

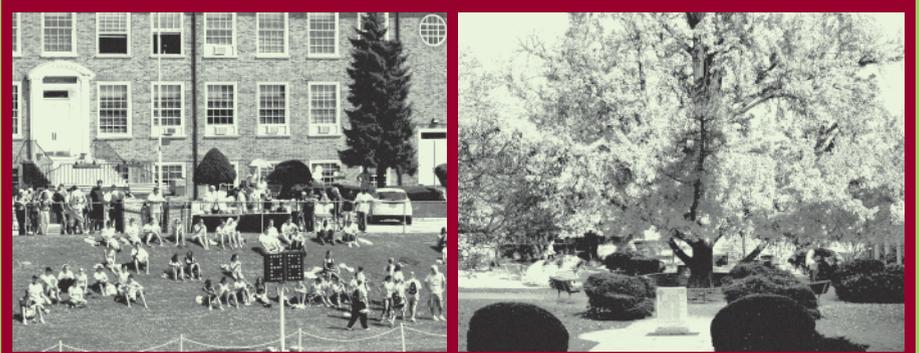
IONA

715 North Avenue  
New Rochelle, NY 10801

IONA

# STUDENT HANDBOOK

IONA COLLEGE STUDENT HANDBOOK 2006-2007



*Robert V. LaPenta Student Union*



IONA

2006-2007

# IONA

## LEGEND

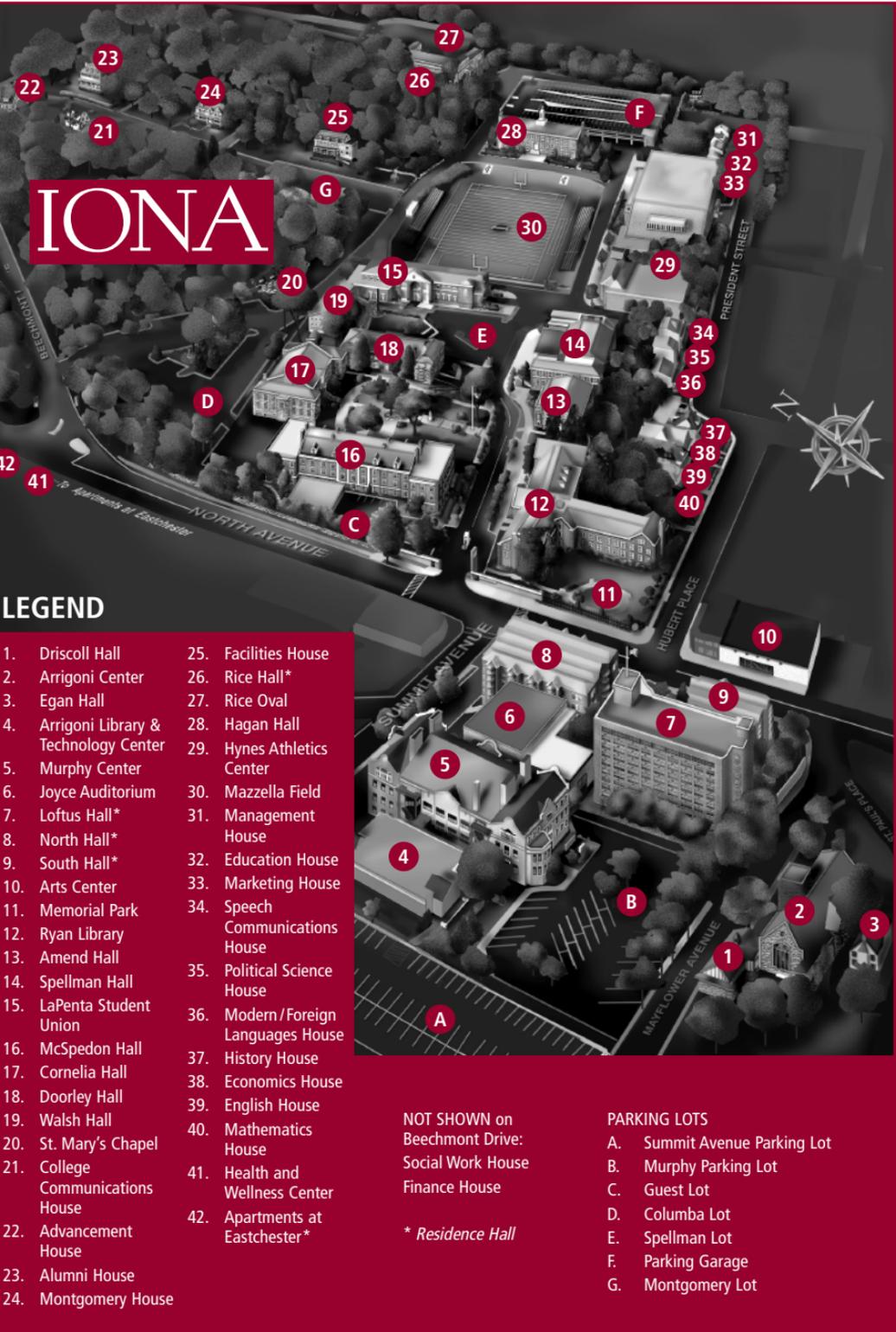
- |   |                                      |
|---|--------------------------------------|
| 1. Driscoll Hall                        | 25. Facilities House                 |
| 2. Arrigoni Center                      | 26. Rice Hall*                       |
| 3. Egan Hall                            | 27. Rice Oval                        |
| 4. Arrigoni Library & Technology Center | 28. Hagan Hall                       |
| 5. Murphy Center                        | 29. Hynes Athletics Center           |
| 6. Joyce Auditorium                     | 30. Mazzella Field                   |
| 7. Loftus Hall*                         | 31. Management House                 |
| 8. North Hall*                          | 32. Education House                  |
| 9. South Hall*                          | 33. Marketing House                  |
| 10. Arts Center                         | 34. Speech Communications House      |
| 11. Memorial Park                       | 35. Political Science House          |
| 12. Ryan Library                        | 36. Modern / Foreign Languages House |
| 13. Amend Hall                          | 37. History House                    |
| 14. Spellman Hall                       | 38. Economics House                  |
| 15. LaPenta Student Union               | 39. English House                    |
| 16. McSpedon Hall                       | 40. Mathematics House                |
| 17. Cornelia Hall                       | 41. Health and Wellness Center       |
| 18. Doorley Hall                        | 42. Apartments at Eastchester*       |
| 19. Walsh Hall                          |                                      |
| 20. St. Mary's Chapel                   |                                      |
| 21. College Communications House        |                                      |
| 22. Advancement House                   |                                      |
| 23. Alumni House                        |                                      |
| 24. Montgomery House                    |                                      |

NOT SHOWN on  
Beechmont Drive:  
Social Work House  
Finance House

\* Residence Hall

## PARKING LOTS

- A. Summit Avenue Parking Lot
- B. Murphy Parking Lot
- C. Guest Lot
- D. Columba Lot
- E. Spellman Lot
- F. Parking Garage
- G. Montgomery Lot



# *Iona College*



## *Mission Statement*

Iona College is a diverse community of learners and scholars dedicated to academic excellence in the tradition of the Christian Brothers and American Catholic higher education. We commit ourselves to education within the rich heritage of these legacies, especially intellectual inquiry and the values of justice, peace and service.

Iona College graduates will be sought after because they will be:

- ethical and skilled decision-makers and problem solvers motivated to leadership, service and civic responsibility;
- independent thinkers informed and enriched by a liberal arts education;
- lifelong learners skilled in and adaptable to new information and technologies; and
- individuals who integrate the spiritual, intellectual, civic, emotional and physical dimensions of their lives.

The Iona College Community will achieve these goals by dedicated teaching, internships, creative research and scholarship, intensive career counseling and by student/faculty/staff/administrator participation in the many centers of excellence at Iona College.

(Adopted: December 13, 2001)



# TABLE OF CONTENTS

I.	Administrative Offices and Resources .....	5
II.	General Student Information .....	32
III.	Student Organizations .....	43
	a. Policies for Forming and Maintaining a Student Organization .....	43
	b. Information and General Policies for Student Organizations .....	48
IV.	Policies, Procedures and Regulations .....	64
	a. College Code of Conduct .....	64
	b. Academic Violations .....	67
	c. Adjudication System - College Code of Conduct .....	68
	d. Disciplinary Sanctions .....	71
	e. Other Policies .....	73
	f. Sexual Harassment Policy .....	95
V.	Residential Life .....	110
	a. General Information and Policies .....	110
	b. Off-Campus Housing .....	145
VI.	Iona College Alma Mater .....	146



# ADMINISTRATIVE OFFICES AND RESOURCES

## Department of Athletics

### Staff:

Patrick Lyons '96, '00MST, '04MBA, *Director of Athletics*

Jamie Fogarty '95, '97MSEd., *Associate AD/Student-Athlete Services/  
Compliance/SWA*

Michael Barry '00, '03MBA, *Associate AD/Internal Affairs*

C. J. Huddleston, *Assistant AD/Marketing and Corporate Relations*

Nigel Roberts, '98, '02MBA, *Assistant AD/Academics*

Corey Aronstam, *Assistant AD/Development*

Brian Beyrer '01, *Assistant AD/Athletic Communications*

Jesse Latino, *Assistant AD/ Operations and Facilities*

Matt Glovaski, *Assistant AD/ Recreation and Intramurals*

Tyler Cardinal '05, *Co-Director of Recreation and Intramurals*

Matt Thompson, *Co-Director of Recreation and Intramurals*

Justin Williams, *Assistant Director for Compliance & Academics*

Dan Kuberka, *Assistant Sports Information Director*

Sam DeRosa '87, '00MS, *Head Athletics Trainer*

Ted Perlak, *Strength and Conditioning Coach*

William Montanaro '06, *Administrative Assistant for Athletics*

Marian Casali, *Day Camp Coordinator/Athletics Assistant*

Location: ..... Hynes Athletics Center

Telephone: ..... (914) 633-2305

Fax: ..... (914) 633-2662

Web: ..... [www.iona.edu/gaels](http://www.iona.edu/gaels)

Iona has 21 NCAA Division I\* athletic teams encompassing approximately 400 student-athletes.

**\*Division I sports available:**

<b>Men's</b>	<b>Women's</b>
baseball	basketball
basketball	cross country
cross country	lacrosse
football	soccer
golf	softball
indoor track	swimming & diving
outdoor track	indoor track
rowing	outdoor track
soccer	rowing
swimming & diving	volleyball
water polo	water polo

With the addition of the Hynes Athletics Center, Iona's intramural program expanded to increase an already large following. All students are invited to play flag football, basketball, ultimate frisbee, indoor soccer, volleyball, and wiffleball, as well as other sports.

All questions regarding Iona's intramural program should be directed to Matt Glovaski, Assistant AD/Recreation and Intramurals at ext. 2523.

For questions on NCAA eligibility call Jamie Fogarty, Associate AD/Student-Athlete Services/Compliance/SWA, at ext. 2320.

For questions on the use of the Hynes Athletics Center call Jesse Latino, Assistant AD/Facilities and Operations, at ext. 2332.

**Club Sports:**

These sports are organized, administered and supported by students, and the Office of Student Development. Club sports compete with other collegiate institutions that sponsor similar programs. These sports must follow all of the policies and rules of the College, whether they are practicing or competing on or off campus.

### **Intramural Sports:**

Matt Glovaski, Assistant AD/Recreation and Intramurals, supervises the intramural program. Tournaments are conducted throughout the academic year in flag football, “five-on-five” and “three-on-three” basketball, ultimate frisbee, indoor soccer, volleyball, wiffleball, as well as other sports. Notices are periodically posted advising students about each activity and the procedure for participation. Further information concerning club sports and intramurals may be obtained at the information desk in the Hynes Athletics Center. A website dedicated to the Iona intramural program will be available in the fall.

### **Athletics Facilities:**

In January 2006, the Hynes Athletics Center officially opened. Through the generosity of Iona Board of Trustees member James P. Hynes '69, the new building defines the southern edge of the Mazzella Field Quadrangle. Mazzella Field plays host to football, soccer, lacrosse, and intramural sports. The new Robert V. LaPenta Student Union, Hagan Hall (the Hagan School of Business) and Spellman Hall (to become classrooms and faculty offices) also border Mazzella Field.

Iona students are able to enjoy a facility geared to promoting the lifelong benefits of recreational sports and well being, as well as preparing Division I athletes for NCAA and MAAC events.

The west end of the building contains the Mulcahy Recreation Gymnasium, home to intramural sports, general recreation, and selected media events. The multi-purpose facility also contains a cardiovascular and weight-training exercise area for the general student population.

The east end of the Hynes Center includes a multi-court gymnasium - home to the Gaels' volleyball and men's and women's basketball teams. In addition, Iona's 400+ student-athletes have access to a state-of-the-art nautilus room, free weight and cardio-workout room, and swimming pool.

## Campus Ministries

### Staff:

Carl Procaro-Foley, *Director*

Christine Sayegh '98, *Coordinator, Iona in Mission*

Sr. Kathleen Hickey, CSJ, *Coordinator, Liturgy and Spirituality*

Jeanne McDermott, *Campus Minister for Administration and Special Events,  
Resident Minister, Montgomery House*

Madalyn Barbero Jordan '79, '85MS, *Arrigoni Choir Director*

Marcia Manzueta '95, *Director, SUCCESS After-School Center*

Hector Martinez '02, '04MS, *Resident Minister, Loftus Hall*

Fr. Jack Replogle, SJ, *Chaplain*

James Patterson and Delores Patterson '06, *Gospel Choir Directors*

12 Student Ministers in residence halls and Montgomery house

Location: .....	LaPenta Student Union, second floor
Telephone: .....	(914) 637-2772
Liturgy and Spirituality .....	(914) 633-2630
Iona Spirituality Institute .....	(914) 633-2590
Director .....	(914) 633-2632
Iona in Mission .....	(914) 633-2340
SUCCESS After-School Program .....	(914) 633-2328
Montgomery Student Ministers .....	(914) 654-6439
Fax .....	(914) 633-2363
Web .....	<a href="http://www.iona.edu/stu_life/ministry/ministry.htm">www.iona.edu/stu_life/ministry/ministry.htm</a>
Hours .....	see below

The staff in the Center for Campus Ministries dedicates its energies to building a community of faith and compassion inspired by the Catholic tradition and the charism of Blessed Edmund Rice. The focus areas are:

- Worship, prayer and the spiritual life
- Service to the poor and marginalized
- Education about peacemaking and social justice
- Hospitality to people of diverse backgrounds

The activities of the Center are open to any student, staff, faculty or alumnus of Iona. The staff encourages the participation of students in service, reflection and activities, which move people to a more just society. All students are welcome every Thursday at 5:30 pm at Montgomery

House for a “Hospitality Supper,” an opportunity to share a meal, meet others and become more involved with the programs.

The Iona tradition explicitly states the commitment to a well-rounded education and the care for a community of concern. Campus Ministries seeks to celebrate the education of the mind, heart, body and soul in order to graduate students who bear a commitment to justice for the common good. Students are invited to join the staff in this exciting endeavor.

**Worship and Spirituality:**

Sunday Mass: .....7:00 pm, Arrigoni Center  
Daily Mass: ..... Noon, St. Mary’s Chapel  
Interfaith Prayer and Discussion ..... Weekly, Residence Halls

**Additional Opportunities:**

- LaPenta Prayer Room and St. Mary’s Chapel open daily for quiet prayer
- Retreats for Busy People
- Senior Retreats
- Days of Reflection
- Eucharistic Ministry
- Lectors

**Local Service Opportunities:**

- Tutoring children at the on-campus SUCCESS Center
- Serving a meal at a soup kitchen
- Bringing smiles to hospitalized children
- Raising awareness about homelessness
- Being a Best Buddy to a person with disabilities
- Going on a Midnight Run
- Promoting literacy
- Environmental clean-ups
- Outreach to elderly and shut-ins
- Bringing meals to people with HIV

**Iona in Mission:**

Spend a winter or spring break traveling the globe in service to others! Offering may include a trip to the border of Mexico and the US; week of service on a farm dedicated to ending world hunger; a week at a camp for children infected or affected by HIV; and many more.

