ST FRANCIS COLLEGE

THE CORD

STUDENT HANDBOOK



2026/2027

THE CORD

The Student Handbook 2026-2027

Updated October 30, 2026

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ACKNOWLEDGEMENT FORM FOR STUDENT HANDBOOK

I understand that it is my responsibility to familiarize myself with the St. Francis College Student Handbook (the "Handbook" or the "Cord"), specifically the rules and policies set forth in it.

I understand that the Handbook states the policies and procedures of St. Francis College in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a contract or legally enforceable rights.

I understand that the policies and procedures included in the Handbook are continually evaluated and may be modified, amended, or terminated at any time, in the College's sole discretion. I hereby acknowledge that I received, and I am advised that the applicable policies, procedures, and benefits in connection with my admission at the College (the College's "Policies") are located herein in the Student Handbook and online at http://mysfc.sfc.edu (hereinafter referred to as "mySFC").

I agree that it is my responsibility to access mySFC during my first week of attendance with the College to review these Policies. I understand, acknowledge, and agree, that if I fail to sign and return the acknowledgement page below, within the established timeline, that my IT access may be denied, limited, or removed, until the signed acknowledgement is received. Further, should I continue to fail or refuse to sign the acknowledgement page contained herein and return it to the College that I may be dismissed from the College. Although I understand that the College will generally distribute revisions to the Policies electronically, I further agree to periodically access mySFC to monitor changes, additions, and/or deletions to the Policies. If I do not have regular computer access, I understand that printed copies of the Policies will be available in the College's Office of Student Affairs.

I understand that if I have any questions concerning the applicability of a policy or practice to me, I will address my specific questions to the Division of Student Affairs.

I understand that the Handbook supersedes all prior versions. The College reserves the right to change its policies, arrangements, procedures, and any other related material, at any time in its sole discretion.

After carefully reviewing the Handbook in full, please sign and date the Receipt for Student Handbook using the link: ACKNOWLEDGEMENT FORM FOR THE CORD: STUDENT HANDBOOK 2026-2027 – Fill out form.

All new and continuing students must review and submit the form to the AVP of Student Affairs and Dean of Students no later than the close of business on the first week of their semester with the College.

Failure to submit the ACKNOWLEDGEMENT FORM FOR THE CORD: STUDENT HANDBOOK 2026-2027 **in a timely manner may result in discipline, up to and including dismissal from the College.**

COMPLETED FORMS TO BE KEPT ON FILE WITH THE ST. FRANCIS COLLEGE OFFICE OF STUDENT AFFAIRS

STUDENT PLEDGE

We, the students of St. Francis College, commit ourselves to the Franciscan values of peace, compassion, humility, and stewardship. Having come to learn and experience the beauty of Higher Education, it is good for us to be here, and we will conduct ourselves with exemplary integrity. If we are struggling, we will seek help early, avail ourselves to all the resources the college provides, encourage our classmates to do the same and offer our assistance to those who may need it. We will be active members of the St. Francis College community in every form we can provide, and we will always be stewards of this college for generations to come. As sacrifices and gifts past and present make our education possible, we pledge ourselves to the pursuit of truth, the love of the good, and the vision of a just society for all people.

INTRODUCTION

The Cord is the College's student handbook, which contains the traditions, policies, procedures, and regulations of the College. Also included are descriptions of student services and activities.

Information in The Cord applies to all students at the College. All SFC students are required to read the Cord and follow the 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.

If you have any questions regarding the cord, please do not hesitate to contact the Division of Student Affairs.

Thank you.

Dr. Raeann Kyriakou
Dean of Students
Division of Student Affairs

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.

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 of 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.

Our desire to serve extends to our neighborhood as we engage in various types of community service. Each year we participate in toy and canned food drives, charitable walks, and youth mentoring. Events such as Community Day, Relay for Life, and Think Pink highlight the dedication of our students to come together and display their Franciscan Spirit. Our devotion, along with the fusion of different personalities and cultures, results in a rainbow of heartwarming smiles and priceless friendships.

The 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 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

In 1858, a group of Franciscan Brothers from Ireland came to Brooklyn to educate the large numbers of immigrants arriving in America, opening St. Francis Academy in 1859. It was the first private school in the diocese of Brooklyn. The school, which was opened to educate the boys of the diocese, started in a building on Baltic Street and grew quickly. In 1884, just 25 years later, the trustees of St. Francis received permission from the state legislature to "establish a literary college" under its current name and 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 Regents of the University of the State of New York granted an absolute Charter to the Trustees of the College. In 1960, St. Francis embarked on an expansion program. It moved to Remsen Street, where it had 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 College expanded its facilities with the construction of a science building, athletics complex and housing to accommodate the Franciscan Brothers and provide more space for faculty.

For more than 60 years, the College's Remsen Street campus in Brooklyn Heights served the College and its community well, but to remain competitive and meet the demands and expectations of today's students, the College recognized that it needed a modern, state-of-the-art campus. In May 2021, SFC executed a lease for a new, custom-built, campus at 179 Livingston Street in Brooklyn ("New Campus").

After a $60 million custom buildout that includes modern, state-of-the-art, hi-tech educational amenities, the College successfully relocated to the New Campus in September 2022. The award-winning New Campus is comprised of over 255,000 sq. feet with a dedicated street level welcome center. The New Campus has been designed to specifically meet the modern and functional needs of the SFC community, with key features:

- Several high-tech science labs, including but not limited to a Nursing Simulation and Skills Lab, a FinTech Lab, a Maker Space, a Psychology Lab, Tech Center, and three multi-use computer labs
- Over 35 classrooms with built-in technology that accommodates a range of teaching styles
- A 260-seat cafeteria with servery and kitchen
- A 38-seat chapel and an expandable multifaith room
- A 325-seat auditorium

- A multipurpose expandable room
- Dance & Mobility Center
- A 32-seat tiered screening room
- TV& Digital Content Production Studio
- Radio Station
- Yoga Studio
- The Student Union
- E-Sports Center
- Fitness Center
- A 6,300-square-foot library with space for study and research
- A private outdoor terrace and access to a roof deck
- Two art galleries
- Gathering spaces for students to work together, study, receive advisement and support, and relax

The New Campus location is even more convenient via public transit for commuter students and provides access to opportunities in NYC beyond the campus, in the heart of the cultural, financial and educational capital of the world (e.g., two subway stops from Wall Street). The New Campus provides fully ADA compliant accessibility to all persons of varying abilities, usability and sustainability. Our doors are open to the community, as the College is a major anchor in the economic development of the Fulton Market neighborhood, the Downtown Brooklyn Partnership, the Brooklyn Chamber of Commerce, the NYC Department of Education, among others.

In 2021, the U.S. Department of Education ("USDOE") recognized SFC as a Hispanic Serving Institution ("HSI"). Based on its success in enrolling and graduating economically disadvantaged students, U.S. News & World Report included the College as #7 on its list of colleges that are Top Performers on Social Mobility. The Chronicle of Higher Education included the College as #3 on its list of private colleges with highest social mobility.

The College's mission of providing a first-class, attainable, high-quality education to individuals of all racial, ethnic, and religious backgrounds with a special focus on working class New Yorkers; firmly planted in our Franciscan values of community, collaboration, and connection continues today, just as the Franciscan Brothers envisaged more than 165 years ago.

Accreditation and Memberships

Institutional Accreditation Information

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):

Dr. Gale Gibson Gayle
179 Livingston Street, Room 5106
Brooklyn, NY 11201
Phone : 718-489-5240
Email: 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.

The St. Francis College education program is accredited by the Association for Advancing Quality in Educator Program (AAQEP). More information about education is available at AAQEP's website: https://aaqep.org/accredited-programs.

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

Complaints Against the Program Policies
Students in the nursing program can file a complaint with CCNE by sending it in writing to:

CCNE Complaints Administrator
Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: 202-887-6791
Students in the education program can file a complaint with AAQEP by sending it in writing to:

AAQEP
173 Milkweed Dr., Lake Frederick, VA 22630
Phone: 301-276-5106
Email: aaqep@aaqep.org
Website: aaqep.org

Students who are enrolled in a program leading to professional licensure, e.g., nursing, education, can file a complaint with the NY State Education Department by sending it in writing to:

Office of the Professions
Professional Education Program Review
Education Building 2 West
Albany, NY 12234

ACADEMIC POLICIES

General Introduction

For a full review of the Academic Policies please visit the section on Academic Policies in the Catalog. https://www.sfc.edu/academics.

The following sections can be found under Academic Policies: Undergraduate Courses and Registration; Attendance; 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: https://catalog.sfc.edu/catalogue/general-information/academic-life/academic-policies/

1. Procedure for Student Appeal of Final Grades (Student Procedure)

To appeal a grade, the student must, as the indispensable first step, submit a written request to the applicable 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 does not change the grade, then the student should discuss the concern with the chairperson of the department. If the chairperson cannot resolve the concern, the student may submit a request for a review and change of grade to the Academic Standards and Integrity Committee via the appeal form. Appeals to the Academic Standards and Integrity Committee must be submitted within six (6) weeks of the first day of class of the semester following that in which the contested grade was given.

2. Committee Procedure

When a student appeals a final grade to the Academic Standards and Integrity Committee, the Chair of that committee may request additional information from the faculty member about the rationale for the assigned grade. The faculty member should submit all evidence pertinent to the appeal, i.e., the basis for grading in that class and their relative weights, and the particular grades earned on each base, etc. The Chair of the Academic Standards and Integrity Committee reserves the right to seek additional information from other pertinent sources. The Academic Standards and Integrity 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 and Integrity Committee shall be final and binding on both the student and the faculty member.

