **Loss of Privileges** – denial of specified privileges for a designated period of time. This may include, but is not limited to, participation in co-curricular organizations and activities, and access to College facilities, loss of guest privileges, and removal from residence hall.
 4. **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 5. **Educational/Restorative Sanctions** – work assignments, community service and other related sanctions that meet with the Student Conduct Administrator. Other sanctions include, but are not limited to, letter of apology, substance education program, program presentations, other educational programs.
 6. **Deferred Suspension** – a definite period of observation and review. If a student is again found responsible for any further College policy violations including failure to complete previously imposed sanctions or adhere to previously imposed conditions, the student will be automatically suspended for a minimum of one semester.
 7. **Disciplinary Suspension** – separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Students who are suspended will have a notation on their transcript.

8. Disciplinary Expulsion – permanent separation from the College without the opportunity to return. Students who are expelled will have a notation on their transcripts.

More than one of the sanctions listed above may be imposed for any single violation.

VIII. STUDENT CONDUCT HEARING COMMITTEE

In cases where the sanction(s) imposed on a student include disciplinary suspension or disciplinary separation from the College, the accused student may request a formal hearing. This request must be in writing and sent to the attention of the student conduct administrator no later than 10 business days after transmission of the decision letter.

Hearings will be held in an in person or in a remote format. The Chief Student Conduct Officer will determine the format used for each case.

A. Student Conduct Hearing Committee

No fewer than 3 faculty members, 3 staff members, and 3 students will be trained to serve on the Student Conduct Hearing Committee. Faculty members will be nominated to serve by Chief Academic Officer (or designee). Staff will be nominated to serve by the Chief Student Affairs Officer (or designee) and students will be nominated by the Associate Dean of Student Affairs (or designee). Input for student members will be sought from campus life for members of student government and other leadership positions. Nominations will be directed to the Chief Student Conduct Officer (or designee) for consideration and appointment to the student conduct hearing committee.

B. Hearing Panel

A panel of at least 3 student conduct hearing committee members is required to hear a case. A chairperson will be named by the student conduct administrator.

The Chief Student Conduct Officer will provide support and guidance to the hearing panel throughout the hearing process.

- C. Prior Knowledge or Bias: Student Conduct Hearing Committee members will be provided with general information regarding any case they may be asked to hear. The Chief Student Conduct Officer will exclude from any hearing panel, committee members with prior

knowledge of the matter, or bias for or against those involved. Whether or not the accused student appears at the hearing, the hearing committee will hear the appeal and render a decision.

In most cases, the status of the student will not be changed during the appeal process. However, if, in the judgment of the Chief Student Conduct Officer (or designee), the student poses an immediate threat of harm to members of the college community, the student may, be limited as to access to college programs and facilities or summarily suspended from the college. Any violation occurring during the appeal process also may result in a change of status of the student.

D. Training

The college will provide training for those persons who agree to serve on the hearing committee to familiarize them with college regulations, fair process, and the role of the hearing committee. Additional training may be required depending on the nature of the case.

E. Chairperson:

The chairperson will notify the accused student of the following:

1. Charges against them;
2. Date, time, place, and description of the violation;
3. Name of all known parties and witnesses in the case; and
4. Date, time, and place of the hearing.

Sends written notification to all participants in the proceedings as to the exact charges and the time, place and nature of the hearing;

- arranges the hearing calendar and selects a location for each hearing;
- leads hearing sessions and deliberations of the hearing panel; and communicates in writing their findings; and
- certifies and transmits the appropriate records for future appeals.

The hearing should occur within 15 calendar days from the date of notification to the student.

F. Hearing Process

A panel consisting of three Student Conduct Hearing Committee members, one of whom should be a student, must be present before a hearing can be convened. Hearings normally will be closed and will be conducted according to the fundamental standards of procedural fairness and substantive justice and will not be unduly restricted by court procedures and formal evidentiary rules.

The charges and evidence will be presented by a person acting on behalf of the college, usually the Chief Student Conduct Officer (or designee) who initiated the disciplinary proceedings. They may have the aid of an advisor or counsel. The accused student also has the right to an advisor or counsel at the hearing. All parties may submit

witnesses. All witnesses will give testimony under oath. The college and the accused have the right to question or cross-examine witnesses at the hearing. The hearing will be recorded, and a transcript of the proceedings will be available at the requestor's own cost.

At the conclusion of the hearing, summation of one or more aspects of the case by the accused student, or the representative of the college will be permitted.

G. Student Conduct Hearing Panel Judgment

The panel will render a decision after the hearing. The panel may accept or reject, in whole or in part, or may modify the findings and conclusions of the Chief Student Conduct Officer initial decision. A majority of panel members must agree as to the decision regarding whether or not the student violated the code of conduct and, if so, the sanction to be imposed (if any).

After the hearing, the panel will make a report to the Chief Student Affairs Officer with a copy sent via College email to the student respondent and the Chief Student Conduct Officer, consisting of:

- a statement of charges;
- a statement of the findings of facts; and
- the decision of the committee as to whether a violation has occurred, -the appropriate sanction, and its reason for the decision.

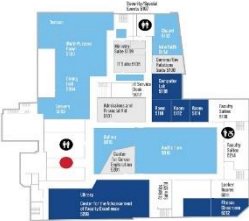
The hearing committee may not hold a hearing against a student more than once for the same offense.

H. Appeal

Within 5 calendar days after the date of the hearing committee's written decision, the student may appeal in writing to the Chief Student Affairs Officer (with a copy sent to the Chief Student Conduct Officer). Issues for appeal are limited to the following:

- College procedures were not followed in the conduct process causing a negative impact on the student or the integrity of the process
- New information that was not available at the time of the initial investigation or during the hearing relevant to the case should be considered.
- The sanction given exceeds what is reasonable for the alleged conduct and as is consistent with similar matters at the college.

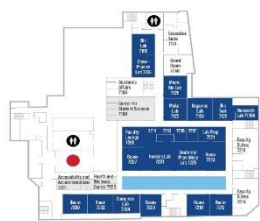
If the Chief Student Affairs Officer finds in favor of the accused student on appeal, they may affirm, reverse, or modify the panel's decision, in whole or in part. The decision will be rendered within 10 calendar days. The decision of the Chief Student Affairs Officer is final.



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- KEY**
- Elevator
 - Restrooms
 - Stairs
 - Student Support Centers and Services
 - Student Collaboration, Study, and Social Spaces
 - Classrooms, Labs, and Academic Spaces

SI FRANCIS COLLEGE
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SFC's new campus is closest to the Hoyt Street and Jay Street subway stations