## Campus Safety and Security

### Staff:

**Dominic Locatelli**, *Director*

**Douglas McLeer**, *Associate Director*

Location: ..... LaPenta Student Union, second floor

Telephone: ..... (914) 633-2245

Fax: ..... (914) 633-2022

Web: ..... [www.iona.edu/stu\\_life/safety/security.html](http://www.iona.edu/stu_life/safety/security.html)

Hours: ..... Monday–Thursday, 8:30 am - 8:00 pm

..... Friday, 8:30 am - 5:00 pm

Annex: (Spellman Hall- staffed 24 hours) ..... (914) 633-2560

The Department of Campus Safety and Security is located in the LaPenta Student Union. Unusual occurrences or irregularities should be reported immediately to the Administrative Office or the Campus Safety and Security Annex. Crime prevention, personal safety and parking pamphlets are available to students in the offices of Campus Safety and Security and Student Development. It is important for students to realize that their cooperation and involvement in matters related to campus security is crucial to the overall safety of all members of the Iona community. All emergency and night notifications should be made to the Campus Safety and Security Annex at ext. 2560. The New Rochelle Police Department may also be contacted at 911 for emergencies or (914) 654-2300 for non-emergency situations.

If it is necessary for students to remain in any building other than a residence hall after midnight, they must have written authorization from the Director of Student Development and the Director of Campus Safety and Security. This permission must be shown to the Campus Safety Officer or any other College official who requests it. Students must also familiarize themselves with the Code of Conduct and policy statements in this handbook, especially the policy on Campus Security and Sexual Assault Prevention.

### Driving and Parking:

Procedures have been adopted by the College to insure the safety and convenience of all persons on campus. They apply to all full-time and

part-time Iona students, faculty, administrators, staff and visitors using the facilities of the College. Bicycling, skateboarding, roller blading, roller skating and sledding are prohibited on campus to increase driving and pedestrian safety. The responsibility for the enforcement of these rules and regulations is assigned to the Department of Campus Safety and Security.

### **Identification Cards:**

When a student first registers, he/she must obtain an Iona College identification card through the Department of Campus Safety and Security in the LaPenta Student Union. This identification is retained throughout one's stay at the College and **MUST BE CARRIED AT ALL TIMES ON CAMPUS**. It must also be displayed at registration, examinations, obtaining of parking permits and for use of Ryan Library and the Hynes Athletics Center facilities. When there is a special student admission price to College functions, it is necessary to produce an ID card. If a student is on a meal plan, the ID card must be presented in order to purchase meals. This card is non-transferable.

Every member of the College community is required to have an official, **VALIDATED** ID card and to present the same at the request of any authorized official of the College. Failure to present this card on request may be interpreted as an indication that the person will be asked to leave the campus; if a person refuses to do so, he or she will be treated as a trespasser. It is the responsibility of every student to bring his/her ID card to the Department of Campus Safety and Security so that it may be validated at the beginning of each semester. The first ID is issued without charge. A fee of \$10 will be charged for the replacement of lost or damaged cards.

### **Parking Permits:**

A parking permit must be displayed on every vehicle parked on campus. Parking permits are available to all students, excluding resident first-year and second-year students, through the Department of Campus Safety and Security. Parking permits are non-transferable. There is no fee for the initial parking permit; a replacement permit may be obtained for \$10. A parking permit does not guarantee a convenient parking space and fines are levied on students who disregard the Campus Parking and Traffic Regulations. Students must pay all outstanding parking fines in order to register for classes, request transcripts or be eligible to graduate.

**Towing:**

Authorization for all towing will be at the discretion of the Director of Campus Safety and Security or a duly-authorized representative. An "Incident Report Form" will be filed on vehicles towed from any campus location. Vehicles parked on campus in a hazardous or highly restricted location (fire lane, handicapped space, tow-away zone, yellow marked curbing, obstructing driveway, roadway or parking area), or in violation of overnight parking regulations are subject to immediate tow or booting under emergency conditions. This also applies to vehicles involved in accidents where the owner and/or operator is not at the scene, is incapable of making a decision, or refuses to have the vehicle removed.

Non-permit vehicles, unauthorized visitors' vehicles, vehicles parked over stall lines and vehicles parked in Visitor's Parking Areas without displaying an authorized permit will be subject to tow or booting under non-emergency conditions. This occurs after a second warning notice of the offense has been issued to that vehicle. Abandoned or unregistered motor vehicles, and vehicles illegally parked in non-hazardous locations on campus, will be reported to the Director of Campus Safety and Security. The owner of an abandoned or unregistered motor vehicle parked on the campus will be given written notice by registered or certified mail, return receipt requested. If the vehicle is not removed within 10 days of receipt of the written notice, it will be towed away, and any costs incurred with regard to disposal of the vehicle will be billed to the owner.

**Vehicle Redemption:**

Any inquiries by owners and/or operators of towed vehicles may be made at the Department of Campus Safety and Security. The owner and/or operator may claim his towed vehicle by paying the established tow and storage charges directly to the towing contractor.

**Vehicle Safety:**

Students should lock all doors. Valuables should be locked in the trunk. THE COLLEGE IS NOT RESPONSIBLE FOR DAMAGE DUE TO TOWING, THEFT OR DAMAGE TO VEHICLES PARKED ON CAMPUS. Good order requires students to respect faculty/staff parking areas, which are designated with yellow lines. Written permission from the Director of Campus Safety and Security is required if one wishes to leave a vehicle on campus overnight. Temporary visitor and handicapped

parking permits may be secured at the Department of Campus Safety and Security. Copies of the “Parking and Traffic Regulations Handbook” are available at the Campus Safety Security Office and students are encouraged to obtain and read these regulations.

## College Assistance Program (CAP)

**Staff:**

**Linda (Robertello) Refsland**, *Director*

**Regina Carlo**, *Assistant Director*

Location: ..... Amend Hall, room 204  
Telephone: ..... (914) 633-2159  
Fax: ..... (914) 633-2011  
Web: ..... <http://www.iona.edu/academic/support/cap/index.cfm>  
Hours: ..... Monday– Thursday 8:00 am - 5:00 pm  
..... Friday 8:00 am - 4:00 pm

The College Assistance Program (CAP) is a fee-based program that offers comprehensive support and services for students with documented learning disabilities and attention deficit disorders. The program provides services beyond those legally required. CAP is designed to encourage success by providing professional skill-based instruction tailored to individual needs, supplementary advisement, counseling support, study groups and workshops. With success comes self-confidence, and a greater ability to plan and achieve academic, personal and career goals. Students take the standard full-time course requirements for baccalaureate degree programs to ensure the level of quality education expected of all degree candidates.

## Career Development

**Staff:**

**Marie Riffel**, *Acting Director/Associate Director*

**Dana Coghlan**, *Career Development Specialist*

**Cindy Moore**, *Secretary*

Location: ..... Spellman Hall, second floor  
Telephone: ..... (914) 633-2462  
Fax: ..... (914) 633-2025

E-mail: ..... careerdevelopment@iona.edu  
Web: ..... www.iona.edu/careerdevelopment  
Hours: ..... Monday – Friday: 8:30 am - 4:30 pm

Career Development offers a four year plan to assist students in making the most of their college education to ensure career success. They offer a selection of programs and services pertinent at various stages of one's college career. The staff encourages students to register on-line with our Center to receive regular communication regarding career development programming. The staff looks forward to meeting new students during their freshman year at Iona, so they can familiarize them with the Center and the many services available.

Some of the resources Career Development offers to students include:

- Information on college majors;
- Major day (in conjunction with Office of Retention);
- Self-assessment and individualized career counseling;
- Research on particular careers and companies;
- Résumé and cover letter critiques;
- Mock interviews;
- Internship listings;
- Part-time, full-time and summer job listings;
- Online registration with MonsterTrak;
- On-campus recruitment;
- Graduate school information;
- Job search resources;
- Career-related Internet sites;
- Credential files for education majors;
- Accounting internship program;
- Service/volunteer Fair (in conjunction with Campus Ministries);
- Annual Career & Internship Expo

## Counseling Center

### Staff:

Ingrid Grieger, EdD, *Director*

Mitchell Levy, PhD, *Assistant Director, Coordinator of Training*

Richard Austin, PhD, *Coordinator of Alcohol and Other Drug (AOD) Services*

Ismini Georgiades, PhD, *Coordinator of Wellness Programs*

**Graduate level interns supervised by senior staff**

Location: ..... Spellman Hall, second floor

Telephone: ..... (914) 633-2038

Fax: ..... (914) 633-2185

Web: ..... [www.iona.edu/stu\\_life/counsel/counsel.htm](http://www.iona.edu/stu_life/counsel/counsel.htm)

Hours: ..... Monday - Friday, 9:00 am - 5:00 pm

..... Evening hours available by appointment.

The Counseling Center has as its primary mission, to afford opportunities for the emotional, psychological, multicultural and personal growth of all students at Iona College. To that end, the professional staff of highly trained counselors at the Counseling Center has the following goals:

- help students resolve personal problems and internal conflicts that interfere with their making the most of college life;
- help students acquire the personal and social skills, attitudes and resources required to be successful in forming healthy relationships;
- help students develop an attitude of optimism and competence that will lead to success in college and in the workplace; and
- serve as advocates for students to help them negotiate the college environment and make it work for them - academically, financially, culturally and socially.

Students find it helpful to come to the Counseling Center for a variety of concerns, including:

- stress management
- self-esteem
- relationship conflicts
- substance abuse
- family problems
- social skills

- sexual assault
- eating disorders
- multicultural issues
- anxiety and panic
- depression
- concentration
- sexual harassment
- grief, trauma and loss

All counseling sessions and Counseling Center records are confidential within the parameters of the ethical guidelines of the counseling profession. Participation in counseling does not appear on a student's college record.

## Hagan School of Business

**Staff:**

- Vincent J. Calluzzo, PhD, *Dean*
- Charles J. Cante, PhD, '72MBA, *Associate Dean*
- Rosemary Rubbo, *Assistant Dean*
- Veronica Jarek-Prinz, *Director of MBA Admissions*
- Francesca DiGiorno, *Director of Academic Services*

Location: ..... Hagan Hall  
 Telephone: ..... (914) 633-2256  
 Fax: ..... (914) 633-2012  
 Web: ..... [www.iona.edu/hagan](http://www.iona.edu/hagan)  
 Hours: ..... Monday - Thursday, 9:00 am - 7:00 pm  
 ..... Friday, 9:00 am - 5:00 pm

The Hagan School of Business offers academic advisement and support services for students. The Dean's Office staff and assistants are in the office to assist students.

Services provided for undergraduate students include:

- upon report of absence from student, faculty notification sent;
- evaluation of transfer credits from another college, a high school bridge program or advanced placement credits;
- program change assistance - allowing students to drop or add courses/ sections during the first week of classes;

- course withdrawal - forms are available in this office and must be returned here after the signature of the professor is obtained;
- contact information about business school professors - leaving a message in their mailbox or obtaining their office hours and location;
- midterm grade review for freshmen, transfer and probationary students;
- academic advisement for the next semester;
- Inter-school transfers from the School of Arts and Science to the Hagan School of Business;
- declaration of major/minor;
- registration procedures and information; and
- approval of first year amnesty forms.

Appointments may be made by phone or in person at the Hagan Student Service Office in Hagan Hall. Appointments are available between the hours of 9:00 am – 7:00 pm. Students may be seen on a “walk-in” basis between the hours of 3:30 pm - 4:00 pm. If an appointment is not available, special arrangements can be made.

Major: Accounting  
 Chairperson: Professor Strittmatter  
 Location: Hagan Hall, Room 305  
 Telephone: 633-2616

Major: IDTM  
 Chairperson: Dr. Richardson  
 Location: Hagan Hall, Room 304/305  
 Telephone: 637-7726

Major: Management & Business Administration  
 Chairperson: Dr. Wittig-Berman  
 Location: Hagan Hall, Room 302 & 84 President Street  
 Telephone: 633-2262

Major: Finance/BUS/Economics/Legal Studies  
 Chairperson: Dr. Shetty  
 Location: 85 Beechmont Dr.  
 Telephone: 633-2284

Major: Marketing & International Business  
Chairperson: Dr. Goldstein (Fall 2006) & Dr. Rudell (Spring 2007)  
Location: 74 President St.  
Telephone: 637- 2750 & 637-2748

## Registrar's Office

### Staff:

Nancy Mills '06, *Acting Registrar*  
Stephanie Schena '98, *Assistant Registrar*

Location: ..... McSpedon Hall, second floor  
Telephone: ..... (914) 633-2508  
Fax: ..... (914) 633-2182  
Web: ..... [www.iona.edu/registrar/](http://www.iona.edu/registrar/)  
Hours: ..... Monday, Wednesday, Thursday, Friday, 8:00 am - 5:00 pm  
..... Tuesday, 8:00 am – 6:30 pm

All registrations, grades, class and room schedules, enrollment and graduation certifications are Registrar functions.

This office maintains official academic records (transcripts). An official transcript is one bearing the seal of the College and the signature of the Registrar. Official transcripts are given to students or graduates in a sealed envelope and must be given directly to institutions or individuals considering the applicant for admission or employment. An unofficial transcript is one given to the student or graduate, and is stamped “Unofficial” or “Student Copy.” Students may have official transcripts mailed to other institutions, prospective employers or other authorized agencies by completing the Transcript Request Form available in the Registrar's Office. The request must reach the office at least 48 hours before the time the transcript is to be mailed.

All Iona College Students are issued an ID and password that gives them access via the web to their personal academic information maintained in the College's administrative system, PeopleSoft. Through PeopleSoft, students look up classes, grades, their schedules and other student and academic information. Students may also use PeopleSoft for online registration of classes.

## Appeal of Assigned Grade:

Students who believe that an error has been made in the assignment of a grade should review the appropriate section of the academic catalog.

## Residential Life

### Staff:

**Derek Zuckerman**, *Director (914) 633-2336*

**Adam Fertmann**, *Assistant Director (914) 633-2336*

**Nathan Johnson**, *Residence Hall Director of Rice Hall and the Apartments at Eastchester (914) 633-2668*

**Michele Sampson**, *Residence Hall Director, North and South Halls (914) 712-1782*

**Denny Santos**, *Residence Hall Director, Loftus Hall (914) 633-2043*

**Doneita Wilson**, *Residence Hall Director, Housing Operations (914) 633-2336*

Location: ..... LaPenta Student Union, Second Floor

Telephone: ..... (914) 633-2336

Rice Hall: ..... (914) 633-2758

Loftus Hall: ..... (914) 633-2086

Apartments at Eastchester: ..... (914) 633-2668

North Hall: ..... (914) 712-1713

South Hall: ..... (914) 712-1966

Fax: ..... (914) 633-7775

Web: ..... [www.iona.edu/studentlife/residentiaallife/](http://www.iona.edu/studentlife/residentiaallife/)

Hours: ..... 9:00 am - 5:00 pm

Summer Hours: ..... Monday-Thursday, 8:30 am - 4:30 pm

..... Friday, 8:30 am - 12:30 pm

The Residential Life Program at Iona College is committed to the overall growth, development and education of its residents. The primary goal is to provide a safe, secure and comfortable environment where academic success, as well as the social, emotional, spiritual, physical and cultural development of each resident, is facilitated. The staff works hard to create a community environment where there is a high expectation of responsibility and respect. The Office of Residential Life houses students who complete all forms and qualify for housing based on admission qualifications and as space allows. In addition, the program offers several distinct living environments, each with its own special features. Each facility is designed to meet the basic living

needs of residents and provide opportunities for them to become a part of the Iona community. Housing is available for 970 students in Loftus Hall, Rice Hall, North Hall, South Hall and The Apartments at Eastchester.