Procedure for Addressing General Student Allegations of Professional Misconduct by Faculty Members

Faculty professional misconduct allegations not otherwise falling under other College adjudicatory processes (e.g., Title IX) should first be addressed through discussion and mediation involving the complainant(s), faculty member(s), and appropriate administrators. Only after failing resolution through this informal process should the following procedures be used:

1. The student must file a written complaint with the Vice President for Academic Affairs and Academic Dean (the "VPAA");
2. The VPAA shall provide the faculty member with a copy of the complaint 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 complaint. 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 complaint cannot be reached, all written documents shall be forwarded to the Professional Standards Committee (the "Committee");
5. The Professional Standards Committee will hold an informal inquiry, inviting the student and faculty member into discuss the allegations;
6. At the formal hearing, Committee decisions and the ultimate findings regarding responsibility and sanctions, if any, shall be made by a majority of the members in attendance;
7. If no satisfactory resolution 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 about the matter until the proceedings have been completed.
    b. During the proceedings, the faculty member and the student will be permitted to have an advisor of their choice. The role of the advisor is to assist the party with understanding and navigating the proceedings. The advisor may not advocate for, respond for, or otherwise speak on behalf of a party during the hearing. Advisors are not permitted to directly or indirectly question the other party or witness(es). In the event that a party does not appear for a hearing, the advisor for that party may not participate in the hearing or submit questions to be asked on behalf of the party. An advisor may not disrupt or impede any proceeding. Advisors may be removed at the sole discretion of the College.
    c. The burden of proof rests with the student. The standard of proof is clear and convincing evidence.
    d. 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 ten (10) days of 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.

e. The faculty member and the student will have the right to question 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 at the hearing. Parties will be given the opportunity to respond to the statement in lieu of witness questioning.
f. The Committee's findings and sanctions, as appropriate, will be based on the hearing record.
g. The VPAA and both parties will be notified of the Committee's findings regarding responsibility and sanctions, if any, in writing within fourteen (14) 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.
h. 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.

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

Course Repetition

Students are permitted to repeat courses and attempt to earn a higher grade for classes taken at the College. When a course has been attempted more than once, only the last grade received for that course will be used to compute the cumulative Grade Point Average (GPA). The previous grade(s) will remain on the transcript but will not be calculated as part of the cumulative GPA.

This policy requires that the repetition is for the same course, and that the student completes the repeated course at the College. Lecture, lab, and/or recitation components of a course, must all be retaken together if the course is repeated.

Courses that may have been completed at another institution are not eligible for this course repetition policy.

Repeated courses that culminate in an IP grade, which later converts to an F, will count as the last grade. This policy does not apply to courses that have been forgiven.

Midterm Grades

Available on Self-Service, mid-semester grades alert students to their learning and performance at the mid-point of every semester (about 6 weeks into the term). Used extensively for advising purposes, midterm grades are collected to support student academic performance and are not recorded on the student's permanent academic record. Students are encouraged to use the

valuable feedback they receive from their professors, along with the midterm grades, to make any necessary adjustments to ensure academic success by the end of the term. If students are not performing at the level they expect, they are strongly encouraged to speak with their professors and advisors, review course syllabi for improvement opportunities, and schedule tutoring services. The **Center for Learning & Leadership**, located in **Room 6108**, also has success coaches available to support students with non-academic concerns.

Academic Major Forgiveness Policy

This forgiveness policy offers the opportunity to improve an undergraduate student's academic record if such student has not successfully completed required courses in their initial chosen major area of study. Students must complete an application to petition for forgiveness of no more than two final course grades within the major.

Students are eligible to submit an application to petition for forgiveness provided they have declared and, where relevant, been formally accepted into a new major program of study. Forgiveness may be granted only once during the entirety of a student's enrollment (including any subsequent re-enrollment periods) at the College. The application, available from the Vice President for Academic Affairs and Academic Dean, must be submitted before the student has attained lower junior standing (the equivalent of 60 credits).

The following criteria apply:

- The initial major must have been an officially declared major. Only courses from an officially initial declared major are eligible for forgiveness.
- A maximum of two required courses in the original major discipline may be forgiven. Courses that were previously repeated are not eligible for forgiveness.
- Forgiven grades are not computed as part of the student's GPA and the related credits that may have been earned will not apply towards meeting graduation requirements.
- The Course Repetition Policy does not apply to forgiven courses, even if the forgiven courses are retaken at a future time.
- The student's academic record cannot be reversed to its prior standing.
- Enhanced GPAs that are a product of this policy cannot be retroactively applied to a student's academic standing for any reason (e.g., to meet a prior term's requirements for Dean's list and/or to remedy academic dismissal/probation).
- The forgiveness policy does not apply to core, elective or graduate courses.
- It is at the discretion of other institutions and organizations to honor this policy. As such, students should note that each course attempt becomes part of their permanent record and will appear on their transcript irrespective of whether or not such courses are forgiven under this policy.
- The student is aware that changing a major, especially with grade forgiveness, will likely result in degree completion beyond the date stated on their program evaluation. Grade forgiveness may also affect financial aid eligibility.
- Final acceptance of forgiveness is granted solely at the final discretion of the Vice President for Academic Affairs and Academic Dean.

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 the 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.

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 in extraordinary circumstances, and with the permission of the Vice President for Academic Affairs and 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 the College can submit a withdrawal form. Withdrawal means that a student will leave the College without a plan to return. Students are reminded that any loans they have taken to help fund their education may go into repayment immediately after a period of non-enrollment and that tuition refunds are issued in accordance with the Tuition Cancellation Policy in the College Catalog. 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.

- International students also need the signature of the International Student Advisor/DSO.
- The form can be found on the SFC webpage by clicking https://www.sfc.edu/student-life/registrar/forms. The form can be found on the page 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 request 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 request an extension of the leave. Students subject to disciplinary action, including but not limited to suspension, are not eligible for a leave of absence. A leave will not be granted or will be rescinded under these circumstances. 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. See more here: https://www.sfc.edu/student-life/registrar/forms. 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 are reminded that any loans they have taken to help fund their education may go into repayment immediately after a period 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.

Academic Standing and Support Policy

1. Academic Alert

- A student whose cumulative GPA falls below **2.0** at the end of a semester will be placed on **Academic Alert**.
- Students on Academic Alert will be required to:
    - Meet with their Advisor in the Student Support Hub to form an Academic Success Plan.

2. Academic Alert II

- A student who earns a cumulative GPA below **2.0** for **two consecutive semesters** will be placed on **Academic Alert II**.
- Students on Academic Alert II will be required to:
    - Meet with an academic advisor in the Student Support Hub to form an Academic Success Plan, which must include weekly tutoring sessions in the Center for Learning & Leadership.

3. Academic Dismissal

- A student who earns a cumulative GPA below **2.0** for **three consecutive semesters** will be subject to academic dismissal.
- Students who are dismissed may appeal their dismissal by:
    - Meeting with their academic advisor in the Student Support Hub to review the circumstances that affected their academic performance.
    - Submitting a written statement that explains the reasons for the appeal, outlines steps taken to improve, and provides a clear plan for future academic success.

4. Review

- Appeals will be reviewed by a panel of Directors/Deans in the Undergraduate Support Hub
- The committee will consider the student's academic history, written appeal, advisor input, and evidence of a success plan.
- A majority vote of the committee is required for reinstatement.

5. Reinstatement

- If reinstated, the student will return on Academic Support Status and must:
    - Demonstrate increase in GPA.
    - Participate in mandatory tutoring sessions.
- Failure to meet these conditions will result in permanent dismissal.

INSTRUCTIONAL SUPPORT

Undergraduate Support Plaza

The Undergraduate Support Plaza is your go-to for advisement, academic support, and resources like our STEM Resource Center, Robert J. McGuire Scholars Program, First Generation Center and CSTEP programs. The 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 work with them in the first and second year. The Undergraduate Support Hub 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. Students are then connected to faculty advisors for mentorship in their third year and beyond. You can also reach out at ThePlaza@sfc.edu.

Academic Recovery and Wellness 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.

Advisement

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 Undergraduate Support Hub 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.

To make an appointment or for additional information, email ThePlaza@sfc.edu

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 but are not limited to:

- Skills Assessment in Writing and Mathematics: 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.
- Project Access: is an academic support program for incoming first-year students who demonstrate a need to develop their reading, writing, and 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.

More information on the CLL here: https://www.sfc.edu/student-life/cll.

Accessibility and Accommodations

SFC is dedicated to ensuring accommodations and auxiliary aids to all students with documented disabilities. In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all applicable federal, state and city disability laws, the Volpe Center for Accessibility and Success is committed to providing reasonable accommodations to students who have a qualifying disability in order to ensure they have equal access to the College's courses, programs, activities, and facilities.

Details on Volpe Center for Accessibility and Success services and how to access them can be found on the College website: https://www.sfc.edu/student-life/accessibility-and-accommodations.

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 but are not limited to:

- McGuire Scholars Program. The Robert J. McGuire Scholarship was established in 2015 in support of the College's mission to make possible the gift of education and opportunity for our future leaders. 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 College community as each scholar has a beneficial impact within their own communities.

- Collegiate Science & Technology Entry Program (CSTEP). The Collegiate Science and Technology Entry Program (CSTEP) supports minority and disadvantaged students in academic programs that prepare them for licensed professions or for employment in scientific and technical fields by ensuring that students have the support services, summer programming, financial assistance, and career and research opportunities they need to succeed. More information on CSTEP here: https://www.sfc.edu/student- life/opportunity-programs/collegiate-science-technology-entry-program.

- STEM Resource Center. The STEM Resource Center (SRC) provides focused support to undergraduate students who identify as Hispanic/Latinx or students from low-income households. SFC was awarded a USDOE HSI STEM Success & Articulation grant, which assists the STEM Resource Center's mission to support STEM students through academic, professional development and career readiness opportunities. More information on STEM here: https://www.sfc.edu/student-life/opportunity-programs/stem-resource-center.