Rice Hall holds approximately 110 residents in single and double rooms with a community bathroom. Loftus Hall holds 390 residents in two bedroom suites with a double room, a triple room, and a shared bathroom. North Hall and South Hall are identical halls that hold approximately 180 student each. The Apartments at Eastchester hold approximately 110 residents in apartment facilities with kitchens. Each apartment houses between two to five people.

### **Samuel Rudin Academic Resource Center**

**Marlin Thomas, *Director***

Location: .....Amend Hall, ground floor  
Telephone: ..... (914) 633-2217  
Fax: ..... (914) 633-2174  
Web: ..... [www.iona.edu/academic/support/](http://www.iona.edu/academic/support/)  
Fall/Spring Hours: ..... Monday - Thursday, 8:00 am - 7:00 pm  
..... Friday, 8:00 am - 4:30 pm  
..... Saturday, Noon - 4:00 pm  
Summer Hours: ..... Please phone the center.

The Center’s primary objective is to help students who want to learn more effectively. The staff enables students to acquire, improve, review, and strengthen their skills. The focus is on the learning process, not on re-teaching courses or duplicating classroom offerings. The staff is especially interested in helping first-year students make a smooth transition from high school to college work. In short, the goal of the Center is to help students become competent, independent and self-confident learners.

The staff offers tutoring in accounting, science and technology, computer science, economics, writing, finance, production operations management (POM), information and decision technology management (IDTM), history, modern languages, mathematics, and statistics.

The Center also provides reasonable accommodations for students with disabilities. All services are free of charge.

## School of Arts and Science

### Staff:

Alexander R. Eodice, PhD, *Dean*

Paul O'Connell, PhD, *Associate Dean*

Mary Ellen Walsh '00MA, *Assistant Dean for Academic Programming*

Laurie J. Wenchell, *Assistant Dean for Student Academic Services*

Frank Sedlak, *Technical Analyst*

Christina Barbero '96, *Returning Adult Student Academic Advisor*

Stephen Scollard '98, *Academic Advisor*

Daneshea Palmer '04, *Student Support Services Counselor*

Marie Pace '00, *Executive Secretary*

Patricia Idelowitz, *Administrative Assistant*

Francesca Fraine, *Part-Time Administrative Assistant*

Location: ..... Murphy Science and Technology Center

Telephone: ..... (914) 633-2207 and 2208

Fax: ..... (914) 633-2023

Web: ..... [www.iona.edu/academic/arts\\_sci/arts\\_sci.htm](http://www.iona.edu/academic/arts_sci/arts_sci.htm)

Hours: ..... Monday thru Friday, 8:30 am - 5:00 pm

..... Adult Students may be seen by an Academic Advisor on Tuesday, Wednesday, and Thursday evenings by appointment, until 6:30 pm.

For students in the School of Arts and Science, this is the office of the academic dean. Students who have questions about their class schedules or required courses should visit this office.

### Student services include:

- advisement on schedule changes, degree requirements, referral to major and use of electives;
- transfer information, including credits, advanced placement, high school bridge programs, transcripts from other colleges and authorizations to attend other colleges and other registration procedures; and
- academic assistance including absence from classes, course withdrawal, incomplete grades, review of grades, and academic probation/suspension.

For an appointment, visit the Murphy Center or call the office at ext. 2207.

## Iona College, Dining Services

Locations: ..... Spellman Hall, lower level  
..... LaPenta Student Union, ground floor  
..... Ryan Library, ground floor  
Telephone: ..... (914) 633-2576  
Fax: ..... (914) 637-2761  
Web: ..... [www.iona.edu/stu\\_life/food/food.htm](http://www.iona.edu/stu_life/food/food.htm)  
Hours: ..... see page 23

### **Program - Iona Card:**

One of the most popular and successful dining features is the IONA CARD. It allows students to use a food ID card similar to a prepaid credit card, and can be presented at any of the campus dining facilities. Any food or beverage purchase made on campus with this IONA CARD is exempt from New York State sales tax. Food and beverage purchases made on North Avenue are not exempt from New York sales tax.

### **Resident Student Meal Plan:**

All students living in Loftus, North, South, Rice Halls, and the Apartments at Eastchester are required to participate in the full meal plan. The plan applies \$1,500 per semester to the individual food account in the name of each resident student. Students receive \$900 per semester that may be spent in the Iona College Dining Facilities and \$600 per semester that may be spent at 12 different restaurants on North Avenue. The funds allocated between College Dining Facilities and North Avenue vendors are not interchangeable.

### **Commuter Plan:**

The Commuter Plan is designed for students not residing in Iona College housing, but who are on campus during meal times and wish to take advantage of the IONA CARD. A Commuter Plan can be established for as little as \$100 and additional “food dollars” can be purchased in \$50 increments at the STUDENT FINANCIAL SERVICES Office in McSpedon Hall throughout the semester. Students may choose to have their money available for use in College Dining Facilities, at the 12 restaurants on North Avenue or split between the two programs. Once the funds are allocated between College Dining Facilities and the North Avenue vendors, the funds are not interchangeable.

Unused amounts at the end of the fall semester will be carried over to the spring semester. Any dollars remaining at the end of the spring semester will be forfeited.

A fee of \$10 will be charged for the replacement of lost meal cards. If your card is lost, please contact the Business Services Office (ext. 2077) or come to the Business Services Office, Doorley Hall, ground floor, immediately so that your Meal Plan can be frozen until you find your card or purchase a replacement card. You are responsible for all purchases made using your meal card.

The benefits of the declining balance program are:

- only pay for what is purchased;
- no need to carry cash;
- less waiting time in line, since no cash is being handled at the cashier's station; and
- no sales tax on purchases made with a student IONA CARD at College Dining Facilities.

There is sales tax on purchases made at restaurants on North Avenue.

### Hours of Operation:

#### Vitanza Dining Commons – Spellman Hall

Monday – Thursday ..... 7:30 am – 2:30 pm & 5:30 pm – 8:30 pm  
Friday ..... 7:30 am – 2:30 pm  
Saturday – Sunday ..... CLOSED

#### Cardinal O'Connor Café (Starbucks): (Ryan Library – ground floor)

Monday – Thursday ..... 8:00 am – 9:00 pm  
Friday ..... 8:00 am – 4:00 pm  
Saturday – Sunday ..... CLOSED

#### LaPenta Student Union Food Court

Sunday – Saturday ..... 11:00 am – Midnight

#### Starbucks at LaPenta

Monday – Thursday ..... 10:00 am – 7:00 pm  
Friday ..... 10:00 am – 2:00 pm  
Saturday – Sunday ..... CLOSED

### Catering:

All beverage and food distribution on campus in connection with a College event must be purchased from the College's food service vendor, CulinArt. Alcohol served on campus in connection with any College event may only be served by the College's food service vendor with the permission of the Director of Student Activities. Further information may be obtained from the Dining Services Office in Spellman Hall.

## Student Development

### Staff:

**Charles J. Carlson '71, '00MS**, *Vice Provost for Student Development*

**Elizabeth Olivieri '00**, *Director of Student Development*

**Eric Pope**, *Assistant Director of Student Development (for Student Union Operations, Media Groups, and Programming Initiatives)*

**Erin Strine**, *Assistant Director of Student Development (for Fraternity and Sorority Life, Wellness, and Programming Initiatives)*

**Joanne Vairo**, *Administrative Assistant*

### Student Managers and Staff

Location: ..... LaPenta Student Union, second floor

Telephone: ..... (914) 633-2360

Fax: ..... (914) 633-2185

Web: ..... [www.iona.edu/studentdevelopment](http://www.iona.edu/studentdevelopment)

Hours: ..... Monday - Friday, 8:30 am – 4:30 pm  
..... (inquire for evening hours)

Summer Hours: ..... Monday - Thursday, 8:30 am - 4:30 pm

..... Friday, 8:00 am - 12:30 pm

### Statement of Mission:

The mission of the Division of Student Development is to support and to realize the Mission Statement of Iona College by:

- enhancing the development of Iona's students as ethical and skilled decision makers motivated to leadership and service;
- supporting the development of Iona's students as professionals informed and enriched by a liberal arts education;
- preparing Iona's students to be competent workers and to enhance their careers through classroom instruction, internship experience and cocurricular activities;

- facilitating the development of identity, self-worth and integrity, as well as respect for and appreciation of diversity;
- contributing to Iona's history of building community and prizing the values of justice, peace and service;
- promoting the integration of the spiritual, intellectual, professional, emotional and physical dimensions of students' lives;
- focusing the awareness of the College community upon the developmental needs and special challenges of students as it promulgates policies, develops programs and considers the utilization of its resources;
- fostering the removal of external and internal barriers to the full participation of each student in the academic experience;
- assisting the College in its efforts to attract and to retain a diverse student population of the highest caliber; and
- providing a safe and secure living and learning environment.

The Office of Student Development is responsible for the oversight and operations of the LaPenta Student Union, the Gael Club, Wellness Program, welcoming activities, leadership and diversity initiatives, student club and organization maintenance and support including providing guidance to the following groups: commuters, fraternity and sorority life, veterans, club sports, programming boards, student governance, student organizations, performing arts and media groups; and club advisors. All student organizations are encouraged to develop their goals, plans and budgetary needs and to discuss these issues with their club advisors and members of the Student Development staff. All on-campus events are scheduled and approved by this office in conjunction with the Department of Campus Safety and Security. Student Development must ensure that all activities sponsored by organizations are successful events. This is achieved through assisting and encouraging the student groups to properly coordinate and promote their activities.

The Office of Student Development strongly recommends for students to better enrich themselves through involvement in campus life, especially through participation in student organizations and clubs. Students are encouraged to form new organizations sanctioned by the Student Government Association (SGA) when there is sufficient interest. All organizations must function in accordance with the mission and philosophy of the College and the SGA. These policies and regulations are outlined in this handbook, on our website and in the *Resource Manual for Student Leaders*.

## Student Financial Services

### Staff:

Mary A. Grant, *Director of Financial Aid*

Cathy McCue, *Director of Student Accounts*

Elise Caruso, *Student Loan Assistant*

Joanne Perillo, *College Work Study Coordinator*

Sharon Mullings, *Credit/Collections*

Marisa Manos, *Employee Deferment/FACTS Payment Plan*

### SFS Representatives:

Gail McNamara, *Office Manager*

Wendy Auguste, *Cashier/General questions*

Kathy Fitzpatrick, *Cashier/General questions*

Susan Schliemann, *General questions*

### SFS Counselors:

Fran Bulfamante ..... for last names beginning with A – Cor

Sandra Capuano ..... for last names beginning with Cos – G

Dorothy Fernandez ..... for last names beginning with H – McD

Jennifer Scott ..... for last names beginning with McE – Roc

Joanne Perillo ..... for last names beginning with Rod – ZZZ

Natalie Carpanzano, *Verification Counselor*

Located: ..... McSpedon Hall, second floor

Telephone: ..... (914) 633-2497

Fax: ..... (914) 633-2486/2096

Web: ..... [www.iona.edu/admis/finance](http://www.iona.edu/admis/finance)

Hours ..... Monday, Wednesday, Thursday, Friday, 8:00 am - 5:00 pm

..... Tuesday, 8:00 am - 6:30 pm

..... (limited hours on Fridays during the summer)

Student Financial Services is the office responsible for assisting with all aspects of paying for a college education. The staff realizes that the excitement of attending Iona may be combined with concern for meeting educational costs and confusion about how to go through the process of applying for financial aid and making payments toward a student account.

Applying for financial aid and making payment arrangements takes time. It involves completing forms, paying attention to deadlines and making phone calls. The Student Financial Services staff is available to assist with the entire process. Remember that it is the students' responsibility to be sure that all required applications and documents are received on time. Students must pay attention to deadlines and respond to all requests from the office.

### **Financial Aid:**

Students must submit the following applications to receive Iona money. This includes scholarships, athletics funds, etc.:

- The Free Application for Federal Student Aid (FAFSA);
- The Iona College Financial Aid Application; and
- Parent and Student signed prior year's tax return.

Applications are due by **April 15** for students enrolling in the Fall semester and **October 15** for students enrolling in the Spring semester. Forms are available in the office or on line at [www.iona.edu/admis/finance/forms/sfsapply.cfm](http://www.iona.edu/admis/finance/forms/sfsapply.cfm). Students should respond quickly to any requests that they receive from our office so that we may process your financial aid package as quickly as possible. Once the staff has finalized a financial aid package, they are sent an award letter that explains what financial aid awards recipients are entitled to receive. Recipients are required to circle the awards they intend to decline, and return a copy of the award letter to the office.

### **Student Accounts/Billing:**

A student account at Iona shows in detail the charges (tuition, fees, room and board) and credits (financial aid, outside scholarships and personal payments) that have been applied to an account for each term of study. It is a good idea to check your account each term to be sure that everything is in order.

Students will receive a Student Account Statement each month that will show charges, anticipated credits and any credits that have been applied to a student account.

### **Student Accounts and Financial Aid on the web:**

Students now have the ability to login and view their student accounts, accept/decline financial aid awards, pay their bills, or sign up for a payment plan. Students must have a valid Peoplesoft login and password. For assistance with this, students can call the IT Help Desk at (914) 633-2635.

**Reminder:**

Recognizing that the process of applying for financial aid and paying for tuition and expenses can be time-consuming and stressful, students are encouraged to keep themselves organized. Financial aid files for each academic year of attendance should be created, and copies of all applications and documents submitted to the office should be kept in it. Student Account Statements should be kept in a separate file. If students anticipate any type of problem related to their financial aid award or making payments toward their student account, they should come to the Student Financial Services Office for assistance. It is far less time-consuming and stressful to deal with problems sooner rather than later.

**Student Health Services**

**Staff:**

**Maria Bradley, RN, Director**

**Therese Mosely-Sauders, FNP**

**Mary Kavanagh, FNP**

**John Giampietro, MD**

Location: ..... 760 North Avenue

Telephone: ..... (914) 633-2619/2548

Fax: ..... (914) 633- 2301

Web: ..... [www.iona.edu/stu\\_life/health/health.htm](http://www.iona.edu/stu_life/health/health.htm)

Hours: ..... Monday & Wednesday, 8:30 am - 6:00 pm

..... Tuesday & Thursday, 8:30 am – 4:30 pm

..... Friday, 9:00 am – 4:00 pm

..... Saturday, 10:00 am – 2:00 pm

Physician Hours: ..... Tuesday-Thursday, 11:30 am - 1:00 pm

Health Services provides personalized health care to undergraduate students who have completed a Health Evaluation form, which is kept on file. Appointments are strongly advised. Common physical conditions are treated on an ambulatory basis. More complicated illnesses are referred to physicians and other specialists in the immediate community. Illness prevention and health promotion are stressed.

### **Services provided include:**

- evaluation and treatment for health problems;
- immunization against Hepatitis B (free for those under 19 years of age);
- measles, mumps and rubella immunization;
- tuberculosis screening;
- diagnostic testing - throat cultures, pregnancy testing and urine screening are performed in the Health Services Office. All other needed tests are done at a laboratory and the cost is billed to the student;
- wellness promotion programs are offered throughout the year; and
- student illness reports will be provided for health-related absences. The illness must be reported to the Health Services Office.

Personal and medical information will be kept in confidence and will be released only with the written consent of the student.

Health Services urges students to purchase the Student Accident and Sickness Insurance Plan offered through the College if they have no other health insurance. Contact the Business Office for more information.

New York State Public Health Law 2165 requires that all full and part-time students submit proof of immunity to measles, mumps and rubella within thirty (30) days of beginning classes.

Health Services is committed to ensuring the best possible care for Iona College students. Students are encouraged to take an active role in making health care decisions and improving their level of wellness.

### **Patient Rights and Responsibilities:**

Students eligible to receive care from the Iona College Health Services Office have the following rights and responsibilities:

- The right to competent, responsible and respectful care by health providers who respect the full range of human diversity including race, color, age, religion, sexual orientation, national origin, or disability.  
*Responsibility to act in a respectful manner toward the Health Services staff.*
- The right to be treated with dignity.  
*Responsibility to treat the Health Services staff with dignity.*

- The right to medical attention within a reasonable time when care is sought.  
*Responsibility to make an appointment and to access Health Services during normal working hours when full services are available.*
- The right to know the names and roles of people treating you.  
*Responsibility to know his/her health care provider by name.*
- The right to an explanation concerning diagnosis, planned tests and treatments and any possible risks involved. If a planned treatment or test is part of a research experiment or education project, the patient will be informed.  
*Responsibility to make an effort to understand instructions including treatments and medications prescribed. If the instructions are unclear, the patient has the responsibility to ask questions until the explanations are understood.*
- The right to refuse any or all tests and treatments proposed by the health care provider and to be informed of the medical consequences of this action.  
*Responsibility to voice any objections and provide accurate and honest information to the health care provider.*
- The right to have all physical examinations, interviews and discussions take place privately and have all communications and records about their care handled confidentially.  
*Responsibility to respect the privacy of other students you meet while at Health Services.*
- The right to review their medical chart. Also, the right to make arrangements for copies to be sent to a health care provider outside of Health Services.  
*Responsibility to provide Health Services with a written request for release of records.*
- The right to an explanation of any charges.  
*Responsibility to make arrangements for prompt payment of your bills, and to verify your insurance benefits for services recommended to any outside referral agencies.*
- The right to evaluate care received at health services and offer suggestions, comments or concerns.  
*Responsibility to contact the Director of Health Services with any suggestions or concerns.*

## Student Retention

### Staff:

J. Kevin Devlin, CFC, EdD, '61 , *Director of Student Retention*

Felicia D. Colangelo '06, *Administrative Assistant*

Location: ..... LaPenta Student Union, second floor

Telephone: ..... (914) 633-2270

Fax: ..... (914) 637-7755

Web: ..... [www.iona.edu/stu\\_life/stu\\_ret/stu\\_ret.htm](http://www.iona.edu/stu_life/stu_ret/stu_ret.htm)

Hours: ..... Monday - Friday, 9:00 am - 5:00 pm

The Office of Student Retention Services serves as a catalyst for integrating students into both the academic and social environments of Iona College. The staff is dedicated to be mission-consistent, which makes us advocates for the welfare of all students. Thus, the staff works to:

coordinate a vibrant Summer Orientation for all undergraduate students;

- help ease the transition from high school to college;
- be available for student concerns;
- supply direction for everyday difficulties;
- assist students to successfully complete their studies in four years;
- assist students to pursue intellectual interests and challenges; and
- emphasize study habits and time management.

The staff also works with members of Athletics, Campus Ministries, Career Services, Counseling Center, deans offices, faculty, Registrar's Office, Residential Life, Rudin Center, Student Development, Student Financial Services and other offices in fulfilling Iona's mission and commitment to its students.

# GENERAL STUDENT INFORMATION

## **Accident and Sickness Insurance:**

All full-time undergraduate students are covered by school insurance, which commences September 1, and ends August 31, of the academic year. This program has been arranged through the Business Office and with the cooperation of Student Accident National, Inc. For detailed information, brochures are available through the Office of the Vice President for Finance. International students should see the International Student Advisor regarding insurance.

## **Accidents:**

In the event of an accident or sudden illness, please contact the Office of Health Services at ext. 2548. If the staff is not available, call the Security Annex at ext. 2560.

## **Blood Bank:**

As a service to the Iona community, the Department of Health Services sponsors two blood drives during the academic year. The entire Iona community is eligible to receive the benefits of this service, which is part of the Greater New York Blood Program. For further information, contact the Office of Health Services.

## **Bookstore:**

Books, stationery supplies, clothing, greeting cards, souvenirs and other items are available in the College bookstore, which is under the management of Barnes & Noble. Store hours for the academic year are typically Monday through Thursday 9:00 am to 5:00 pm and Fridays 9:00am to 3:00pm.

There will also be extended and weekend hours during the start of each semester. The bookstore is located on the first floor of the LaPenta Student Union. For more information visit the web site at: [iona.bkstore.com](http://iona.bkstore.com)

## **Bulletin Boards:**

Notices and advertisements are posted on bulletin boards throughout the campus, and require the Director of Student Development, or his/her designee's permission to post. Students are reminded to refer daily to the bulletin boards reserved for official notices.

### **New Rochelle Campus:**

Public transportation is readily available and convenient to the Iona campus. Contact the Office of Student Development for schedules.

#### **1. From Upper New York State and Westchester County**

New York State Thruway to Cross Westchester Expressway (Interstate 287). East to Hutchinson River Parkway. South to Exit 18E, Mill Road. Right on Mill Road to light, then right on North Avenue. Follow North Avenue two miles to gates of College on your left.

#### **2. From New England and Upper Westchester County**

Interstate 95 South (Connecticut Turnpike, New England Thruway) to Exit 16. At the exit go straight to the traffic circle. Turn right at the first road off the circle and go to the light. Make a right turn onto Lincoln Avenue. Go one block on Lincoln and turn left onto North Avenue. Follow North Avenue to the gates of the College on your right.

#### **3. From Midtown Manhattan**

West Side Highway (Joe DiMaggio Parkway) North to Henry Hudson Parkway North. Exit at Cross County Parkway East. Proceed east to Exit 10, New Rochelle Road, Eastchester. Turn right and proceed to fourth traffic light. Turn left on to Eastchester Road. Go to end, then turn right onto North Avenue. At the second traffic light, turn left onto campus.  
Alternate Route: FDR Drive to Bruckner Expressway to Hutchinson River Parkway. North to Exit 14, Pelhamdale Avenue, New Rochelle. Turn right at light onto Pelhamdale Avenue, then left onto Eastchester Road to North Avenue. Turn right onto North Avenue to the second traffic light, then left onto campus.

#### **4. From The Bronx**

Interstate 87 (Major Deegan Expressway) North to the Cross County Parkway East. Proceed to Exit 10. See #3.

#### **5. From Long Island**

Whitestone Bridge to Hutchinson River Parkway. Proceed North to Exit 14. See #3, Alternate route to the College from the FDR Drive.

## **6. From New Jersey - West and South**

Holland Tunnel, Lincoln Tunnel or George Washington Bridge to Henry Hudson Parkway. North to Cross County Parkway East. Proceed to Exit 10. See #3, directions to the College from West Side Highway.

## **7. By Metro North and IRT Subways**

New Haven Line to New Rochelle Station: Exit at North Avenue and take a taxi or No. 45 Bus to College. New York City Subways: IRT No. 2 to 241st Street, White Plains Road station (final stop). At White Plains Road and 241st Street, take No. 42 Bus to North Avenue and Main Street, New Rochelle. Transfer to No. 45 Bus to College.

## **8. By Amtrak**

Amtrak Northeast Corridor Service to New Rochelle Station. Exit to North Avenue and take a taxi or No. 45 Bus to College.

## **9. By Bus**

From Pelham Bay Station in the Bronx take No. 45 Bus directly to the College. (Route runs Monday through Friday.) From Fordham Road and Valentine Avenue in the Bronx, take Fordham Road Bus to North Avenue and Main Street. Take No. 45 Bus north to the College. From 241st Street and White Plains Road, take No. 42 Bus to Main Street and North Avenue. Transfer to No. 45 Bus to the College.

## **10. By Plane**

From JFK and LaGuardia Airports: Interstate 678 North to the Whitestone Bridge. See #5, directions to the College from the Whitestone Bridge.

From Newark Airport: New Jersey Turnpike North. Follow signs to George Washington Bridge. See #6, directions to the College from the George Washington Bridge.

From Westchester Airport: Interstate 684 South to the Hutchinson River Parkway. See #1, directions to the College from the Hutchinson River Parkway.

## **Rockland Graduate Center Campus: (Pearl River, NY, Rockland County)**

### **1. From New Jersey and the South**

New Jersey Turnpike north toward George Washington Bridge. Just before the bridge, exit to the Palisades Interstate Parkway (PIP) north. Take PIP

to exit 6W, follow ramp to Orangeburg Road and proceed west for 2.5 miles. Blue Hill Plaza office complex will be on the left. Proceed to Building Two, non-reserved parking lot. Upon entry into the complex, proceed around the back to Building 2 (six-story low rise); park in one of the non-reserved parking lots. Enter through the main entrance of Building Two and proceed down the escalator to the Concourse level. Iona is to the left of the escalator.

Alternate Route: Garden State Parkway north to the New York State Thruway South. Take the New York State Thruway south to exit 13S, Palisades Interstate Parkway (PIP) south. Take PIP to exit 6W, follow ramp to Orangeburg Road and proceed west for approximately three miles. Proceed as above.

## **2. From lower Westchester and New York City**

Tappan Zee Bridge to I-87 (NYS Thruway) north to exit 13S, Palisades Interstate Parkway (PIP) south. Take Exit 6W off the PIP, and proceed west for three miles. Blue Hill Plaza office complex will be on the left. Proceed as above.

## **3. From the North**

I-87 (NYS Thruway) south to exit 13S, Palisades Interstate Parkway (PIP) south. Continue with directions above from Westchester. Proceed as above.

### **College Rings:**

For students interested in ordering class rings, information is available in the Office of Student Development. Representatives visit Iona several times throughout the school year. To order your ring directly through the company, contact Michael Baviello, the Jostens representative for Iona, at:

22 Pamela Lane

Valhalla, NY 10595

Telephone: (914) 993-6272

Customer Service: (800) 488-2173

Web: [www.shop.jostens.com](http://www.shop.jostens.com)

All students who purchase rings will be invited to attend the annual Ring Ceremony coordinated by the Office of Student Development and the Student Government Association.

### **Computer Facilities:**

Wireless access is available to all students throughout the New Rochelle Campus and at the Rockland Graduate Center. Students must bring their own wireless laptop to campus to connect to the College's wireless infrastructure. Laptop recommendations and connectivity instructions are posted on the information technology website.

There are 500 high-end Pentium workstations available at Iona for student use. These systems are in the College's libraries, as well as public and departmental laboratory facilities. Public computers are available in the LaPenta Student Union, McSpedon Hall, Hagan Hall, the Murphy Science and Technology Center, Ryan Library, the Helen T. Arrigoni Library/Technology Center and in two labs at the Rockland Graduate Center. Hours of availability are posted on the College's website.

Computing accounts are available to all registered students. The account provides access to the College's network, E-mail, administrative systems/PeopleSoft, the Internet and to a variety of application software packages. A computing account is created for students at the time of their first registration and remains active while they are registered at the College. Students are able to utilize numerous administrative services by accessing PeopleSoft. These services include checking your schedule, transcripts, grades, online registration, and online payment. Specific instructions are available on the College's website. Students are **STRONGLY** encouraged to check their Iona E-mail account on a regular basis for important information. E-mail is a critical method of communication of information on campus.

The staff at the Ryan Help Desk (located on the main floor of the Ryan Library) is available to assist students with connectivity, hardware and software problems. The Help Desk can be reached at (914) 633-2635 or on ext. 2635 from an on-campus telephone. Students in need of tutoring are referred to the Rudin Academic Resource Center.

All students must adhere to the College's Computer Use Policy. Failure to comply with this policy can result in loss of your computer account and the right to use the computing facilities. You may also be subject to other disciplinary action. The computing facilities are available to currently registered students and college employees for educational, research and

administrative purposes. It is Iona's policy to keep restrictions on the individual user to a minimum, while providing the best possible service to other users of the system. In order to maintain this policy, it is essential that the users themselves observe reasonable standards of behavior regarding the use of the computing equipment and facilities. For a complete copy of these policies, please refer to the Computer Usage Policy in the Policies and Procedures section of this Handbook.

### **Computer Use Policy:**

The computer facilities of Iona College are available to authorized students, faculty, administrators, and staff for educational, research, and administrative purposes. It is Iona's policy to keep restrictions on the individual user to a minimum, while providing the best possible service to other users of the system. In order to maintain this policy, it is essential that the users themselves observe reasonable standards of behavior regarding the use of the computing facilities. The following actions are prohibited:

- any attempt to modify or damage computer equipment;
- any attempt to modify or damage computer or network software;
- improper use of the computer equipment ;
- installation of games on College systems;
- game playing;
- unauthorized use of an ID belonging to another user;
- unauthorized reading, use of, or deletion of private files or e-mail belonging to another user;
- sharing user IDs and passwords with other users or any other person;
- any attempt to circumvent system protection and security features;
- knowingly use any system to produce system failure or degrade performance;
- engaging in unauthorized duplication, alteration or destruction of data, programs or software;
- transmitting or disclosing data, programs or software belonging to others or duplicating copyrighted materials; and
- use of computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.

All users are expected to be familiar with and abide by the copyright laws of the United States. Such use must also comply with laws defined by the Digital Millennium Copyright Act of 1998. For all official

electronic communication between the College and enrolled students the authorized vehicle will be the e-mail address assigned to students, faculty, and staff by Iona College. All College offices and faculty will be encouraged to communicate with students primarily through the College-assigned e-mail address.

The College reserves the right to investigate any of the above abuses, as well as any other interference with the proper functioning of the College network or infringements upon another user's rights. Any user found to have violated any of these regulations will be subject to loss of use of the computer facilities, deactivation of their computer account and other disciplinary action, including liability for the misused computer equipment, which could easily amount to thousands of dollars, as well as expulsion from school.

This policy and any and all rules and regulations regarding the use of college computers are subject to revisions. All users are expected to be familiar with any revisions in the regulations. The college reserves the right to monitor all data contained in the system to protect the integrity of the system and to reassure compliance with this policy.

### **Gael Club:**

The Gael Club, located in Rice Hall, is a unique activity center that hosts a variety of events for students. Karaoke nights, comedians, and other entertainment activities are booked in the Gael Club on a recurring basis. Check with the Office of Student Development for specific programs. Organizations can augment their programming by sponsoring and promoting activities in this facility.

### **Graduation Requirements:**

To be eligible for graduation students must:

- earn a minimum of 120 credits for a BA or 126 credits for a BBA. A BS degree requires a minimum of 120 credits, but some majors have higher credit requirements so please check for details;
- satisfactorily complete all degree requirements that may be set by the School and/or Department; and
- maintain a minimum average of "C" (2.0 cumulative index) in both the major and cumulative indices. Degrees are awarded in February, June, and August and there is only one graduation ceremony each

year in May. To participate in the May graduation ceremony, the following requirements must be met:

- all degree candidates must file a Degree Candidate Form with the Registrar's Office at least six months prior to the expected date of graduation. Deadlines appear in the Academic Calendar (printed in day course offerings and in the College Catalog);
- have no more than 12 outstanding credits at the end of the Spring semester; and
- have these final credits completed over the summer at Iona or obtain permission to take credits at another institution from the academic dean.

### **Library Facilities:**

The Iona College Libraries house extensive materials and offer computer access to many worldwide collections. There are three library facilities, the Ryan Library, the Helen T. Arrigoni Library/Technology Center and the Rockland Graduate Center Library. Hours of operation are posted on the libraries' website. The on-site collections, including more than 265,000 volumes, 723 periodical subscriptions, audiovisual materials and microforms, have been developed to support Iona's curriculum and special interests. With more than 80 electronic databases, students have online access to millions of full-text articles from over 15,000 journals and newspapers. In addition, students have access to over 5,500 electronic books. These resources are readily available from on or off campus. Electronic resources are available 24/7 via the Internet.