Click here to make an appointment with the Office of Opportunity Programs through SFC navigate or for additional information. https://www.sfc.edu/student-life/center-for-student-success/sfc-navigate-app

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

Instructional Computing

Technology plays an important role in the academic lives of students. In instructional and general computer lab spaces, computers, scanners, printers, internet, and software are available to students and faculty. In our dozens of Smart interactive classrooms and science computer

labs, we provide our students and faculty the latest technology for their academic disciplines.

The College currently provides the following student-centered technology services:

- Canvas Learning Management System: provides access to SFC courses through online syllabi, notes, links to sites, and online discussions/chat sessions. Students and faculty are able to send e-mail to an entire class or a selected group as well as create announcements throughout the semester. Students also have access to "digital drop boxes" for assignments.
- WebAdvisor: provides students access to academic information, including web registration from any browser. Features include emailing an advisor, spam filtering, student email directory and address book, and the ability for SFC administration to send important messages to students. Students can check their records by entering the appropriate SFC login.
- Library: The library provides an online portal that allows students to use the library's circulation system to access its catalog and select websites from a single, easy-to-use home page.
- SFC Files: provides students access to their files, on campus or remotely, from any web browser using cloud technology. Files stored here are backed up nightly.
- IT ServiceDesk: The primary contact for tech support is the IT ServiceDesk. Technicians oversee labs, classrooms, and offices, providing hardware and software help for SFC computers, including network and e-mail issues, password recovery, and printing assistance. The IT ServiceDesk provides limited support for personal devices. Students, faculty, and staff can open a service ticket by phone (718) 489-5444 or email servicedesk@sfc.edu.

Information Technology Resources

The primary purpose of student-related information technology resources at the College (SFC) is to enhance and support the educational mission of the College. Access to the College's IT Resources is a privilege granted to SFC students, not a right, and may be limited, suspended, or revoked at any time for improper use. These resources include hardware, software, computer accounts, local area networks, and connections to other computer networks via the Internet.

All students using these resources are responsible for using them in an appropriate, ethical, and lawful manner. Your use of these resources must conform to laws and College policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. This applies to the downloading or distribution of protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

This section summarizes student obligations under the College's **Technology Acceptable Use Policy (AUP)**, which governs all use of College IT Resources. The full policy is available at https://www.sfc.edu/student-life/technology.

Students must refrain from the following activities, including but not limited to:

- Using IT Resources to violate any College policy or regulation, or federal, state, or local law, including those related to copyright, patents, and trademarks.
- Entering, without authorization, into any user account to use, read, transfer, or change

its contents in any way.

- Sharing your own login credentials with another person, or using credentials assigned to someone else, for any reason — including to complete or submit coursework or to let a friend or classmate access a system on your behalf. This is a policy violation even when no unauthorized entry into another account is involved.
- Using IT Resources to send obscene, abusive, threatening, defamatory, or harassing messages, or using them for activities unrelated to academic or research endeavors in a way that disrupts other users.
- Installing or using unauthorized copyrighted materials or licensed software.
- Interfering with the normal operation of College computing systems and connected networks, including introducing viruses, flooding the network with messages, sending chain letters, or unfairly monopolizing resources in a way that excludes others.
- Sharing or downloading copyrighted material without permission. This is illegal and against College policy.

Account Locks.
If your account is locked, the reason matters.

A **security lock** — imposed because someone else gained unauthorized access to your account (for example, through phishing or credential theft) — is treated as a security incident, not a disciplinary matter, and does not count against you.

A **policy violation lock** — imposed because you engaged in prohibited conduct, such as sharing credentials or accessing data outside your authorization — follows a graduated process for students: a first lock requires you to contact the Service Desk, present government-issued identification (in person or by video), and have staff confirm the issue has been addressed; a second lock adds a formal review with the Department of Information Technology and requires presenting identification again and acknowledging the applicable policies; a third lock is referred to the Office of the Dean for disciplinary action under the Student Handbook. A policy violation lock counts toward this sequence for 24 months from the date it's imposed. The College may accelerate this process for serious or willful misuse.

Beyond this lock sequence, a violation of the AUP may also lead to separate disciplinary or punitive action — including suspension or revocation of technology privileges, charges or fines for damages, suspension or expulsion from the College, and referral to law enforcement — and may result in civil or criminal liability under applicable law. Full details are in the AUP.

Student Technology Services

The College currently provides student-centered technology services by using a single sign-on for ease of use. mySFC 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 SFC 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 faculty and administrative offices to contact them. The College uses the Microsoft Exchange® email system, which includes calendar and other personal management tools.
- **SFC 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-use format.
- **Navigate for Students:** 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 or calling (718) 489-5444. This is the first line of support for all technology-related services at SFC.

CAMPUS SECURITY INFORMATION

Building Access and Maintenance

The College campus is for the use of students, faculty, staff, and those on official business. The entrance of the 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 students, employees and alumni, must present identification and register with the College's Security Desk. 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 conducted 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 for the College. 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.

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 Emergency Action Plan (EAP), available https://www.sfc.edu/emergency-action-plan. 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

The 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) 489-2100, the College's emergency line.
For additional information about the College's safety and security policies, please refer to the College's Annual Security Report, available on the College website: https://www.sfc.edu/student-life/safety-and-security.

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: https://www.sfc.edu/student-life/safety-and-security.

Emergency Notification

Students are required to register for SFCALERTS at https://www.sfc.edu/student-life/safety-and-security/sfc-alerts , 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. 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)

The College's Emergency Action Plan ("EAP") is a guide to facilitate and organize faculty, staff, and students during an emergency at SFC. It is designed to familiarize and customize our community with the following:

1. Emergency preparation and prevention
2. Emergency response insights
3. Emergency reporting procedures and notifications
4. Evacuation routes and procedures
5. Emergency response chain of command and assignment
6. Post-emergency reporting to ensure future individual and campus safety
7. Risk minimization to facilities and timely response to a variety of situations.

The EAP is available here: available https://www.sfc.edu/emergency-action-plan.
In the event of a medical emergency, the first call should always be to 911. Additional response may also occur through the EAP. Students should familiarize themselves with the EAP including campus evacuation routes and maps available here: https://www.sfc.edu/student-life/safety-and-security

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 interest of maintaining the safety and security of the campus, the College requires that all members of the SFC community (e.g., current students and employees) have a digital ID or a properly validated identification card. Students and employees of the College must carry the card at all times, digital or physical, and swipe it upon each entrance to the College. Students must also present their ID requested by any College official.

Faculty, staff, administration, and students can find more information at the Facilities Office (Room 6200).

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

Lost and Found

Articles that have been found should be given to the Security Desk in the lobby of 179 Livingston Street. If you lose something, check with these offices to see if the article has been recovered.

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COLLEGE POLICIES

Discrimination, Harassment and Sexual Misconduct Policy

Overview

The College's Discrimination, Harassment, and Sexual Misconduct Policy identifies and defines discrimination, harassment, sexual harassment, and retaliation (hereinafter collectively referred to as "Prohibited Conduct"), the procedures for reporting Prohibited Conduct, and the process that will be used to respond to allegations of Prohibited Conduct. Please visit here for a full copy of the Policy: https://assets.sfc.edu/content/documents/Security/SFC-Discrimination-Harassment-and-Sexual-Misconduct-Policy-4.9.25-FINAL.pdf

St. Francis College will act on all notices of allegations of Prohibited Conduct. It will take necessary measures to end conduct that is in violation of the Policy, prevent its recurrence, and remedy its effect on individuals and the community. Within any process related to the Policy, the College provides reasonable accommodations consistent with state and federal law.

Situations involving other conduct that may be in violation of other student or employee conduct policies should be reported to Student Affairs for matters involving students, or Human Resources for matters involving faculty or staff. Situations involving other conduct relating to nonaffiliates should be reported to Campus Security.

Statement of Nondiscrimination

St. Francis College does not discriminate and prohibits discrimination against any individual based on any category protected under applicable federal, state, or local laws. Accordingly, the College does not discriminate, and strictly prohibits unlawful discrimination on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity or expression, age, sexual orientation, physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, marital status, familial status, domestic violence victim status, caregiver status, military status, including past, current, or prospective service in the uniformed services, or any other category or characteristic protected by applicable law.

When brought to the attention of the College, any such discrimination or harassment will be promptly addressed by the College according to the procedures in the Policy and in accordance with any applicable collective bargaining agreement. The protections in this Policy apply equally to all, regardless of protected status listed above.

How to Make a Report to the College

All complaints of violations of the Discrimination, Harassment, and Sexual Misconduct Policy will be taken seriously and in good faith. The Title IX Coordinator will provide information and guidance regarding how to file a formal complaint with the College and/or local law enforcement, as well as information and assistance about what course of action may best

support the individual(s) involved and how best to address the report.

Every reasonable effort will be made to maintain the privacy of those making a report to the extent possible. In all cases, the College will consider the wishes of the party bringing forward a report with respect to how the matter is pursued. The College may, when necessary to protect the community, initiate an investigation or take other responsive actions to a report, even when the person identifying a concern chooses not to participate in a resolution process and/or requests that the College not initiate an investigation.

Employees, students, guests, or visitors who believe that this Policy has been violated should promptly contact the Title IX Coordinator:

Dr. Bill Boerner
179 Livingston Street, Brooklyn, NY 1120
Phone: 650-383-4753 ext. 158
Email: billboerner@sfc.edu or titleix@sfc.edu

Hazing Policy

Purpose

The Policy is to prohibit hazing in all forms, ensure compliance with the Stop Campus Hazing Act (SCHA)Amendments to the Clery Act and related laws, and promote a safe and respectful campus environment. Hazing undermines the integrity of student life, endangers individuals, and is inconsistent with the mission, vision, and values of the College.