The library facilities have state of the art equipment including wireless access, 125 networked workstations, a multi-media classroom, more than 400 seats for group and private study, small-group audiovisual viewing spaces, and a 200 seat lecture hall. The buildings are open for approximately 100 hours a week and are staffed by library professionals who are experienced in giving individual and group research instruction. The librarians can assist students with finding material within the College's collection or through other academic and public libraries throughout the world via the Document Delivery Services. Reciprocal agreements with other libraries expand the libraries' resources. Students must have a valid Iona College ID card to borrow materials from the Iona Libraries. Students are required to clear all library fines in order to register for classes, request transcripts, or to graduate.

**Lost and Found:**

The Lost and Found is located in the Office of Student Development, 2nd Floor of the LaPenta Student Union.

**Meal Plans:**

Various meal plans are available to commuting students. These meal plans may be purchased through Student Financial Services. Students who live in the residence halls owned or leased by the College are automatically included on a meal plan. Meal plans are non-transferable. Information about meal plans is available in this Handbook on page 22 under Iona College, Dining Services.

**Pastoral Counseling Center:**

An opportunity for personal growth is provided by the Pastoral Counseling Center of the Graduate Division of Pastoral Counseling. The Center is staffed by graduate students who are counselors-in-training. Individual and group counseling is available and each counselor is under the direct supervision of a certified psychologist or social worker. The Center is open from 9:00 am until 5:00 pm on Mondays and Thursdays and until 9:00 pm on Tuesdays and Wednesdays.

**School Closing:**

When students are in doubt about the closing of the College because of inclement weather, they are requested to first check the Iona homepage at [www.iona.edu](http://www.iona.edu). All school closing information will be posted in the Iona News section. Students may also call (914) 633-2000 to listen to the recorded message prior to normal business hours. The closing information will be announced on the following radio stations: WVOX-1460 AM, WFAS-1230 AM, WRKL-910 AM, WOR-710 AM, and WINS-1010 AM. Closing information will also be broadcast on News 12 Westchester.

**Student Activity Hours:**

There are two activity hours each week during which no classes are scheduled, to enable students to gather for meetings, activities, intramurals and presentations. The hours are noon-1:00 pm on Tuesdays and Thursdays.

**Robert V. LaPenta Student Union:**

The LaPenta Student Union serves as the “living room” of campus. It provides students, both commuters and residents, a place to relax, study,

socialize, and take part in various activities. The LaPenta Student Union has a bookstore, lounge areas, a food court, a coffeehouse, game room/activities center, TV room, and offices for student services and campus organizations. It is one stop shopping for all of our students' needs.

Many administrative and student offices call the Student Union home, they are: the Office of Student Development, the Center for Campus Ministries, the Office of Student Retention, the Office of Residential Life, Office of Campus Safety and Security, the Student Government Association, the Council for Greek Governance, and many other student groups. For a complete directory of the LaPenta Student Union, as well as information on hours, activities, and events, please contact the Office of Student Development at ext. 2360 or visit our web site at [www.iona.edu/studentdevelopment](http://www.iona.edu/studentdevelopment). For policies regarding the LaPenta Student Union please refer to the "Other Policies" section of the handbook in addition to the Robert V. LaPenta Policies and Procedures Manual.

#### **Spellman Hall:**

Spellman Hall houses the Vitanza Dining Commons, Spellman Express, Career Development, and the Counseling Center. Student activities including many dance parties and semi-formals, art shows and special receptions are a few of the events that are scheduled in this building.

#### **Student Lounges:**

There are student lounges located on the ground floor of Hagan Hall, the ground floor of Doorley Hall, the second floor of Murphy Center, the ground floor of Hynes Athletics Center, and throughout LaPenta Student Union and in Spellman Hall.

#### **Vending Machines:**

Vending machines are located in LaPenta Student Union, McSpedon Hall, Doorley Hall, Hynes Athletics Center, Hagan Hall, Loftus, Rice, North, and South Halls and Murphy Center. Refunds can be obtained from the Business Services Office, located in the lower level of Doorley Hall, for all machines other than Hagan Hall machines. Refunds can be obtained in the office of the Hagan School of Business for these machines.

**Veterans Advisement:**

Iona College is fully approved by the Veterans Administration and other agencies to conduct college-level education programs for veterans under Federal and State laws. Students who qualify for benefits should confer with the College Veterans' Counselor in the Office of Student Financial Services for information regarding benefits to which they are entitled under these programs. There are also resources available for veterans through many student services offices such as events and campus organizations.

# STUDENT ORGANIZATIONS

## Procedures for Forming and Maintaining a Campus Organization:

When interest calls for a new campus organization, student organizers must complete the following procedures:

1. Student organizers must meet with the Director of Student Development or his/her designee, to discuss the goals and objectives of the new group and review the *Checklist for Starting a New Student Organization*.
2. Before a group can be considered for approval, the student organizers must submit a list of a minimum of five students who will serve in the leadership positions of the organization to the Director of Student Development and the SGA Executive Board. Student leaders who are members of more than one campus organization may not hold more than one executive board position. This applies to organizations that are in formation, as well as those that have been approved.
3. The proposed group must obtain the signatures of at least 10 additional, full-time students who are in good academic and disciplinary standing and have a 2.0 cumulative grade point average. These students must be willing to join and support the proposed organization if it is approved.
4. Membership in the proposed student organization must be nondiscriminatory and open to the entire Iona College student population. For approved organizations, an exception to this policy will be granted for performing arts groups that wish to select members based on certain criteria. Any other student group that will require selective membership must request approval from the Director of Student Development. Such groups will be required to prove that their selection process is essential to the success of the organization and their process will be reviewed annually.
5. Follow the policy for the selection of a member of the full-time faculty, staff or administration who is willing to serve as moderator/advisor, and submit his/her name to the Director of Student Development for appointment.
6. Submit a copy of the proposed constitution to the Director of Student Development and the SGA Constitutional Committee who will work in conjunction with the organizers to form a final edition of the proposed constitution. For Greek Organizations, the proposed Constitution must first be submitted to the Council for Greek Governance and the Greek Advisor for approval prior to being submitted to the SGA.

7. Submit a copy of the final constitution to the Vice Provost for Student Development. If the vice provost fails to approve the application, an appeal may be forwarded to the president of the College for a final resolution. Student leaders will retain the right to inform the Committee on Student Life of the Board of Trustees through the student representative to that committee if they feel the Board should hear any issues.
8. Submit a copy of the final edition of the proposed constitution to the chairperson of the SGA Constitutional Committee. The chairperson will suggest approval of the new constitution to the SGA. If it is approved the organization will serve a probationary period of six academic months to determine if the organization is fulfilling its objectives, and to determine if there is a general interest in the group.
9. After final approval by the SGA, four copies of the organization's constitution and club roster must be made. One of each will remain on file with the SGA, with the president of the new campus organization, with the moderator/advisor, and with the Office of Student Development.

When a campus organization is approved, the following procedures must be followed in order for the group to maintain their status on campus:

1. After an organization is approved, all members must remain in good academic and disciplinary standing in order to maintain active status. A student who has been placed on academic and/or disciplinary probation or suspension, regardless of the grade point average, may not participate in any activities or hold office. Inactive members or those not enrolled as students may not participate in activities unless they are open to the public. All students on club rosters recognize that their grades will be checked throughout the year to determine good standing.
2. All students and student groups must obtain the approval of the Director of Student Development in writing to conduct any fund raising projects. If the project has a publicity component, all of the particulars must comply with the publicity procedures outlined in this Handbook. No fund raising project may involve the possession, sale or distribution of alcoholic beverages.
3. Organizations must complete the following requirements/duties to remain in good standing:
  - Maintain a minimum of five Iona College students as active members.

**Fall Semester:**

- completed and updated roster;
- fall Leadership Retreat;
- budget proposal;
- on-campus event (following event planning guidelines and completed Event Summary Form);
- community service project (with accompanying documentation);
- attendance at SGA meetings (no more than 2 absences permitted); and
- attendance at GAB meetings.

**Spring Semester:**

- completed and updated roster;
- spring Leadership Conference;
- budget proposal;
- on-campus event (following event planning guidelines and completed Event Summary Form);
- community service project (with accompanying documentation);
- transition workshop attendance;
- summary report/end of year report;
- make-up activity (when applicable);
- attendance at SGA meetings (no more than 2 absences permitted);
- attendance at GAB meetings; and
- submit Fall Leadership Card with Summer contact information.

**Strongly suggested:**

- advisor communication with members of the Office of Student Development;
- frequent mailbox pick-up; and
- fundraising activities.

Additional requirements for all Greek-letter social organizations (i.e., fraternities, sororities, social fellowships):

- attend meetings of the Council for Greek Governance;
- follow all policies outlined in this handbook, especially noting and adhering to the Policy for Potential/New Member Education for Fraternity and Sorority Life;
- all presidents and new member educators must attend New Member Education trainings; and
- all potential new members must attend recruitment and training events.

In addition to the above mentioned responsibilities please note that some or all organizations may have additional recognition requirements and/or trainings to attend. Additionally we encourage all groups to support one another and co-sponsor and attend campus events.

### **Campus Organization Moderator/Advisor:**

The Director of Student Development appoints a moderator/advisor for each campus organization at the request of the student members. The advisor is an integral part of every campus organization and volunteers to work with student groups because he/she wants to make a unique contribution in addition to regular professional duties. The advisor should be a full-time member of the faculty, administration or staff. An organization should approach an Iona employee of the staff who is duly qualified and ask him/her if they would be willing to serve as their advisor. After a member of the faculty, administration or staff has accepted, a written request should be submitted to the Director of Student Development asking him/her to appoint said individual as advisor of the campus organization. If a new or existing cocurricular organization with the goals of enhancing the studies in a certain academic area (i.e., history) needs an advisor, it is strongly recommended that the members of the group consider a full-time faculty member in that discipline and meet beforehand with the appropriate academic chairperson.

This will create an opportunity to discuss the qualifications of the prospective advisor. However, the final choice for the nomination shall rest with the membership of the campus organization and the Director of Student Development. Organizations are required to arrange that their moderator be present whenever the organization conducts an election of officers, sponsors a large campus event, or has a function where alcoholic beverages are served. A member of the Student Development staff may substitute for the advisor at the request of the student organization. Failure to do so could result in disciplinary action against the organization and/or individuals that are members of it. The advisor's primary responsibility is to advise and to serve as a resource person. By suggestions, comments and constructive proposals, he/she can assist the organization in achieving its objectives.

Specifically, the advisor's responsibilities to the organization are:

- to be familiar with the policies of the College and the SGA and with the constitutions of the SGA and the moderator's organization;
- review and familiarize yourself with the contents of the *Checklist for Good Standing*, *Advisor Manual*, *the Resource Manual for Student Leaders*, the organization's constitution, and the *Student Handbook*; and to assist the officers and members in becoming acquainted with these policies;
- to encourage and assist the organization as it plans an active program of activities;
- to be available to sign checks, administrative forms and space reservation forms; and
- to assist with the creation of an annual budget and oversee the budget that may be available according to Iona College financial procedures;
- If the organization is a local chapter of a national organization be aware of the national policies and serve as one of the Iona College's liaisons.
- attend an advisor roundtable reception at the beginning of the academic year/semester to discuss mutual expectations and resources available to you and your organization;
- act as a liaison to the Office of Student Development; and
- If a student organization is guilty of violating the College Code of Conduct, the new member education policies of the Council of Greek Governance if applicable, or any other College policies, it is the responsibility of the moderator to inform the Director of Student Development, Greek Life Moderator if applicable, or the Vice Provost for Student Development.

The responsibilities of the campus organization to its' moderator are that:

- the moderator should be recognized as an integral part of the group and officers must keep him/her fully informed of the programming activities.

This includes:

- supplying monthly reviews of the organization's treasury and/or checking accounts;
- notifying the moderator of the place and time of each meeting and all other activities and events.

## Student Organizations

### **Gaels Activities Board (GAB)**

The Gaels Activities Board is designed to reach a diverse population and to satisfy the needs of every club and organization. GAB serves as the programming branch of the Student Government Association and has two primary goals. The first goal is to plan major events for the campus community; and the second to serve as a resource and venue for all club/organization programmers in their efforts to increase communication and collaborative programming initiatives.

### **Student Executive Council (SEC)**

The Student Executive Council is a body of members elected to represent all constituencies of the student body at Iona College. It serves as a forum for the expression and exchange of ideas and concerns of those represented, and a means of communicating advice and recommendations to the College Council and its standing committees.

### **Student Government Association (SGA)**

The Student Government Association is composed of elected student representatives, academic senators and campus organization presidents or their designees. The SGA attempts to enhance the educational experience of each student, and is based on the belief that a complete education extends beyond the academic program. Also, the SGA maintains that this development can be attained through active involvement in student organizations, founded on the principles of cooperation, concern, leadership and service. It also provides a means of effective communication between the students, faculty and administration. The student officers and student members of a campus organization have full responsibility for the observance of all College policies, resolutions and community, state and federal laws governing the various activities of the group. The College does not authorize, protect, defend or assume responsibility for violations of public or private rights by students or student groups by reason of irresponsible conduct. Such conduct, on or off campus, may subject the students and/or the organization to College disciplinary proceedings.

All organizations, through their presidents or their designees, must complete an annual registration process and return the official forms to the Office of Student Development. Continued recognition of a campus

organization is contingent upon completion of these forms, as well as that organization operating in accordance with the other guidelines set forth in the SGA Constitution and this Handbook. Students must be in good academic and disciplinary standing in order to be active members of a campus organization.

A PERSON WHO IS NOT AN ENROLLED STUDENT MAY NOT PARTICIPATE IN ANY ORGANIZATIONAL ACTIVITY UNLESS IT IS OPEN TO THE PUBLIC. IN ADDITION, NO STUDENT MAY JOIN A COLLEGE-BANNED STUDENT GROUP.

The following are some of the rights and privileges that are extended to each campus organization upon, and only upon, its official recognition by the SGA and the College. An officially recognized organization's failure to maintain good standing may result in the suspension or termination of any or all of these rights and privileges:

- to reserve through the Department of Campus Safety and Security/or The Office of Student Development a calendar date for the use of facilities on campus;
- to have its public events listed in various calendars, schedules and on message boards;
- to post or distribute authorized publicity on the campus;
- to reserve and use table space on the campus for the sale or distribution of materials;
- to reserve rooms for meetings;
- to obtain permission to use the LaPenta Student Union and other facilities after normal closing hours;
- to purchase catering services through the College's Food Service;
- to have buildings unlocked and locked, for approved events, by the Department of Campus Safety and Security;
- to be assigned use of a mailbox in the Club Hub of the LaPenta Student Union;
- to follow applicable procedures and apply for a locker, cubicle, or office space in the LaPenta Student Union;
- to have representation on the SGA Legislature, Gaels Activities Board, Council for Greek Governance if applicable, or Student Media Board if applicable; and
- to be eligible for SGA and/or Student Development allocations.

All student organizations are required to meet the required criteria outlined in this Handbook in order to remain in good standing. In addition, members of the organization must agree to comply with all College policies outlined in this Handbook to remain in good standing. Organizations will forfeit their rights and privileges as a student recognized group if a violation of College policy occurs.

The College has the right to place any of, but not limited to, the following sanctions on student organizations for the violation of College policies and/or not meeting the requirements necessary to maintain good standing:

- **Social Probation** – Organization will have restrictions placed on their funding, the type of activities they can sponsor and the use of facilities at the discretion of the Director of Student Activities. This probationary period will last for a limited period of time.
- **Recognition Suspended** – Organization will be placed on at least one semester of inactivity. This prohibits the organization from receiving any funding, sponsoring events and voting in the SGA or Council for Greek Governance legislatures.
- **Recognition Terminated** – Organization is permanently not recognized by the College and loses all rights and privileges granted to student groups. When applicable, Greek organizations are not allowed to wear letters on campus as a result of this sanction.