Scope and Applicability

This Policy applies to students, faculty, staff, administrators, trustees, recognized organizations/groups and established groups, and third parties on or off-campus (including online), including visitors, alumni, guests, and the agents, representatives, and employees of suppliers and vendors of the College community.

The College's prohibition on hazing extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, and student services. This Policy was written to follow the requirements of all applicable federal and state laws. If this Policy is inconsistent with those laws, or the laws change before it has been updated, state and federal law supersede this Policy. If any provision of this Policy is found to be invalid, illegal, unconstitutional, or unenforceable, that finding shall not affect or undermine the validity of any other provision. The College reserves the right to update these policies as needed. We'll always communicate changes to our community in a timely manner.

The full Policy and information about how to report can be found on the Safety and Security website.

Social Media Policy

Please visit here for a full copy of the Social Media Policy: https://assets.sfc.edu/content/documents/SFC-Social-Media-Policy-FINAL-2024-8-23.pdf

SFC ID card and Email Policy

Please visit here for a full copy of the SFC ID Card and Email Policy: ID Policy

SFC Campus Events and Approval Policy

Please visit here for a full copy of the SFC Campus Events and Approval Policy: https://assets.sfc.edu/content/uploads/SFC-Campus-Events-and-Approval-Policy-1.22.25.pdf

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 College departments including the Office of Residence Life and Housing. This College Posting Policy applies to hard copy or electronic posters. Any club or organization wishing to post in the residence hall spaces must contact the Office of Residence Life and Housing. To learn more about the College Posting Policy Formation Policy: https://assets.sfc.edu/content/uploads/College-Posting-Policy-1.22.25.pdf

Club Formation Policy

The College fosters a vibrant community life and student experience that supports the mission of the College and development of the whole student. This policy establishes required procedures students must follow to form a student club that is recognized by the College. Recognition by the College must first be obtained before student clubs can utilize College facilities, raise and receive funds, and organize and sponsor on-campus activities. The Club formation review process may take several weeks to complete, and students should plan and prepare accordingly.

To learn more about the Club Formation Policy: https://assets.sfc.edu/content/documents/Club-Creation-Policy-Final-8.7.24-NE-1.pdf.

Locker Policy

Lockers are available for all full-time, matriculated students. You must provide your own lock. You are not required to have a locker. They are made available for daily usage and are used at your own risk. All lockers must be cleaned out at the end of each academic semester. The

College is not responsible for lost and/or stolen items. All lockers are the exclusive property of the College, we reserve the right to open lockers for any emergency, safety or maintenance purpose.

Visitor and Vendor Policy

Introduction

St. Francis College ("College") permits Visitors to its campus located at 179 Livingston Street, Brooklyn, New York ("Campus") in accordance with the requirements of this Visitor Policy.[1] Notwithstanding this Visitor Policy, to promote the safety and well-being of the College community, the College maintains the sole discretion to restrict, limit, or prohibit any individual's access to the Campus at any time.

General Principles

The SFC Visitor Policy allows current students, faculty members, or administrators/staff members to host a Visitor in a manner that does not infringe upon the comfort or rights of others while maintaining the appropriate level of campus safety and security.

Regardless of length of stay, Visitors are required to abide by all College policies and procedures including but not limited to presenting proper identification, personal search and exiting without resistance up to and through departure from the premises.

The Host is responsible for the conduct of their Visitor at all times while on Campus. Any Visitor who violates College policies is subject to penalties. Visitors who are found in violation of this policy or any other College policies may be asked to leave the premises immediately. Hosts will be held responsible and subject to disciplinary action, including but not limited to having their Visitor privileges revoked.

Hosts and Visitors are expected to uphold the following expectations:

- All Visitors must carry their Visitor Pass during their time on Campus.
- Minor Visitors (those under the age of 18) must also be accompanied by a parent and/or guardian at all times unless they have an appointment with the Admissions Office.
- Hosts are not permitted to allow Visitors to use their SFC ID for access.
- Visitors have no occupancy rights and can be asked to leave at any time.
- Provided there is no unreasonable interference with the rights of the College community, a Host may have a Visitor, who can stay between the hours of 9am-5pm. Security will monitor excessive Visitor sign ins and may reduce Visitors based on the College's operational needs. Guests are not permitted on campus after hours, unless approved by security or supervisor.

[1] The College leases a Residence Hall located at 119 Columbia Heights. This policy directly applies to 179 Livingston Street. The visitor policy for 119 Columbia Heights is outlined in the Residence Life Handbook.

Conduct

All Visitors must abide by all College policies. Having a Visitor is a privilege and not a right and the College reserves the right to prohibit any Visitor from Campus that is deemed inappropriate for the community.

- All Hosts are responsible for the conduct of their Visitor. This responsibility may subject the Host to financial restitution and/or disciplinary action.
- When on Campus, Visitors, with the exception of contractors, must be accompanied by their Host at all times.
- Visitors/Hosts found to be submitting false information, including but not limited to, counterfeit identification, will be banned from Campus and the Host will be held accountable through the appropriate College disciplinary process. Hosts whose Visitor violates policies or provide false information will be adjudicated via the student conduct process and/or employee policies, as applicable.
- If a Visitor seeking to access the Campus is observed to be intoxicated or under the influence at any point, they will not be permitted entry, regardless of registration status.

Pre-Approved Process for Authorized Visitors

1. **Invited Guests of SFC students:** Guests of current SFC students, are welcome to visit St Francis College by invitation and appointment. SFC students must seek prior permission by sending an email to the Dean of Students at deanofstudents@sfc.edu. The email should include the full name of the SFC student, faculty, or staff member, student ID (if applicable), full name of the guest, the date and estimated time of arrival, purpose of the visit, and, if applicable, the office or classroom the visitor will be going to. Requests should be submitted at least 48 hours in advance of the proposed visit. Late requests may not be accommodated. Approved guests may need to check in at the campus security desk upon arrival. All visitor requests must be submitted from an SFC-issued email address and are subject to the discretion of the Dean of Students for approval.

2. **Invited Guest of SFC faculty:** Guests of current SFC faculty, are welcome to visit St Francis College by invitation and appointment. SFC faculty must seek prior permission by sending an email to the Dean of Academic Affairs at academicaffairs@sfc.edu. The email should include the name of the SFC faculty member, name of the guest, the date and estimated time of arrival, purpose of the visit, and, if applicable, the office or classroom the visitor will be going to. Requests should be submitted at least 48 hours in advance of the proposed visit. Late requests may not be accommodated. Approved guests may need to check in at the campus security desk upon arrival. All visitor requests must be submitted from an SFC-issued email address and are subject to the discretion of the Dean of Academic Affairs for approval.

3. **Prospective Students:** Prospective students are welcome to visit St Francis College by invitation and appointment. Please schedule your visit in advance through the Admissions Office via email at admissions@sfc.edu. As coordinated by the staff of the admissions office, prospective students are welcome and encouraged to attend information sessions,

campus tours, and scheduled meetings with staff.

4. **Professional Colleagues and Invited Speakers:** Individuals invited to deliver lectures, participate in conferences, or engage in other official events at St Francis College are considered authorized visitors. Visitors from other academic institutions, legal organizations, or professional associations are permitted with prior invitation and approval. The hosting department or organization is responsible for coordinating their visit and ensuring compliance with this policy. SFC faculty must seek prior permission by sending an email to the Dean of Academic Affairs at academicaffairs@sfc.edu.

5. **Community Members:** Community members attending events organized by the Office of Events Management are welcome without prior permission, but they should check the event details for any specific registration requirements via email at events@sfc.edu.

Procedure

- All Visitors must register at the security desk by showing proof of a valid unexpired photo identification card.
- It is the responsibility of the Host to meet their Visitor in the lobby and to remain with that person at all times when the Visitor is on Campus.
- If the Host departs the building the Visitor must also depart and is not permitted back onto Campus until the Host is able to personally escort them.
- When the Visitor leaves the Campus, they must be escorted to the lobby by the Host and sign out with security.

Hosts are responsible for ensuring that their Visitors follow these registration procedures. If a Visitor fails to register properly, the College has the right to revoke or deny the registration. Hosts will be contacted via email if there are any questions or concerns with a Visitor registration. If a Visitor's plan has changed, it is the Host's responsibility to cancel or update the registration.

Hosts must follow these steps to sign in their Visitors when they arrive to Campus[2]:

1. Hosts must meet their Visitors in the Campus lobby.
2. The Host and Visitor will present their IDs to the security desk.
3. The security guard will confirm the Visitor's registration.
4. The Visitor's photo ID will be held at the security desk and given a Visitor Pass that they must carry at all times while on Campus. The Visitor Pass is the property of SFC and must be produced or surrendered on request.
5. When the Visitor checks out at the security desk, they will hand in the Visitor Pass and have their personal ID returned to them.

The privilege of hosting a Visitor may be restricted or modified at any time by the College, including in instances deemed proper to promote safety, security, and during public health emergencies.

[2] Prospective students and their families participating in College sponsored tours and/or orientations shall be registered in accordance with procedures specific to such circumstances.

Point of Entry

The only authorized point of entry for the Campus is the front door through the main lobby of **179 Livingston Street.** Any person who utilizes another point of entry or brings a Visitor through another point of entry is in violation of this Policy and will be referred to the Student Conduct process or employee disciplinary process, as applicable.

Other

This Policy supersedes any policies or guidelines issued by any College division, department, or unit regarding Visitors. This policy supersedes any other written or electronic policies that you may have previously received. The College reserves the right to change its policies, arrangements, procedures, and any other related material, at any time in its sole discretion.

Contact

If you have any questions about this policy, please contact Kevin O'Rourke, VP of Facilities Management in charge of SFC security, at korourke@sfc.edu or 718-489-5496.