Additional sanctions may include but are not limited to access to or the loss of office space.

All cases are handled on a case to case basis.

#### **Potential/New Member Education Policy for Fraternity and Sorority Life:**

The Iona College Council for Greek Governance believes that all brothers and sisters of a fraternity or sorority have important responsibilities to the students who intend on becoming a member of both local and national chapters. The Council for Greek Governance provides a pledging and orientation program that is educational, comprehensive, progressive and constructive.

The goal is to educate new members and new member educators to effectively carry out their responsibilities to Iona College. The Council believes that it is its responsibility to uphold the ideals of academic

achievement, social maturation, brotherhood and sisterhood. The Council firmly believes that hazing has no place in Iona's academic or social environment.

"Hazing" is defined as any action taken or situation created, by one person alone or acting with others, intentionally, recklessly or otherwise, to produce mental or physical discomfort or injury, embarrassment, harassment or ridicule, as part of a person's initiation or affiliation into a fraternity or sorority. Hazing is not permitted even if the person who is participating in the new member education process gives his/her consent.

The Office of Student Development and Council for Greek Governance have adopted the following guidelines:

#### **Obligations for Academic Development**

- We will guarantee potential new members a minimum of three hours of totally undisturbed study time daily during the new member education process.
- We will periodically review the grades, but with the expressed consent of our members and potential new members in a confidential manner, by working with the Office of Student Development.
- We will require daily class attendance by our members and potential new members.
- We will require all members to maintain a minimum of 2.0 GPA to be considered an active member of their organization. Members that do not meet the required GPA will go inactive to focus on academics. He/she will not be permitted to attend any meeting or activities associated with the organization until he/she meets and maintains the required GPA.
- We will encourage our members and potential new member to be academically honest at all times.
- We will publicly honor fraternities and sororities and their individual members who achieve academic honors and provide incentives for academic achievement.

#### **Obligations for Historical Development and the College Environment**

- We will require our members and potential new members to become familiar with and follow the policies of the Council for Greek Governance, the SGA and the College as detailed in this

Handbook. It is the responsibility of the organization to educate new members of their responsibilities to the organization and the College.

- We will require our members and potential new members to become familiar with this policy and the relevant laws of the city of New Rochelle, the county of Westchester, the state of New York and the government of the United States.
- We will require our members and potential new members to learn the history of Iona College, the Fraternity and Sorority system and their own fraternity or sorority.

### **Obligations for Social and Service Development**

- We will encourage our members and potential new members to actively participate in other co-curricular and extracurricular activities.
- We will encourage our members and potential new members to form friendships with members from other fraternities or sororities.
- We will require our members and potential new members to provide community service to the College and the New Rochelle community as part of our programming.
- We will require our members and potential new members to co-sponsor one event per semester with another club, organization or the Office of Student Development

### **Obligations for the Development of the Fraternity or Sorority**

- We will require that, before the new member education process begins, a fraternity or sorority must be in good academic and disciplinary standing and in full compliance with the policies of the Student Government Association, the Council for Greek Governance, the Office of Student Development and the national office, if applicable.
- We will require that a fraternity or sorority must consist of five Iona College active members in order to keep affiliated with the College. This will provide enough members to form a functioning Executive Board, which is essential to all organizations.
- We will require that, before the new member education program begins, a fraternity or sorority must have a moderator as outlined in this Handbook.

## **Obligations for the Development of Potential New Members**

- We will require that, before the new member education program begins, a fraternity or sorority must check the academic and disciplinary status of all potential new members with the Office of Student Development. We understand that confidentiality will be maintained at all times during this process, and a person who is not in good academic and disciplinary standing, or who is enrolled in a program designed to strengthen his/her academic progress and standing, may not partake in the new member education program until their status has changed for the better.
- We will also require that before the new member education program begins; only members who are in good academic and disciplinary standing may be involved in new member education activities.
- We will require that, during the new member education period, new transfer students with less than a 2.5 GPA, and all other full-time students with less than a 2.3 GPA, will not be permitted to partake in the new member education program. First semester freshmen, first semester transfer students and students not enrolled on a full-time basis, are not permitted to join a fraternity or sorority.
- We will require that, before the new member education program begins, a fraternity or sorority must submit copies of their new member education syllabus to their moderator and to the Office of Student Development. We believe that this educational program should clearly outline all of the activities, which are planned for the potential new members.
- We will require that before the new member education program begins, all new member educators and potential new members must take part in a new member education program workshop conducted by the Greek Council and the Office of Student Development. Workshops for each potential new member will be conducted during the new member education program. We believe that if a potential new member does not attend these sessions, he/she may not continue in the process.
- We believe that when a member of a fraternity or sorority has been found guilty of violating any aspect of this policy or other rules and regulations of the College as outlined in this Handbook, the fraternity or sorority and/or its individual officers and/or members may be sanctioned according to the College Code of Conduct.

### *Disaffiliation/Withdrawal*

- We will require that if a member of a Greek organization chooses to disaffiliate with his/her fraternity or sorority that he/she is forbidden from joining another Greek organization without the express consent of the Council for Greek Governance.
- We will require that if a potential new member chooses to withdraw from the new member program he/she must wait until the next semester to be considered for membership to another Greek Organization.

Please know that violations of the above stated procedures will be considered a violation of the College's Code of Conduct and may possibly be a violation of New York State Law as described below.

### *Hazing in the first degree:*

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a Class A misdemeanor.

### *Hazing in the second degree:*

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation.

## Recognized Student Clubs/Organizations

For a more detailed description and most up to date listing of student clubs/organizations please visit [www.iona.edu/studentdevelopment](http://www.iona.edu/studentdevelopment) or contact the Office of Student Development.

### Governing Bodies/Organizations

- Student Government Association (SGA)
- Student Executive Council (SEC)
- Gaels Activities Board (GAB)
- Council for Greek Governance (CGG)
- Media Board
- Student Athletic Advisory Committee

### Media Groups

- ICTV (Television Station)
- *The Ionian* (Student Newspaper)
- WICR (Iona Radio)
- ICANN (Yearbook)
- *Kaleidoscope* (Literary Magazine)

### Cultural Organizations

- Gaelic Society
- Council of Multicultural Leaders (CML)
- Gay/Straight Alliance (GSA)
- Hispanic Organization for Latin Awareness (HOLA)
- Italian Society
- Students of Caribbean Ancestry (SOCA)
- Hellenic Society

### Club Sports

- Gael Dancers
- Men's Rugby
- Cheerleading

### Performing Arts

- Iona Players
- Iona Singers
- Iona College Pipe Band

- Dance Ensemble
- Summer Theatre

### Fraternity and Sorority Life

- Sororities
  - Beta Chi Sorority (BX)
  - Delta Theta Beta Sorority (ΔΘΒ)
  - Gamma Lambda Rho Sorority (ΓΛΡ)
  - Phi Gamma Chi Sorority (ΦΓΧ)
  - Phi Sigma Sigma Sorority (ΦΣΣ)
  - Psi Kappa Theta Sorority (ΨΚΘ)
- Fraternities
  - Delta Tau Chi Fraternity (ΔΤΧ)
  - Delta Upsilon Fraternity (ΔΥ)
  - Psi Rho Pi Fraternity (ΨΡΠ)
  - Zeta Kappa Chi Fraternity (ΖΚΧ)

### General Interest Clubs

- Accounting Club
- Advertising Club
- Amnesty International
- Biology Club
- Chemical Society
- Computer Science Club
- Criminal Justice Club
- Debate and Communication
- Economics Club
- Edmund Rice Society
- Education Club
- Finance Club
- IC Democrats
- IDTM Club
- International Business
- Inter-Residence Council (IRC)
- Iona Republicans
- Karate Club
- Marketing Club
- Model United Nations

- Mulcahy Maniacs
- National Association of Black Accountants (NABA)
- National Student Speech and Hearing/Language Association
- Pre-Law Club
- Psychology Club
- Public Relations Student Society of America (PRSSA)
- Snow Riders Club
- Social Work Club
- Tara Knights Society

### **Inactive Clubs and Organizations**

- Jewish Student Alliance
- Management Club
- Management Information Systems (MIS) Club
- Off-Campus Student Association
- Veterans and Friends

## **Student and Organization Publicity Procedures**

All publicity material, whether printed on or off campus, must be approved as to form by the Director of Student Development or his/her designee before it is distributed or posted. This includes, but is not limited to, chance books, flyers, posters and public address announcements. No banners or sheets may be displayed on campus due to safety regulations; exceptions may be made as deemed fit by the Vice-Provost for Student Development after consultation with necessary college representatives. No approval will be given to publicity for events or activities that will take place off campus. No approval will be given to publicity that encourages alcohol use, places emphasis on the quantity or frequency of use, reduced prices of alcoholic beverages or the free distribution of it. The Office of Student Development will not permit narrative or artwork which depicts the use of alcohol or drugs or which is lewd, licentious, racist, sexist, biased or in poor taste. All advertising for events which implies that alcohol will be served must stipulate that two forms of proof of age are required for admittance and a person must be 18 to enter and 21 to drink. Flyers used to advertise on campus events where alcohol is served cannot be posted in classrooms, the library or on departmental bulletin boards. The Director of Student Development or the Vice Provost for Student Development may impose disciplinary sanctions against

individuals and/or campus organizations who violate these procedures or who alter any publicity after it has been approved. Flyers and posters must be approved and stamped by the Director of Student Development or his/her designee before distribution or posting. Outside organizations, not affiliated with the College, may not advertise on campus without the permission of the Director of Student Development or his/her designee. No organization or individual may post more than one flyer on any one bulletin board. Flyers may not be distributed by being placed on vehicles or posted in any area except the following bulletin boards:

- LaPenta Student Union, only in accordance with Student Union policies;
- Spellman Hall;
- Vitanza Dining Commons;
- Doorley Hall, first floor near the main door;
- Doorley Lounge;
- Hynes Athletics Center, only in accordance with the policies established by the Department of Athletics; and
- Residence Halls, only in accordance with the policies established by the Office of Residential Life.

The Information Technology Resource Center will duplicate organizational business material at prevailing rates. Materials must be submitted three working days in advance. Organizations must pay for this service when the work is picked up. If students plan to post or distribute publicity at other colleges, they must obtain permission from the appropriate college official at that particular college or university.

Informational marketing programs should have educational value and should subscribe to the philosophy of the responsible and legal use of the product represented. The Director of Student Development or his/her designee may also not approve publicity that is inconsistent with the general goals, mission and good name of the College, or the integrity of the educational and/or developmental process. All students and student groups who wish to publish news of their events to the outside press are expected to do so through the Office of Student Development in conjunction with the Coordinator of Public Relations in the Advancement Office. Students are expected to secure permission from the Office of Student Development before giving out written material (with the exception of official College

publications); granting interviews about the College; discussing information about student activities or student opinion; speaking or performing in any public medium or at any public function off campus as Iona College students; permitting photographers to photograph individuals or groups on campus for newspaper or television use; making business arrangements for commercial advertising which involves the name of the College; and using the name of the College or the College seal.

### **Policies on Agreements Entered into by Students and/or Campus Organizations**

Students and/or campus organizations of the College will occasionally enter into agreements with vendors and other parties in connection with activities that are sponsored by such students or campus organizations and are held either on or off the College campus. The College is not, and shall not be deemed to be a party to such an agreement, and the College is not responsible, and shall not be deemed to be responsible, for fulfilling or performing any of the provisions of such an agreement.

Any student or campus organization that enters into an agreement with a vendor or other party in connection with an activity to be sponsored by such student or campus organization, either on or off the College campus, shall provide the vendor or other party with a copy of the “Campus Policies and Procedures” section of this Handbook, and shall include in the agreement with such vendor or other party the following language: “(Name of vendor or other party) acknowledges that Iona College is not and shall not be deemed to be a party to this agreement; Iona College shall not be responsible, or deemed to be responsible, for fulfilling or performing any of the provisions of this agreement in any manner; and Iona College shall have no liability under this agreement.”

If any student or campus organization shall enter into an agreement with a vendor or other party that does not contain the provision required by the preceding paragraph, the student or campus organization and the representatives of such student or campus organization who entered into such an agreement, shall be deemed to have violated the College Code of Conduct.

The College reserves as its sole discretion the right to execute any agreement on behalf of an officially-sponsored campus organization. We encourage

organization representatives to contact the Office of Student Development to assist them in doing so. Furthermore, no form or selling of private business is permitted on campus without specific authorization by the Director of Student Development or his/her designee. Requests are to be submitted to the Director for referral to the appropriate administrative authorities of the College.

## General Policies for Student Organizations

### **Alcohol Possession and Consumption:**

The use of alcoholic beverages by students on campus is a privilege granted by the College in accordance with the laws of the state of New York and the rules and regulations of the College. Students and campus organizations are not agents of the College and the College does not endorse, control or supervise the off-campus activities of these individuals or groups.

### **Smoking:**

In accordance with the regulations established by the Fire Department and the Board of Health, smoking is NOT PERMITTED in any building. It is most important for all members of the community to obey the regulations and respect the rights and the health of non-smokers. In permitted areas, it is expected that littering will be avoided through the maximum use of the receptacles provided.

### **Off-Campus Guests at Events:**

Events are for the students, staff and faculty of Iona College. With the permission of the Director of Student Development and the Director of Campus Safety and Security, student organizations can sponsor events that permit non-Iona College individuals to attend. However, students from other colleges and universities can only attend if they have a valid student ID card. Students can invite other individuals who are not college or university students if the organization submits a guest list at least one day prior to the day of the event to the Director of Campus Safety and Security. Events that are granted permission to invite non-Iona College students will require additional Campus Safety Officers as determined by the Director of Campus Safety and Security.

### **Public Events:**

Student Organizations can sponsor events that are open to the public if they receive permission from the Director of Student Development and the Director of Campus Safety and Security. Requests must be submitted at least three weeks prior to the event.

### **Scheduling Procedures for Student Organizations' and events:**

In scheduling events on campus, all students and campus organizations are required to observe the following regulations:

1. Discuss the event with the Director or Assistant Directors of Student Development to ensure that there will be no conflict of scheduling or repetition of events.
2. Tentatively book the date and time for the event with the Department of Campus Safety and Security and/or the Office of Student Development.
3. Obtain a SPACE RESERVATION FORM that will need to be completed, with approval signatures from Campus Safety and Security, Facilities Management and Food Services.
4. Return the completed Space Reservation Form to the Department of Campus Safety and Security and/or Office of Student Development. FINAL PERMISSION FOR THE EVENT WILL ONLY BE GRANTED UPON RECEIPT OF THIS FORM.
5. Space Reservation Forms must be obtained and the forms completely approved at least four weeks before the date of the proposed event, or it may not take place as scheduled.
6. Student organization events are for the benefit of the students of Iona College and their guests. Any organization wishing to invite students from other Colleges may do so only with the written permission of the Director of Student Development. At no time will high school students be permitted to attend events. High school students and student groups may perform at events if they are contracted by the student organization and only after permission is granted by the Director of Student Development.
7. The use of all campus facilities is coordinated by the Department of Campus Safety and Security and the Office of Student Development, but each organization should check the availability of each facility with the following offices BEFORE OBTAINING A SPACE RESERVATION FORM:
  - Academic Buildings and Rooms - Registrar's Office;
  - Athletics Areas - Hynes Athletics Center Facilities Coordinator;

- St. Mary's Chapel - Campus Ministries;
- Departmental Conference Rooms - Academic Deans;
- Dining Hall - Campus Safety and Security;
- LaPenta Student Union and the Gael Club– Office of Student Development;
- Library - Chief Librarian;
- Lounges - Campus Safety and Security;
- Presidential Rooms - Office of the President; and
- Residence Halls - Director of Residential Life.

**For events with alcohol:**

The following information is presented to familiarize students and staff with the institutional policies related to the use of alcoholic beverages at events.

1. It is a violation of the College Code of Conduct to fail to comply with the College's regulations and the laws of the State of New York governing the possession, distribution, and consumption of alcohol. The College Code of Conduct is contained in this Handbook.
2. Alcohol is not permitted in any residence hall owned or leased by the College nor is it permitted at any athletic event held on or off campus.
3. Events restricted to seniors-only are permitted to request the distribution of alcoholic beverages.
4. The sale, distribution or consumption of alcohol is not permitted at any event without the permission of the Vice Provost for Student Development. Alcoholic beverages can only be distributed by the College's Food Service. No bottles or cans can be distributed. All alcoholic beverages must be distributed in cups or glasses. Proofing is required for all events. See the Director of Student Development for specific information. Events that are held during the week must end by midnight and events held on weekend nights must end no later than 1:00 am.
5. All campus events at which alcohol will be served must be registered by submitting a completed Space Reservation Form to the Department of Campus Safety and Security and by making an appointment with the Director of Student Development. The Director will evaluate requests for events involving alcohol, based on the requirements of New York law and College policies and procedures.
6. Advertising for events at which alcoholic beverages will be consumed must comply with the publicity procedures contained in this Handbook, whether the event is held on or off campus. No off-campus advertisement is permitted.

7. Alcoholic beverages may only be served on campus by the College Food Service. Students are not permitted to purchase or receive beer, wine, wine coolers or liquor from any outside vendor or person, and bring this product to a campus event.
8. A reasonable quantity of non-alcoholic beverages must be available from the same location as alcoholic beverages. A variety of food and snacks must also be available for the duration of an event. Quantities of food will be in direct relationship to the number of individuals attending the event and the length of the event. Quantities of food will be determined by the Food Service Director and approved by the Director of Student Development.
9. Only seniors over 21 years of age may consume alcoholic beverages at senior only events at which alcohol is served. Seniors under the age of 21 will be permitted to attend senior only events, but will not be permitted to consume alcoholic beverages. All students must have a valid College ID card and proof of age to gain admittance, and the College Food Service reserves the right to request a second form of photographic identification when it is deemed necessary.
10. It is required that the moderator of the sponsoring organization and a member of the Department of Campus Safety and Security be present in the room during the event.
11. Alcoholic beverages may not be brought into or removed from the immediate area in which a College-sponsored event is occurring.
12. The service of alcohol must be terminated at least one-half hour prior to the conclusion of the event. No event at which alcohol is served may exceed four hours and the event must end no later than 1:00 am.
13. "Bring your own bottle" (BYOB) affairs are not permitted at anytime. "All you can drink" parties and events for which the admission charge includes the unlimited availability of alcohol are prohibited.
14. Alcoholic beverages will be distributed according to the following procedure:
  - over 21 wristbands will contain four tickets;
  - each ticket is for one drink, for a total of 4 drinks per event; and
  - seniors under the age of 21 will have a different color wristband without attached tickets.

# POLICIES, PROCEDURES AND REGULATIONS

## The College Code of Conduct

Iona College aims to develop the unique potentialities in each individual and assure an atmosphere where the educational purposes of the College can be achieved. The widest freedom consistent with the rights of others, both individually and collectively, is enthusiastically fostered, and great emphasis is placed on personal responsibility, and on respect both for oneself and for others in the community. The purpose of the College and its unique mission can best be protected through communication and the enforcement of certain standards of behavior judged essential to the achievement of those purposes.

Students may be accountable to both governmental authorities and to the College for acts that constitute violations of law, the College Code of Conduct, and other policies stated in this Handbook (eg. “Good Neighbor Policy”). Disciplinary action at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal or civil charges involving the same incident have been delayed, reduced, or dismissed.

**THE FOLLOWING ACTIVITIES CONSTITUTE VIOLATIONS OF THE IONA COLLEGE CODE OF CONDUCT. THEY ARE PUNISHABLE BY SANCTIONS WHICH ARE IMPOSED PURSUANT TO THE JUDICIAL PROCEDURES ESTABLISHED BY THE COLLEGE WHICH ARE SET FORTH IN THIS HANDBOOK.**

1. All forms of academic dishonesty, including, but not limited to, cheating, plagiarism, supplying false information to any College official, the forgery or use of College or other documents or instruments of identification with the intent to defraud.
2. Theft from or damage to College property and/or theft of or damage to the property of another.
3. Knowingly possessing or disposing of the lost or mislaid property of a member of the College community or of the College itself without the intention to return such property to its rightful owner.

4. Unauthorized entry into and use or occupation of College premises or facilities.
5. Unauthorized possession, duplication, or use of keys to College facilities.
6. Tampering with or misusing fire alarms, fire-fighting equipment or safety equipment.
7. Failing to comply with the College's regulations and state and federal laws governing the possession, distribution and consumption of alcohol as set forth in this Handbook. This includes, but is not limited to, being intoxicated on any property owned or leased by the College. Students must be familiar with the College policy on a Drug-Free Community that is detailed in this Handbook.
8. Failing to comply with the College's regulations and state and federal laws governing the unauthorized sale, purchase, production, possession, distribution or use of controlled substances or other addictive and illegal drugs. This includes, but is not limited to, being under the influence of illegal drugs and possession of paraphernalia on property owned or leased by the College. Students must be familiar with the College policy on a Drug-Free Community that is contained in this Handbook.
9. Any kind of harassment or physical abuse of another person.
10. Any kind of sexual harassment or sexual assault of another person. This includes rape, acquaintance rape, and other sex offenses. Students must be familiar with the College Policy on Sexual Harassment and the College Policy on Campus Safety and Sexual Assault Prevention that are detailed in this Handbook.
11. Threatening or attempting to inflict physical injury, or creating substantial risk of such injury to any person.
12. Participating in any activity in connection with initiation into/or affiliation with an organization which recklessly or intentionally endangers mental or physical health or involves the forced consumption of controlled substances.
13. Violating the other policies and rules of initiation into/or affiliation with a recognized student organization or athletic team. This procedure is detailed in this Handbook and adopted by the Greek Council and Student Government Association. Violation of this policy may also constitute a violation of New York State law.
14. The unauthorized sale, purchase, production, and/or possession of lethal weapons, explosives, fireworks, or incendiary devices.

15. Participating in any form of gambling on College premises.
16. Engaging in or inciting others to engage in conduct which interferes with or disrupts any College function, or which prevents or limits the free expression of ideas by others, or which physically obstructs or threatens to obstruct or restrain other persons on College premises.
17. Manufacturing, selling, or distributing false identification cards of any kind.
18. Failing to surrender the College Identification Card upon request by clearly identified College personnel (including campus security personnel) in the performance of their assigned duties. All members of the College community are required to have the College Identification Card in their possession while on campus.
19. Engaging in racist, sexist, biased, lewd and/or licentious conduct.
20. Failing to comply with the publicity and/or fund raising guidelines of the College as set forth in this Handbook.
21. Failing to abide with the provision entitled "Agreements Entered Into By Students or Campus Organizations" which is contained in this Handbook.
22. Failing to comply with the computer lab facilities guidelines as set forth in this Handbook.
23. Failing to comply with the smoking guidelines of the College.
24. Failing to comply with the directions of clearly identified College personnel in the performance of their assigned duties.
25. Violation of published College regulations including, but not limited to, those regarding motor vehicles, no pets on campus, residence halls, Spellman Hall, Gael Club, Hynes Athletics Center, and all computer facilities.
26. All Iona College resident freshmen and sophomores are prohibited from bringing motor vehicles to the Iona community. This prohibition includes parking vehicles on city streets and in the surrounding community. Requests for waivers to this policy will only be granted under special circumstances. The Director of Campus Safety and Security will make final determination for a policy waiver in conjunction with the Vice Provost for Student Development.
27. Failing to abide by the policies and regulations established by the Office of Residential Life which are contained in this Handbook. The College regards living in a residence hall as a privilege rather than a right, and this privilege may be revoked by the College at any time.

28. Joining or participating in any activities conducted by former student organizations whose charters have been revoked by the College.
29. Engaging in conduct on or off campus that constitutes a violation or crime pursuant to the criminal law of the state or federal government.
30. Sponsoring/hosting an excessively large off-campus party which has seriously disturbed the neighborhood and has adversely affected the reputation of the College. This includes being responsible for an off-campus party for profit, i.e., illegal sale or distribution of alcoholic beverages which include the use of tickets, tee-shirts, mugs, cups, and any other items as a price or condition of admission.
31. Interfering with the New Rochelle police or other law enforcement agencies in the performance of their duties.
32. Engaging in actions either on or off property owned or leased by the College which leads College officials to believe that a student did adversely affect or may adversely affect: (a) the security of the College community; (b) the integrity of the educational or developmental process; or (c) the good name of the College.

## Academic Violations

### **Academic Dishonesty:**

All purported forms of academic dishonesty will be adjudicated in accordance with the following procedures.

Academic dishonesty subverts both the purpose of the College and the experience students derive from being at Iona. It includes offenses which harm the offender and the students who do not cheat. The Iona community, therefore, pledges itself to do all in its power to prevent academic dishonesty, and to impose impartial sanctions upon those who harm themselves, their fellow students, and the entire Iona community by academic dishonesty.

At the beginning of each semester, professors shall state their policy with regard to academic dishonesty on the syllabus and course requirement form they distribute. This policy shall include the penalty to be imposed when academic dishonesty is discovered. Penalties may include failure for a given assignment or failure in the course, in which case a report shall be submitted to the appropriate Academic Dean. In the case of a second instance, students may be suspended from the College. In any allegation of academic

dishonesty, every effort will be made to insure justice; in all cases, educational assistance, rather than adversary proceedings, will be sought.

If, in conformity with this policy, a sanction is imposed, a student may appeal first to the professor who discovered the offense; second, to the department chair; and third, to the Academic Dean of the department involved. The decision of the Academic Dean is final if the penalty does not exceed a suspension of five class days. A student does have the right to appeal the decision of the Academic Dean to the Provost if, and only if, the sanction involves a suspension in excess of five class days. If any decision results in suspension from class in excess of five class days or dismissal from the College, the Provost shall have the final decision.

### **Adjudication System-College Code of Conduct**

All other purported violations of the College Code of Conduct will be adjudicated in accordance with the following procedures.

All allegations of violations of the Code of Conduct other than those relating to academic dishonesty or to the Residential Life policies and regulations shall be submitted to the Vice Provost for Student Development or his/her designee. Any such allegations which have been delivered to any other members of the College community shall be delivered to the Vice Provost or his/her designee as quickly as possible after receipt.

A student accused of violating the Code of Conduct shall be notified of the specific allegations against him/her by the Vice Provost or his/her designee within five days of the receipt of such allegations. An accused student shall be free from disciplinary sanctions pending the conclusion of his/her meeting except when the Vice Provost determines that the well-being of the community, or of the accused student, is endangered by that student's presence on campus. In these cases, the Vice Provost may take appropriate interim measures, including the interim suspension of the accused student.

Within five days after having met with the student, or after the five-day period for a meeting with the student has expired, whichever shall occur earlier, the Vice Provost shall notify the student as to his/her decision about the disciplinary action that will be taken.

### **Role of Vice Provost for Student Development, and Others Designated by the Vice Provost:**

Ordinary disciplinary cases are those which cannot result in suspension or dismissal from the College. Serious disciplinary cases are those which can result in suspension or dismissal from the College. The Vice Provost for Student Development or a director deemed his/her designee may hear ordinary disciplinary cases, but the Vice Provost will hear serious cases. In a serious disciplinary case, the Vice Provost will determine whether a student may participate in the activities of the College, pending a final adjudication of the disciplinary matter.

### **Appeals:**

In ordinary disciplinary cases, the decision of the Vice Provost, directors, or other designee is final. In a serious disciplinary case resulting in an interim suspension or a suspension from the College (not to exceed five class days), an appeal may be made to the Provost. This appeal must be submitted in writing to the Provost within 48 hours of hand delivery of the disciplinary suspension. The decision of the Provost in a case resulting in an interim suspension or a suspension not to exceed five class days is final.

In a serious disciplinary case involving long-term suspension (in excess of five class days) or dismissal from the College, an appeal may be made to the Student-Faculty Court. Appeals of this nature must be presented in writing to the Provost within 48 hours of the notification to the accused that he/she was found responsible for a serious violation of the Code of Conduct, and was suspended (in excess of five class days) or dismissed from the College. The Provost, within five days after receipt of the appeal, will submit the student's written appeal to the Chief Justice of the Student-Faculty Court.

### **Student-Faculty Court:**

The Student-Faculty Court shall consist of five members: two student Justices, two faculty Justices and a Chief Justice:

- the two student Justices shall be chosen by student election as set forth under the SGA by-laws, and no student Justice shall be a member of the Student Government Association Legislative or Executive Boards;
- the two faculty Justices shall be appointed by the President of the College or his/her designee;
- the Chief Justice shall be appointed by the President of the College or his/her designee, and shall be approved by the SGA;

- the term of office for all Justices shall be from May 1 to April 30 of each academic year. Sitting Justices will continue to hear cases for which proceedings were begun prior to May 1 of the new academic year;
- the Student-Faculty Court shall have the power to affirm, reverse or modify the decision of the Vice Provost and affirm, reverse or modify the disciplinary action taken by the Vice Provost; and
- any Justice having a conflict of interest shall be required to absent himself/herself from the hearing of the case.

**The duties of the Chief Justice shall be:**

- to preside over all hearings of the Student-Faculty Court;
- to schedule special meetings when it may be necessary;
- to vote only in case of a tie in any hearing of the Student-Faculty Court; and
- to be chief spokesperson of the entire court at all times.

**The Student-Faculty Court Appeal Review Process:**

- the Student-Faculty Court shall determine its own rules of procedure at the first meeting held after the Court has been constituted for the academic year in question;
- in any appeal presented to the Student-Faculty Court, the aggrieved student shall be entitled to faculty representation only. All appeals to the Student-Faculty Court shall be submitted in accordance with the procedures contained in this Handbook;
- all Student-Faculty Court hearings shall be conducted in closed session, and confidentiality must be maintained at all times;
- the failure of the student filing the appeal to appear before the Court may result in the automatic dismissal of the appeal;
- all decisions of the Student-Faculty Court shall be determined by majority vote and shall be final, provided, however, that the aggrieved student may appeal any decision of the Student-Faculty Court directly to the President of the College within 10 days after he/she has been notified of the decision of the Student-Faculty Court, and the decision of the Student-Faculty Court may be reviewed by the President of the College;
- the decision of the President of the College in all matters is final;
- the Chief Justice of the Student-Faculty Court will inform the student and the Vice Provost of the decision of the Court by regular mail directed as follows: to the Vice Provost for Student Development,

c/o Iona College; and to the student, at the address contained in the College records. Notification shall be deemed to have been made upon mailing; and

- if the aggrieved student or the Vice Provost requests an official transcript of any or all hearings, the party who makes the request must bear the total cost of this service.

#### **Jurisdiction of the Student-Faculty Court:**

- the Student-Faculty Court shall hear appeals only in cases involving suspension (in excess of five class days) or dismissal from the College.

### **Disciplinary Sanctions**

When a student has been found guilty of violating the Code of Conduct, a sanction or a combination of sanctions may be imposed. Below is a description of the sanctions available to the hearing officers and/or the Student-Faculty Court.

#### **Dismissal:**

Permanent separation of the student from the College. Permanent notification may appear on the student's official transcript. The student will also be barred from College premises and may face criminal charges if any condition of the dismissal is violated. Any student who is dismissed from the College is required to leave campus within the time specified by the Vice Provost or the Student-Faculty Court (usually not more than 24 hours).