Definitions

Visitor: A Visitor is an individual who enters the College's Campus who is not a current student, faculty member, or administrator/staff member. Visitors include, for example, former students, parents and friends of current students, vendors/contractors with whom the College contracts for goods and/or services, alumni, or other individuals who come to Campus for College business or academic purposes, as determined in the sole discretion of the College.[3]

Host: A Host is either a College student, faculty member, or administrator/staff member at whose direction a Visitor enters the College's Campus. Hosts are responsible for ensuring Visitors are aware of and abide by applicable College policies and safety protocols while on Campus.

Vendors/Contractors: Presence on Campus by Vendors and/or Contractors must be coordinated by the relevant College department. Vendors and Contractors engaged by the College that come to Campus are subject to the same measures required of College Visitors.

Visitors in the Workplace: Visitors who come to Campus for business meetings with faculty and/or staff or to attend academic conferences, symposia, etc., must be on campus for actual business purposes, as determined at the sole discretion of the College. The extended presence of Visitors of College faculty, administration, and/or staff, including off-duty staff, in the workplace is not permitted. Brief visits are permissible. Similarly, the extended presence and care of children in the workplace is not permitted.

The College's Visitor policy is located here: https://www.sfc.edu/student-life/safety-and-

[3] Please note that individual visitor(s) must sign in at the security desk. When there are large events on campus, the group must submit the guest list in advance to SFC security and check guests off in the lobby. A point person from the large group must take responsibility for checking in and provide the guest list in advance to the College.

security/visitor-policy

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, which 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 and other weapons on campus. As a private educational institution, the College reiterates that firearms and 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).

All bags are subject to random security checks to ensure compliance with this policy.

Missing Student Notification Policy and Procedures

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 student is reported or believed to be missing.

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

Main Campus:
Dr. Raeann Kyriakou
Dean of Students, Assistant Vice President of Student Affairs
Email: rkyriakou@sfc.edu,
Phone: 718-489-5220

Residence Hall:
Lilian Jean-Baptiste
Email: sfcreslife@sfc.edu, ljean-baptiste2@sfc.edu
Phone: (718) 489-2057

Security:
Phone: 718.489.2100 or 718.489.2105
Email: security@sfc.edu

The 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 Dean of Students or a designee determines appropriate, the Dean of Students may contact the College's local precinct, New York City Police Department's 84th Precinct. Additionally, the Dean of Students or designee may 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).

Nothing in this policy prevents the College from contacting other individuals if deemed necessary to the investigation or otherwise appropriate under the circumstances.

Drug Free Policy and Resources

Overview

The unlawful possession, use, or distribution of illegal drugs or controlled substances[1], prescription medication, and/or alcohol by students 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. Violation of this policy shall be addressed in accordance with the Student Code of Conduct. Violations may result in disciplinary sanctions including but not limited to expulsion from the College. All students are further advised that the College, in addition to imposing its own penalties, may refer violations to law enforcement.

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 devices including by not limited to e-cigarettes and vapes, chewing tobacco, and other smoking paraphernalia, as well as tobacco- related promotion and advertising.

Students should take specific note that, despite the recent passage of the New York State Marijuana Regulation and Taxation Act ("MRTA"), the use, possession, or sale of cannabis on College property remains strictly prohibited. Although the MRTA changes the way New York State regulates cannabis, using and possessing cannabis in any form remains a crime under federal law.

[1] For purposes of this policy, "illegal drugs or controlled substances" refer to those defined as illegal under federal, state and/or local laws. They include, but are not limited to, all forms of narcotics, depressants, stimulants, hallucinogens or other drugs whose use, possession or transfer is restricted or prohibited by law (except for drugs prescribed by a physician or dentist and used according to instructions for the purpose for which they were prescribed). Because the College is the recipient of federal funds, marijuana remains prohibited and classified as an illegal drug on campus.

Specifically, New York colleges and universities remain bound by their federal requirements under the Drug Free Schools and Communities Act and the Drug Free Workplace Act. Failure to comply with federal law may result in termination of all forms of federal financial assistance, including federal student financial aid grants. Therefore, students may not, under any circumstances, use, possess, or sell cannabis on College property. Students in violation of this policy are subject to appropriate disciplinary action, up to and including expulsion.

Treatment and Rehabilitation Programs Available to Students

The resources listed below are local agencies that offer treatment and rehabilitation programs to the general public. Students who believe that they may benefit from any such services can contact these third parties directly. Inclusion on this list is not an endorsement of any particular organization.

- Local Police (84th Precinct) and Emergency Assistance - Call 911
- Daytop Village: (212) 904-1500
- Alcoholics Anonymous Hotline
- Neighborhood Counseling Center: (718) 339-4777
- SAFE Horizon: (212) 577-7700

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.

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, students have the right to:

- Review and inspect their own education record
- Request an amendment to their own education record
- Provide, at their election, prior written consent to any disclosure of education records to external parties, except where otherwise authorized without prior consent under FERPA.

To learn more about FERPA visit the College's website at http://www.sfc.edu/student-life/registrar/ferpa. The Office of the Registrar is responsible for managing and maintaining student records.

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 Housing Policies may constitute a violation of the code of conduct and subject students to disciplinary action.

The Residence Life Handbook can be found here: Residence Life Handbook

The Terms and Agreements can be found here: https://assets.sfc.edu/content/uploads/2023-2024-Terms-and-Occupancy-Agreement-FINAL.pdf

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

The College Copyright, Intellectual Property, and File-sharing Policy creates guidelines regarding the use of copyrighted materials.
https://assets.sfc.edu/content/documents/policy/marketing-comm/Copyright-Intellectual-Property-and-File-sharing-Policy.pdf

Electronic Use Policy

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

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

Additional IT Policies

Additional policies concerning IT are located here: https://www.sfc.edu/student-life/technology.

On Campus Credit Card Marketing Policy

The College strictly prohibits the advertising, marketing, or merchandising of credit, debit, or similar payment or finance 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.

Maintenance of Public Order Policy

Please visit this page for a full copy of the Maintenance of Public Order Policy: https://www.sfc.edu/why-sfc/office-of-institutional-effectiveness-accreditation/consumer-information

Fitness Center Policies

To ensure a safe and enjoyable experience for all, please follow these guidelines when using the cardio machines in the Fitness Center:

1. Use Equipment at Your Own Risk – the College assumes no responsibility for any injuries incurred.
2. Time Limit – Cardio machines are limited to 30 minutes per person during peak hours. Be mindful of others waiting.
3. Wipe Down Equipment – Use the provided disinfectant wipes to clean machines before and after use.
4. Proper Attire Required – Athletic shoes and appropriate workout attire must be worn at all times. No sandals, boots, or open-toe shoes.
5. Be watchful of your belongings. The College is not responsible for lost or stolen items. Do not hand personal belongings on the equipment.
6. Be Considerate with Noise – Use headphones for personal music and keep conversations at a low volume.
7. Report Malfunctions – If a machine is not working properly, stop using it immediately and notify Facilities (facilities@sfc.edu).
8. No Reserving Machines – Machines must be used on a first-come, first-served basis.
9. Hydration Only – Only plastic water containers with secure lids are allowed. No glass containers. No food, sugary drinks, or alcohol.
10. Respect the Space – Keep the area clean and be mindful of others using the facilities.

Failure to follow these rules may result in a warning or suspension of Fitness Center privileges.

Acknowledgment and Assumption of Risk

- I am aware of the dangers and the risks to my person and property involved in [the use of the exercise equipment located in St. Francis College.
- I understand that this activity involves certain risks for physical injury. I also understand that there are potential risks of which I may not presently be aware. Because of the dangers of participating in this activity, I recognize the importance and agree to fully comply with the applicable policies, rules and regulations, and any supervisor's

instructions regarding participation in this activity.

- I understand that St. Francis College does not insure participants in the above-described activity, that any coverage would be through personal insurance, and St. Francis College has no responsibility or liability for injury resulting from this activity.
- I voluntarily elect to participate in this activity with knowledge of the risk involved, and I hereby agree to accept and assume any and all risks of property damage, personal injury, or death.

Waiver of Liability and Indemnification

In consideration for being allowed to voluntarily participate in the above-referenced event, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever:

a. waive, release, and discharge St. Francis College and its agencies, officers, and employees from any and all negligence and liability for my death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of my participation in the above referenced activity or event; and
b. defend, indemnify, and hold harmless St. Francis College, its trustees, officers and employees, from and against any and all claims of any nature including all costs, expenses and attorneys' fees, which in any manner result from participant's actions during this activity or event.
c. I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.
d. I, the undersigned participant, affirm that I am at least 18 years of age and am freely signing this agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me regarding any losses I may sustain as a result of my participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

Religious Organization Policy

St. Francis College (SFC) is a place of Franciscan hospitality. SFC invites religious organizations interested in visiting and interacting with its students to submit a completed application (below) to the Director of the Office of Mission Ministry and Interfaith Dialogue. After evaluating the application, the Director may request more information or issue a decision to approve or deny.

The Director's decision will primarily be guided by the alignment of the organization's mission and the mission and strategic plan of St. Francis College. Secondarily, the Director must confirm that the purpose of the visit is to provide students opportunities for community service, employment, or career coaching. Religious organizations may also provide confidential counsel and guidance to students who are already adherents to the religion.

If the purpose of the visit is solely to provide any interested student opportunities for community

service, employment, or career coaching, then approved organizations can set up a table in a common area at the college. Under no circumstances can religious organizations in a common area perform religious functions, such as public prayer or religious instruction. A religious organization can table in a common area no more than once per semester.

Religious organizations may also reserve a space, such as a classroom, where students may choose to enter for religious services. Religious organizations are not permitted to "proselytize", i.e., encourage or persuade students to join the religion.

Once a request for a visit has been approved, the contact information of the religious organization will be passed from the Director to SFC Events staff, who will organize the visit with the organization.

Any concerns regarding the conduct of visiting organizations should be reported to the Office of Mission Ministry and Interfaith Dialogue for review.

For the purposes of this policy, a religious organization is a non-profit, 501c3, which has spiritual development as a foundational element of its mission.

St. Francis College is committed to providing equitable opportunities for all religious organizations that meet the criteria outlined in this policy. The review process will ensure that no organization is favored or disadvantaged based on its specific religious affiliation.

St. Francis College
Religious Organization Application

Complete the below information and return it along with your organization's applicable 501c3 document(s). No application will be evaluated until all forms have been submitted.

Name of organization:

Address of organization:

Website of organization:

Describe the organization's mission:

Describe how the organization's mission aligns with the mission of St. Francis College:

Describe the purpose of the organization's visit to St. Francis College.

Indicate whether the organization is requesting a common area or a classroom, as detailed in the above policy.

If a classroom in requested, please describe the religious service to be offered and the length of time needed:

(Yes / No). Please circle "yes" if the organization agrees that everyone associated with the organization visiting St. Francis College has consented to observe the below permissible and prohibited activities, and that the organization accepts that any violations may result in the immediate termination of the organization's visit, and future requests may be denied.

Permissible activities include:

- Offering informational materials regarding community service opportunities, employment, or career coaching in common areas equally to any SFC student who expresses an interest.
- Providing confidential spiritual guidance or support for adherents of the religion only within reserved spaces, such as classrooms, where students may choose to attend.

Prohibited activities include:

- The encouragement or persuasion of students to join the religion, or the distribution of promotional materials aimed at recruitment or conversion of students. This applies equally to common areas and reserved spaces.
- Use of college facilities for any activity not explicitly approved by the Director of Mission, Ministry & Interfaith Dialogue.
- Public prayer, preaching, or worship in common areas.

Commencement Policy

Effective September 1, 2025, students will be permitted to participate in the May graduation ceremony (Commencement) if they have satisfied the following conditions:

1. The student's account must be paid in full by the last day of classes in the Spring semester. If full payment is received after the last day of classes in the Spring semester, students will be ineligible to participate in the May graduation.

   Students enrolled in a payment plan will not be cleared/approved for graduation until their final payment has been received, cleared and fully processed.

2. The student must have completed **all** degree program requirements, including course requirements by the end of the spring semester prior to May graduation.

Students who complete degree course requirements in a summer semester will only be eligible to participate in the graduation ceremony the following May, assuming they have satisfied all financial obligations to the college.

Intramural Sports Policies

To ensure a safe, fair, and enjoyable experience for all participants, please follow these guidelines when using the Multi-Sports Room for Intramural Sports:

1. **Participation at Your Own Risk** – All participants assume responsibility for their own health and safety while playing. The College is not responsible for injuries or accidents.
2. **Respect Game Schedules** – Games must start and end on time to allow for smooth transitions between activities. Teams must vacate the court promptly once their time is over.
3. **Sportsmanship Required** – Respect teammates, opponents, and officials. Unsportsmanlike conduct (verbal abuse, aggression, or intentional fouls) will not be tolerated.
4. **Proper Attire Required** – Athletic clothing and sneakers must be worn at all times. No sandals, boots, dress shoes, or open-toe footwear.
5. **Reserving Space** – Court use for intramural games is first-come, first-served unless otherwise scheduled by the Intramural Sports Committee, to reserve time or sign up for an ongoing team competition, email sfcfitness@sfc.edu.
6. **Equipment Care** – Use provided equipment responsibly. Do not hang on rims, slam balls against walls, or misuse college property. Report damaged or unsafe equipment immediately to the Fitness Center (sfcfitness@sfc.edu).
7. **Hydration Only** – Only plastic water bottles with secure lids are permitted. No glass containers, food, or non-water beverages are allowed in the play area.
8. **Personal Belongings** – Keep bags, coats, and valuables off the playing surface to avoid tripping hazards. The College is not responsible for lost or stolen items.
9. **Noise & Conduct** – Support your team positively. Disorderly yelling, profanity, or disruptive behavior will result in removal from the facility.

10. **Respect the Space** – Clean up after games, return borrowed equipment, and keep the area safe and welcoming for all participants.

Failure to follow these rules may result in a warning or suspension of Intramural Sports privileges.

Acknowledgment and Assumption of Risk

- I acknowledge and understand the risks of injury to myself and potential damage to my property associated with participating in intramural sports and using the equipment and facilities at St. Francis College.
- I understand that this activity involves certain risks for physical injury. I also understand that there are potential risks of which I may not presently be aware. Because of the dangers of participating in this activity, I recognize the importance and agree to fully comply with the applicable policies, rules and regulations, and any supervisor's instructions regarding participation in this activity.
- I understand that St. Francis College does not insure participants in the above-described activity, that any coverage would be through personal insurance, and St. Francis College has no responsibility or liability for injury resulting from this activity.
- I voluntarily elect to participate in this activity with knowledge of the risk involved, and I hereby agree to accept and assume any and all risks of property damage, personal injury, or death.

Waiver of Liability and Indemnification

In consideration for being allowed to voluntarily participate in the above-referenced event, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever:

a. waive, release, and discharge St. Francis College and its agencies, officers, and employees from any and all negligence and liability for my death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of my participation in the above referenced activity or event; and
b. defend, indemnify, and hold harmless St. Francis College, its trustees, officers and employees, from and against any and all claims of any nature including all costs, expenses and attorneys' fees, which in any manner result from participant's actions during this activity or event.
c. I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.
d. I, the undersigned participant, affirm that I am at least 18 years of age and am freely signing this agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me regarding any losses I may sustain as a result of my participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

Student Dress and Attire

Students are expected to dress in a manner appropriate to a college educational environment and consistent with respect for self, respect for others, and respect for the learning community.

Clothing should provide appropriate coverage and should not be excessively revealing or otherwise inappropriate for an educational or professional setting. Clothing or attire containing obscene, threatening, discriminatory, or harassing language or imagery, or that substantially disrupts the educational environment, is not permitted.

The College respects attire and head coverings worn for religious, cultural, disability-related, or other protected reasons.

St. Francis College (SFC) R2T4 Policy

Any student who receives Federal Title IV financial aid and who completely withdraws or is dismissed from all classes during a semester are subject to the Return of Title IV Funds (R2T4) calculation.

The R2T4 calculation does not apply to a student who withdraws from one or more classes but remains enrolled in at least one course during the enrollment period.

The calculation is based on the number of calendar days in the term compared up to the last day of attendance (Percentage of Title IV aid earned). Based on the percentage of the term completed, the student is allowed to retain a similar percentage of the Federal Title IV financial aid. The remainder of the funds is to be returned to the federal programs. The college will determine how much of the federal funds are to be returned by the institution and how much, if any, is to be returned by the student.

After the 60% point of a semester, any student who withdraws has earned all Title IV Aid disbursed for that semester. Funds will be returned in the following order if the student received funds from that Title IV program:

1. Federal Grad Plus Loan
2. Federal Unsubsidized Loan
3. Federal Subsidized Loan
4. Federal Parent Plus Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Federal TEACH Grant

In the rare circumstance that the R2T4 calculation results in the student being placed in a federal grant overpayment status, the student will be ineligible to receive federal funds, at any institution, until the overpayment is repaid. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or were scheduled to be received. A grant overpayment does

not have to be repaid if the original amount of the overpayment is $50 or less. Loan monies owed will become subject to the conditions of the loan promissory note signed by the student.

The requirements for Title IV program funds when a student withdraw are separate from the SFC's Withdraw and Refund Policy. After all Title IV funds are returned to the appropriate programs, a student may still owe SFC for unpaid institutional charges.

Here is an example of how a R2T4 calculation might work: If there are 100 calendar days in the term (excluding any breaks of five or more days) and the student withdraws on the 25th day, 25 percent of the term has elapsed. This means that 75 percent of the federal funds must be returned. If the student received $1,000 in Federal Title IV aid, then $750 must be returned. If the institution retained all of the funds to pay for institutional expenses, then the institution will return all of the funds that must be returned. If some of the funds were disbursed to the student, then the student may have to repay some of the funds.

It is the responsibility of the College to complete the calculation of Title IV funds to be returned within a 45-day period from the date of determination of notification from the original submission of the withdrawal by the Registrar's Office. The College will notify the student of any funds that have been returned and encourages the student to review their student account to determine if a balance is owed to the institution. The College will also provide an email to the student about funds that have been returned as well as inform the student of the requirement to complete exit loan counseling in cases where the student was a recipient of a Title IV Direct Loan.

Unofficial Withdrawals

Federal regulations state that an institution must be able to determine the last date of attendance for those students who unofficially withdraw from classes. A refund is then calculated using this date and any unearned Title IV funds are returned. The date of withdraw used for these students is either the last date the student attended an academically-related activity such as an exam, tutorial, study group, or submitted a class assignment as verified by their College. For an institution not required to take attendance, if an unofficial withdrawal date cannot be determined from academic attendance records, federal rules specify using the 50% point (midpoint) of the payment period/period of enrollment.

Formula Calculation

The college performs the calculation of all Title IV Returns. The calculation is performed on the following educational expenses that are considered institutional charges:

- Tuition
- Fees

At the time of the student's withdrawal, the college determines the amount of federal funds that were disbursed as well as the amount of funds that could have been disbursed. It is the total of those amounts that provides the amount of financial aid that is used in the Title IV Return of Funds calculation to determine how much of those funds were earned. It is then determined how much of those unearned funds are the responsibility of the student to return as well as how much

of those funds are the responsibility of the institution to return.

Returning Unearned Funds

A student is notified by email if Title IV funds are required to be returned. The portion of the "unearned" funds the College is responsible to pay is returned by the College immediately. The student is then notified of the College's responsibility to return funds to the federal aid program. This reduction of financial aid in combination with the Bursar applying their tuition refund can result in a balance being owed by the student or a refund being produced by the Bursar. A student may not enroll in subsequent terms until all debts have been repaid to the institution. An official hold is placed on the student's account in the Colleague student information system.

Post-Withdrawal Disbursements

In limited cases, a student might be owed a post-withdrawal disbursement of a Pell Grant or a federal student loan. A Pell Grant post-withdrawal disbursement will automatically be applied to the student's account. In the case of a Direct Loan post-withdrawal the College will email the student to determine if they wish to receive this post-withdrawal disbursement or if the student would like those funds returned on their behalf to the federal government.

The college must offer Direct Loan PWDs within a 30-day period. Federal regulations mandate that written notification offering a loan PWD must be sent within 30 days of the date of determination, but the actual disbursement of Grant PWDs must occur within 45 days, and Loan PWDs must be disbursed within 180 days. Federal regulations state that all granted post-withdrawal disbursements must be applied toward outstanding tuition/fees/room/board before offering loan post-withdrawal.

Modular Coursework

Under updated federal regulations, a student in module courses is not considered withdrawn if they meet one of the modern R2T4 module exemptions (e.g., completing 49% of the count of days in the payment period, or completing half-time status coursework). The policy only references future written confirmation.

Impact on Satisfactory Academic Progress

Withdrawing from scheduled classes can affect Satisfactory Academic Progress in addition to a student's scheduled graduation date. Students withdrawing from classes are encouraged to reach out to the College as well as the SFC Financial Aid Office to confirm how future aid could be affected. If a student is not meeting the Satisfactory Academic Progress requirements, federal financial aid could be in jeopardy.

Repaying/Returning Title IV Aid

The responsibility to repay the unearned financial aid is shared by the institution and the student. The institution's share is allocated among the Title IV programs before the student's share, in the

following order as indicated above. The student share of remaining unearned aid is collected from the student and allocated in the same order. Failure of the student to repay the federal government could jeopardize the student's eligibility for future financial assistance at College. Failure to repay the institution could jeopardize the student's eligibility to return to the institution and/or receive official academic transcripts. Calculation of return of Federal Title IV funds will be done before calculation of return of institutional funds.

Institutional Aid

The institutional aid a student receives will follow the same guidelines as provided in the federal aid section above, except that institutional aid is limited to the amount of institutional charges after any adjustments are made based on the withdrawal.

STANDARDS OF CONDUCT - ACADEMIC BEHAVIORS

Policy On Academic Integrity

Academic integrity 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 College education. Examples of violations of academic integrity include but are not limited to cheating, submitting counterfeit work, plagiarism, research misconduct, and unauthorized reuse of work.

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 or 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 they judge to be an act of academic dishonesty will address the matter as follows:

Informal Inquiry

A faculty member suspecting a student of a violation of academic integrity may attempt to

address the situation in an informal manner. A faculty member may also decide 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 matter will proceed to a formal inquiry.

Formal Inquiry

A formal inquiry is held when a suspected violation of academic integrity is not resolved through the informal inquiry process.

When a formal inquiry is necessary, the faculty member will report the matter to the Academic Standards and Integrity Committee (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 if found responsible, what, if any, sanction will be imposed for this violation. 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 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 a 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.

1. A grade of F on the paper, examination, or assignment.

2. Reduction of final course grade.
3. Assigning 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. Disciplinary dismissal from the College for at least one semester following the semester in which the offense has occurred.

Academic Standards and Integrity Committee

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.

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 and grade appeals in accordance with the College's established policy and procedures on academic integrity.

CODE OF STUDENT CONDUCT - STUDENT BEHAVIORS

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 policies 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 policies 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 (alternatively referred to herein as "the Code") 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). The advisor may not advocate for, respond for, or otherwise speak on behalf of a party. Advisors are not permitted to directly or indirectly question the other party or witness(es). In the event that a party does not appear, the advisor for that party may not participate or submit questions to be asked on behalf of the party. An advisor may not disrupt or impede any proceeding. Any advisor who does not follow the expectations listed above will be reminded of their role. Further failure to adhere to this policy may result in the advisor being removed from the process at the sole discretion of the College. Should an advisor be removed, the student will be provided with the opportunity to find another advisor.
- **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(s) who alleges that a student violated this code of student conduct. In certain circumstances a College official may initiate a resolution process under these policies where there is not a complainant in an incident; however, the College will not become the complainant in the resolution process.
- **Dean of Students**: any person who is appointed to the position of oversight of the offices falling under the responsibility of "student affairs" for the College.
- **Policy**: written regulations of the College as found in, but not limited to, the Code of Student Conduct, College policies, and administrative procedures.
- **Student Conduct Officer**: any person authorized by the College to determine whether a student has violated the Code and to recommend sanctions as appropriate.
- **Respondent**: a student accused of violating this 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.
- **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 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 Dean of Students (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 in the digital or virtual space, including online, via email or other electronic or direct messaging systems, or through social media. Students should also be aware that online postings are in the public

IV. INTERIM ACTION

If, at any time, the College receives information that a student poses a potential direct threat to safety of the campus, community, or any individuals; there is a necessity to preserve the integrity of an investigation of a student conduct matter; or there is a necessity to preserve College property or prevent disruption of or interference with College operations, the SCO, Dean of Students, or other authorities designated by the SCO or DOS, may impose interim actions on any student. The decision will be made based on the information available at the time of the decision.

Interim actions may include, but are not limited to, the following:

- Suspension from the College pending a final complaint outcome.
- Exclusion from College property.
- Removal from Campus housing.
- Removal from extracurricular activities.
- Withholding the award of a degree pending the conclusion of the investigation and resolution process.
- Issuance of a no-contact order.
- Requesting class section or other academic accommodations.
- Any other action deemed necessary and appropriate to maintain orderly and appropriate College operations. Alternate coursework may be approved in the event a student is suspended pending the final outcome.

Interim actions will be issued in writing to the appropriate party. The party may request a meeting to challenge the decision or provide information to the SCO, DOS, or authorized designee no later than 3 business days after the notice of interim action is sent to the party. The challenge will be to the interim decision itself, and not related to the possible final determination of the investigation.

A violation of the provisions of an interim action may be considered a violation of prohibited conduct under the Code of Student Conduct.

V. EVIDENTIARY STANDARD

The standard of evidence used to determine whether there has been a violation of this code is "preponderance of the evidence." A preponderance of the evidence means that it is more likely than not that a policy violation occurred.

VI. CONDUCT VIOLATIONS

The 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.

Allegations involving 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's Discrimination, Harassment, and 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 prohibited conduct.

1. Violation of College Policies

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

2. 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.

3. 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:

- Falsely identifying oneself to others (including, but not limited to showing an identification other than a student's own); and
- 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 and may result in referral to law enforcement.

4. Guest Expectations

Guests are defined as any individuals who visit any College facility or event (main campus, residence hall, etc.) who are not College students, faculty, or staff. 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.

5. Unauthorized Entry to or Use of College Facilities or Resources

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 Dean of Students or designee.

6. Monitoring or Recording

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.

7. Lewd and Indecent Behavior

Lewd and Indecent Behavior includes but is not limited to:

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

8. Interference with Values

Conduct that would interfere with the values of the College. These values include, but are not limited to, treating others, self, and property with dignity and respect.

9. Adverse Conduct

Conduct which would adversely affect the health, welfare and/or safety of the College community, local residents or property, or the name and/or reputation of the College.

10. Use, Possession or Distribution of Prohibited Substances

Includes but not limited to substances covered under the College's Drug and Alcohol Policy:

- Alcohol: 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.
- Drug Use and/or Possession: Any drug-related violation of College policy will be considered a violation of the Drug and Alcohol 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.
    - 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.
    - Conduct related to the use of drugs where the individual becomes a disruption to the community is prohibited.
- 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.

11. 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.

Examples include but are not limited to:

- 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 of initiation, admission into, affiliation with, or as a condition of continued membership in an organization or team whose members are or include students at the 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.
- Any act of violence or threat of violence
- All physical abuse including physical assault and/or battery as well as any domestic disputes, dating violence, hate crimes, and/or child abuse.

12. 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 Officer and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

13. Disruption

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.
- 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 on campus.
- Obstruction of the free flow of traffic on College premises or at College sponsored or supervised functions.
- Blocking entryways to buildings, rooms, sections of buildings or of hallways or stairways in such fashion that people find it difficult or impossible to pass.
- 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.

14. 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.

15. Theft

Theft includes but is not limited to:

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

16. 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.

17. Motorized Transportation

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

18. Damage and/or Vandalism 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. This includes but is not limited to leaving a space in a state of disarray and leaving trash behind.

19. Fire Safety Standards

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:

- Arson: Committing acts of arson, creating a fire hazard, or unauthorized.
- possession or use of flammable materials or hazardous substances.
- Failing to evacuate a College building during fire and/or emergency alarms or re-entering the building before all clear sign is given.
- Possessing and/or using candles, incense, oil lamps, helium tanks, and other combustible and/or flame producing items in any campus area or building.

- Possessing and/or using of fireworks (including firecrackers), CO2 cartridges, explosives, chemicals, and other hazardous materials.

VII. PROCEDURES

Procedural fairness is basic to the proper enforcement of College policies and procedures. No final sanction may be imposed against a student until the student has been notified in writing of the complaint against them and the student has been given the opportunity to be heard.

This section of the Code describes the procedures for the Student Conduct proceedings at the College. The Student Conduct Officer (SCO) (or designee), in consultation with the Dean of Students or designee, is the primary administrator in the Student Conduct process.

1. Initiating Conduct Process

Any person may file a report against a student for the alleged violation of this Code. The report should be submitted to the SCO as follows: online using form created for this purpose, via email, in person, via telephone, or by mail. Reports are encouraged to be made as soon as possible after the incident takes place. Anonymous reports are reviewed, but the College may be limited in its ability to respond to anonymous complaints.

The SCO will conduct an initial review to determine if there are reasonable grounds to believe a violation of the Code may have occurred. The initial review may include gathering relevant evidence and interviewing involved parties and witnesses without formal notice. The SCO will determine the next steps in the process (Informal or Formal Resolution), which may include moving forward with adjudication under these procedures, referral to another authority, or another action deemed reasonable. The SCO has discretion to initiate conduct proceedings for all reported behaviors, regardless of time or occurrence, based on the nature of and totality of the circumstances. If such grounds do not exist, the SCO may dismiss the reported complaint.

2. Notice of Allegations

Should the SCO move forward, the allegations will be sent to the Respondent to their College email account and will include: a link to a copy of the Cord, the specific student code of conduct violation(s) alleged (may also include other policies), a brief description of the conduct on which the violations are based, the student's rights, information on a scheduled meeting with the SCO, and the chosen method of resolution.

The following information will be conveyed to any student facing conduct charges:

1. Students will receive a fair and impartial resolution process in accordance with the requirements of this Code.
2. Students will be notified in writing of the alleged violations against them and the alleged misconduct upon which the charge is based.
3. 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.
4. 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 meeting should notify the SCO at least 48 hours in advance, providing the name of the advisor, and the advisor's relationship with the student (friend, relative, attorney). Students should also inform advisors of their limited role in the conduct process.

5. Students may present relevant information and witnesses.
6. Students will be considered not responsible for the alleged conduct violation until found responsible by a preponderance of the evidence presented during the proceedings.
7. The right to privacy, in accordance with the terms of the Federal Family Educational Rights and Privacy Act (FERPA).
8. The accused student will be notified in writing of the decision.
9. The accused student may appeal the determination of responsibility in accordance with the requirements of the Code.

Following notice of allegations, the SCO may set up a meeting with the Respondent. The meeting with the SCO gives the Respondent the opportunity to respond to the notice, learn about the resolution process, present any information for consideration, and provide the names of any witnesses. If the Respondent does not participate in the initial meeting, the SCO will continue to the next step of the review process without the student's input.

3. Informal Resolution

The utilization of informal resolution efforts (including, but not limited to mediation) may be undertaken at the discretion of the SCO with the consent of the parties involved. A written agreement to the terms of the resolution from such efforts will be prepared by the SCO and accepted by mutual consent of the Respondent, Complainant, and SCO (as applicable). Such a disposition will be final, and no further action will be taken related to the matter for which the initial complaint was filed. Informal Resolution decisions are not subject to appeal procedures. A Respondent may accept responsibility for the alleged violations as part of the Informal Resolution process. Failure to adhere to the terms of a resolution agreement subjects a party to new conduct charges. The SCO reserves the right to change to Formal Resolution at any time during the Informal Resolution process.

4. Formal Resolution

If an alleged violation of prohibited conduct is not addressed through other appropriate channels, is not dismissed, or is not resolved through Informal Resolution, then the SCO may proceed with the Formal Resolution process options as outlined below. Upon receipt of the Notice of Allegations, the Respondent may request the matter be first resolved via Informal Resolution or moved to Formal Resolution. The SCO will have the discretion to determine the resolution option, including referring the matter to Formal Resolution.

Formal Resolution decision by SCO

a. Initial Review and Investigation – Initial review is part of the overall investigation related to Formal Resolution. The Respondent 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, and the names of the witnesses. The SCO will gather all pertinent information related to the claim and meet with the Respondent and any other parties. The Respondent may voluntarily accept responsibility.

    a. Acceptance of Responsibility – If a Respondent accepts responsibility for alleged violation(s) of prohibited conduct, the SCO will send correspondence to the Respondent within ten (10) business days detailing what, if any sanctions, have been imposed. If the Respondent accepts responsibility, they are ineligible for an appeal.

b. Determination of Responsibility – Should the Respondent not accept responsibility for the violation(s) of prohibited conduct, the SCO will review all relevant information gathered during the initial review and investigation. The SCO will determine as to whether the Respondent violated the Code using a preponderance of the evidence standard (more likely than not). The Respondent will be notified of the outcome via correspondence to their College email address. In the event a Respondent is found responsible for a violation, sanctions may be imposed on the student which will be outlined in the outcome notification. The Respondent may appeal the outcome per the procedures listed in this Code below.

5. Sanctions/Outcomes

The following list of sanctions/outcomes may be imposed upon any student found to have violated the Student Code of Conduct. More than one of the sanctions/outcomes listed may be imposed for any single violation.

- 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.
- 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 sever disciplinary sanctions if the student is found to be violating any College policies during the probationary period.
- 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 the Residence Hall.
- Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Educational/Restorative Sanctions – work assignments, essays, service to the College, community service, workshops, or other related educational assignments.

- 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.
- 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.
- Disciplinary Expulsion – permanent separation from the College without the opportunity to return.
- Revocation of admission – Admission to the College may be revoked.
- Revocation of degree – A degree awarded by the College may be revoked.
- Withholding of degree – The College may withhold awarding a degree otherwise earned until the completion of all outcomes from the Student Conduct process are imposed.

6. Appeal

Within five (5) business days after the date of the SCO's written decision, the Respondent may appeal. The appeal can be sent via email to the Dean of Students and is limited to the following grounds:

- A procedural error that materially impacted the outcome of the matter.
- New information that was not available at the time of the initial investigation or during the proceeding relevant to the case that would likely have substantially impacted the original finding or outcome if known.
- A conflict of interest by a decision maker that materially impacted the outcome of the matter.
- The sanction is substantially disproportionate to the severity of the violation.

The Appeal review will be limited to a review of the decision and any evidence or materials considered in the decision. The Dean of Students will render their decision within ten (10) business days of receiving the appeal. The appeal determination may uphold the original decision, reverse the original decision, or revise the sanction.

VIII. TRANSCRIPT NOTATION

Should a student be found responsible through the College's conduct process for crime(s) of violence, including, but not limited to sexual violence, as defined in Section 6444 of the New York State Education Law and federal Clery Act (e.g., murder; manslaughter; rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson) Then the College will add a permanent notation on a student's transcript.

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

If a student respondent withdraws from the College with pending conduct charges for Crimes of Violence and the student declines to complete the disciplinary process, the SCO will direct that the following notation be placed on the student's transcript: "WITHDREW WITH CONDUCT CHARGES PENDING." Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated the College's Code of Conduct.

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

A student whose transcript states "SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION" may appeal, in writing, to the SCO to have the notation removed. Appeals may be granted provided that: (i) one year has passed since the conclusion of the suspension; (ii) the term of suspension has been completed and any conditions thereof; and (iii) The SCO has determined that the student is once again "in good standing" with all applicable College and academic and non-academic standards. This request must be in writing and include the rationale for the request. The SCO or their designee will review the request and provide a written response within 30 days from the date the request was received.

A student whose transcript states "EXPELLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION" or "WITHDREW WITH CONDUCT CHARGES PENDING" is ineligible to appeal to have the notation removed. Those students who were expelled or withdrew with such notifications on their transcripts will leave the College with the status "not in good standing" and will be ineligible for readmission to the College.

IX. TIMEFRAMES

The Student Conduct proceedings will generally be concluded within a prompt manner. Should any part of the process need to be extended, the SCO, or their designee will inform the involved parties in writing. Timeframe deviations of the process by the College do not constitute grounds for appeal or reversal of any decision. Any "days" identified within the Student Conduct process will refer to business days when the College is open.

STUDENT LIFE

Office of Student Life

There are countless ways for students to connect with the SFC community. Learn more here: https://www.sfc.edu/student-life.

Throughout the year, students can take part in an array of academic and creative campus events organized by the Office of Student Life, the Student Government Association and many other clubs and organizations. The Office of Student Life promotes academic achievement, leadership development and retention of students. Student leaders work closely with the office to create programs, events and educational opportunities that celebrate SFC's community. Interested students are encouraged to get involved.

A list of College approved clubs is here: https://www.sfc.edu/student-life/student-activities/

Student Government Association Statement

The Student Government Association ("SGA") acts as the liaison for the student body; communicating any sentiments, ideas, or beliefs to the College. The SGA is responsible for organizing, coordinating, and promoting events on campus, in accordance with the College's Campus Events and Approval Policy. SGA also provides assistance, guidance, and funding to College recognized clubs and organizations. SGA participates in meetings regarding campus affairs.

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 and leadership skills. All students are encouraged to get involved.

Students should check their SFC emails and various social media platforms for the events of the week. There will also be notices around campus on the plasma screens. If anyone is interested in getting more involved with the areas listed above, please contact us at studentlife@sfc.edu.

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. CCE provides 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.

For more about CCE, https://www.sfc.edu/student-life/center-for-career-exploration.

Wellness Services

Mental Health Counseling and Wellness Services

The Office of Counseling and Wellness offers students counseling, wellness information, health-related workshops, and resources. Learn more here: https://www.sfc.edu/student-life/student-health.

A team of mental health professionals supervised by three Licensed Mental Health clinicians are available Monday – Friday, 9am – 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 providers can be arranged when appropriate.

Mental Health Counseling Services

The Counseling and Wellness Center, Room 7214
sfccounseling@sfc.edu

Emma Wall, LMHC, Clinical Supervisor (Room 7214)
Email: ewall@sfc.edu

Russell Governale, LCSW, Clinical Supervisor (Room 7214)
Email: rgovernale@sfc.edu

Jaquelyn Pharmakides, LMHC, Clinical Supervisor (Room 7214)
Email: jpharmakides@sfc.edu

Student Health Services

New York State Public Health Law Section 2165 and its implementing regulations 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 the College.

We are 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 dialogue: https://www.sfc.edu/student-life/mission-ministry-interfaith-dialogue.