#### **Suspension:**

Suspension is defined as separation of the student from the College for a specified period of time. Permanent notification may appear on the student's official transcript. The student shall not participate in any College-sponsored activity and may be barred from the College premises. A student may face criminal charges if a related condition of the suspension is violated. Conditions for readmission will be established at the time of suspension. Any student who is suspended from the College is required to leave the campus within the time specified by the Vice Provost or the Student-Faculty Court (usually not more than 24 hours). A suspended student must meet with the Vice Provost and must gain written approval from him/her before returning to class or registering for the next semester or academic year.

**Interim Suspension:**

The student may be suspended for an interim period pending disciplinary proceedings and/or medical evaluation. Such interim suspension is to become effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to himself/herself or to others, or to the stability and continuance of normal College functions. Permanent notification may appear on the student's official transcript. A student may face criminal charges if a related condition of the suspension is violated. A suspended student must meet with the Vice Provost and must gain written approval from him/her before returning to class or registering for the next semester or academic year.

**Suspension or Dismissal from Residence Halls:**

The student is required to remove himself/herself and all of his/her belongings from the residence halls. This sanction may be either temporary or permanent, and will be specified by the Director of Residential Life at the time of adjudication. Any student who is suspended or dismissed from residence is required to leave the halls and remove his/her belongings within 24 hours unless otherwise specified by the hearing officer. When a decision is appealed, a student may leave his/her belongings until the conclusion of the appeal.

**Disciplinary Probation:**

The student shall not represent the College in any co-curricular or extracurricular activity or run for or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. Violation of any of the terms of disciplinary probation subjects a student to immediate suspension or dismissal.

**Group Suspension or Revocation:**

A campus organization can be denied some or all of its rights and/or privileges as contained in this Handbook. This sanction may be either temporary or permanent. All Greek and Social Fellowship organizations are subject to immediate suspension and or revocation of charter for violation of the College's policy on pledging/potential/new member education process.

**Disciplinary Reprimand:**

The student is warned that further misconduct may result in more severe disciplinary action.

**Restitution:**

The student is required to make payment to the College or to other persons, groups, or organizations for damages incurred as a result of a violation of the Code of Conduct.

**Other Sanctions:**

Other sanctions may be imposed instead of or in addition to those specified in the sections above. For example, a Disciplinary Hearing Fee not to exceed \$100 may be imposed in all cases where a student is determined to be in violation of the Code of Conduct. Students may also be subject to restrictions upon or denials of driving privileges for disciplinary violations involving the use or registration of motor vehicles.

## OTHER POLICIES

### Campus Safety and Security Policy on Reporting Crimes

If you become the victim of a crime while at Iona College, you are encouraged to report it immediately to the Department of Campus Safety and Security. Prompt reporting and specific information will increase the chances of solving your case. When you call Campus Safety and Security at ext. 2560 or ext. 2245, please give your name, the location you are calling from, and a brief description of what occurred. If the person who committed the crime is still in the area, please let the dispatcher know. A Campus Safety Officer will be sent, and the New Rochelle Police will also be notified. The police will meet with you and obtain all of the necessary information in the case. If evidence from the crime is still intact, please do not move or destroy it. This is especially important in sexual assault cases. It is important to remember that showering, changing clothes, or grooming can destroy vital evidence.

Many students worry about reporting crimes to the Department of Campus Safety and Security and/or the police because they do not want to testify in a trial. Victims are nonetheless encouraged to contact Campus Safety so they can be informed about other services available (counseling services, medical treatment, etc.) that might lessen the trauma of the incident. If the victim does not wish to pursue criminal charges, their wishes will be respected.

Students who are victims of crimes may pursue another avenue through the Iona College student adjudication system. While this is not a substitute for the criminal justice system, it affords the students the opportunity to have their side heard in a less formal environment. This can be done in conjunction with criminal charges. If a student is found to have violated the College Code of Conduct, he or she may be subject to disciplinary action, up to and including expulsion from Iona College. Students interested in this course of action may call the Office of the Vice Provost for Student Development at ext. 2360, or obtain further information in the Iona College Student Handbook, or through the Department of Campus Safety and Security.

For crime statistics please refer to the Campus Safety and Security Annual Crime Statistics booklet. The Advisory Committee on Campus Safety can be reached at (914) 633-2245 and they will provide upon request all campus crime statistics as reported to the United States Department of Education or you may view online at [www.ope.ed.gov/security/Search.asp](http://www.ope.ed.gov/security/Search.asp) the federal website.

### **Policy on Campus Safety and Sexual Assault Prevention Information**

Iona College informs students and employees about the Student Right to Know and Campus Security Act (CSA) of 1990 and related amendments which have been added to the education laws of New York State since 1990. These laws, with which the College intends to comply fully, were designed to create an advisory committee on campus safety, and prepare and disseminate an annual security report for the state and federal government and other interested parties. The report includes a description of policies related to campus safety and statistics concerning specific crimes reported to campus security authorities or local police agencies. These laws are also designed to establish a campus sexual assault program to prevent sex offenses, develop procedures to follow when a sex offense occurs, and distribute sexual assault prevention information to members of the community. It also includes other information for educating students and staff about campus safety. Counseling Services, Health Services, Residential Life, Campus Safety and Security, and/or Student Development are available to the victims of any type of crime.

Rape and sexual assault are violent crimes in which another individual subjects a person to involuntary sexual contact. Women in their late teens and early 20s are particularly vulnerable to being victimized in this way.

On college campuses, the most common form of sexual assault is “acquaintance rape,” in which the victim knows the assailant. Because the victim is familiar with the assailant, she (or he) may be more trusting and less vigilant in the company of this person. Among college students acquaintance rape often takes place in connection with alcohol and drug use. Female college students are also particularly vulnerable to being victimized by so called “date rape drugs,” which are more fully discussed below.

If you or someone you know is sexually victimized, it is extremely important that the incident be reported to Campus Safety and Security and to the local police department. It is equally important that the victim immediately go to the nearest hospital emergency room to be examined for health and physical injury concerns, so that physical evidence can be gathered. It is therefore important that the victim not shower or discard clothing worn during the assault. Note that none of these activities mean that the victim must press charges. However, these actions will strengthen the legal position of the victim, if and when charges are filed. In assisting the victim of a sexual assault, a sensitive, non-judgmental attitude is the most helpful.

The following safety tips are designed to assist in your personal safety:

- Do not go off with or accept rides from an individual that you have just met.
- Avoid isolated areas when you are alone or on a first date. Ideally, go out with another couple.
- Set clear limits with your partner and be sure that both of you are comfortable with these guidelines.
- If you feel that your safety is being compromised, attempt to attract attention. Do not be embarrassed to cause a scene.
- If you are drinking alcohol, drink responsibly. People may attempt to encourage you to drink more, and your judgment could become impaired.
- Never leave your drink unattended at a party or a bar. Always be safety conscious and familiarize yourself with the statutes of rape and sexual assaults.
- In accordance with New York State law, you must be 21-years-old or older to drink.

“Date rape” drugs are narcotics that are added to a beverage to induce confusion, loss of control, and sedative effects in a potential victim for the purpose of sexual assault. The victim normally will have minimal recollection of what occurred while under the influence of this drug. Therefore, the victim could be taken advantage of by the offender. It is recommended that you go out with a group of friends, stay together throughout the night, and leave together. The most common “date rape” drugs are Rohypnol (“Roofies”) and Gamma-hydroxybutyrate (GHB).

If you believe that you have been victimized by use of a “date rape” drug, follow the suggestions noted above. Also, do not discard the beverage and its container, as they will potentially provide important evidence.

A full discussion of “acquaintance rape” and “date rape” drugs may be found in this Student Handbook.

The cooperation and involvement of students and employees in a campus safety program are important. All members of the College community are asked to assume responsibility for their own personal safety and the security of their personal belongings, by taking simple, common sense precautions. Further information regarding personal safety, including fire, first aid, and the reporting of any and all unusual occurrences or irregularities, is available in the Offices of Campus Safety and Security, and Student Development in the LaPenta Student Union. Several important crime prevention techniques are:

1. Walk or study with friends.
2. Avoid being alone in buildings on the grounds.
3. Notify someone in authority when you will be working in any building after hours or on weekends.
4. Report any suspicious persons or activity to campus security or the administrator in charge of a facility or program.
5. Keep doors locked at all times.

The College affirms the dignity of all persons who are victims of crime and recognizes each person’s right to privacy and confidentiality. If a student or employee is the victim of a sexual crime, he/she should immediately notify the appropriate official in the Offices of Counseling Services, Health Services, Residential Life, Campus Safety and Security, and/or Student Development, who will then assist with making further notifications to

the appropriate law enforcement authorities if the sexual assault victim wants a notification made. If a student or employee is the victim of a sexual crime (rape, acquaintance rape, or other sexual offenses) it is imperative not to shower, discard any clothing worn during the assault or do anything else which could destroy evidence. The police department and district attorney will need physical evidence to assist with their investigation and prosecution. The College will make every attempt to assist a sexual assault victim by providing options such as changing the academic and living arrangements precipitated by the offense.

Failure to comply with the College's regulations and the laws of the state of New York and/or the laws of the federal government governing crime and sexual assault constitutes a violation of the Code of Conduct which is contained in this Student Handbook. Violations are punishable by sanctions which have been imposed pursuant to the judicial procedures of the College. These sanctions include dismissal from the College and students may also be accountable to the appropriate law enforcement authorities. The College will not protect any member of the College community who violates state or federal laws.

The definition of sex offenders under the State of New York Penal Code are as follows:

**Sexual Misconduct (Class A Misdemeanor, up to 1 year in prison) has occurred when:** (1) a male engages in sexual intercourse with a female without her consent; (2) a person engages in deviate sexual intercourse with another person without the latter's consent; or (3) a person engages in sexual conduct with an animal or a dead human body.

**Rape in the Third Degree (Class E Felony, not to exceed 4 years in prison) has occurred when:** (1) a person engages in sexual intercourse with another person to whom the actor is not married who is incapable of consent by reason of some factor other than being less than 17 years old; or (2) being 21 years old or more, he or she engages in sexual intercourse with another person to whom the actor is not married or is less than 17 years old.

**Rape in the Second Degree (Class D Felony, not to exceed 7 years in prison) has occurred when** a person being 18 years old or more engages in sexual intercourse with another person to whom the actor is not married and is less than 14 years old.

**Rape in the First Degree (Class B Violent Felony, not to exceed 25 years in prison)** has occurred when a male engages in sexual intercourse with a female: (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old.

**Consensual Sodomy (Class B Misdemeanor, up to 3 months in prison)** has occurred when a person engages in deviate sexual intercourse with another person.

**Sodomy in the Third Degree (Class E Felony, not to exceed 4 years in prison)** has occurred when: (1) a person engages in deviate sexual intercourse with a person who is incapable of consent by reason of some factor other than being less than 17 years old; or (2) being 21 years old or more, engages in deviate sexual intercourse with a person who is less than 17 years old.

**Sodomy in the Second Degree (Class D Felony, not to exceed 7 years in prison)** has occurred when a person, being 18 years old or more, engages in deviate sexual intercourse with another person who is less than 14 years old.

**Sodomy in the First Degree (Class B Violent Felony, not to exceed 25 years in prison)** has occurred when a person engages in deviate sexual intercourse with another person: (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old.

**Sexual Abuse in the Third Degree (Class B Misdemeanor, up to 3 months in prison)** has occurred when a person subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (1) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old; and (3) the defendant was less than five years older than such other person.

**Sexual Abuse in the Second Degree (Class A Misdemeanor, up to 1 year in prison)** has occurred when a person subjects another person to sexual contact and when such other person is: (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) is less than 14 years old.

**Sexual Abuse in the First Degree (Class D Violent Felony, not to exceed 7 years in prison)** has occurred when a person subjects another person to sexual contact: (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.

**Aggravated sexual abuse in the third degree (Class D Felony, not to exceed 7 years in prison)** has occurred when a person inserts a foreign object in the vagina, urethra, penis or rectum of another person: (1) By forcible compulsion; or (2) When the other person is incapable of consent by reason of being physically helpless; or (3) When the other person is less than eleven years old. Conduct performed for a valid medical purpose does not violate the provisions of this section.

**Aggravated sexual abuse in the second degree (Class C Felony, not to exceed 15 years in prison)** has occurred when a person inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person: (1) By forcible compulsion; or (2) When the other person is incapable of consent by reason of being physically helpless; or (3) When the other person is less than eleven years old. Conduct performed for a valid medical purpose does not violate the provisions of this section.

**Aggravated sexual abuse in the first degree (Class B Felony, not to exceed 25 years in prison)** has occurred when a person inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person: (1) By forcible compulsion; or (2) When the other person is incapable of consent by reason of being physically helpless; or (3) When the other person is less than eleven years old. Conduct performed for a valid medical purpose does not violate the provisions of this section.

In accordance with the Campus Sex Crimes Prevention Act, information concerning registered sex offenders in New Rochelle may be obtained from the Criminal Investigation Unit of the New Rochelle Police Department. The New Rochelle Police Department is located at 475 North Avenue, New Rochelle, New York. A representative from the records department will be able to assist you between the hours of 8:30 am and 4:30 pm Monday through Friday, excluding holidays. For more information please call (914) 654-2230.

The Offices of Counseling Services, Health Services, Residential Life, Campus Safety and Security, and Student Development distribute information and conduct discussions and workshops on personal safety and sexual assault for students and employees. These offices have also developed a network of community and mental health services for sexual assault victims. The purpose of this programming and referral system is to inform members of the College community regarding campus safety and security procedures and to assist the victims of sexual assault. All members of the College community are encouraged to read all relevant information and attend workshops whenever and wherever possible.

## Information on Bias-Related Incidents

Iona College seeks to provide every student a safe and secure learning environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights.

Iona College recognizes and values the similarities and differences among students and recognized student organizations at the College. Discrimination, sexual and bias-related harassment, and other violations of rights disrupt the educational process and will not be tolerated. As members of the College community, students can reasonably expect that the following rights will be respected by all College offices, programs, employees, and organizations.

Students have the right not to be discriminated against by any agent or organization of Iona College for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. Students who feel they have been discriminated against for any of the above reasons should immediately contact the Office of Student Development at (914) 633-2360 or visit the office located on the second floor of the LaPenta Student Union.

Definitions: Hate crimes and bias-related incidents involve behavior that is motivated by race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. Bias-related incidents include those actions that are motivated by bias, but do not meet the necessary elements required to prove a crime. Hate crimes are also motivated by bias, however accompany

crime, such as: threats of violence, property damage, personal injury and other illegal conduct.

Bias-related incidents are defined as behavior, which constitutes an expression of hostility, against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. Bias-related incidents include, but are not limited to: non-threatening name calling and using degrading language or slurs directed toward a person because of his or her membership (or perceived membership) in a protected class.

**A person commits a hate crime when he or she commits a specified criminal offense and either:**

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

**Hate crimes (Section 485.05 New York Penal Law)**

1. A person commits a hate crime when he or she commits a specified offense and either:
  - (a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
  - (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

### **Sentencing.**

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of this chapter, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
  - (a) the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
  - (b) the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
  - (c) the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
  - (d) the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
  - (e) the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.
4. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.

## Policy Summary on AIDS

Iona College has incorporated the American College Health Association's (ACHA) recommendations and guidelines in its policy statement on the College's response to AIDS. The ACHA states that these guidelines are based on the best currently available medical information and on statements by the United States Public Health Service and Centers for Disease Control. Iona College affirms the dignity of all persons in all matters, including those pertinent to public health issues. The College will respond to each case of HIV infection as required by its particular facts and will be guided by the best available medical knowledge.

The College recognizes each person's right to privacy and treats all medical information as strictly confidential in accordance with the procedures and requirements in effect at the College and with the public health reporting requirements that apply. The guidelines, which derive from the best currently available medical facts about HIV infection and AIDS, apply to all students with HIV infection. Current knowledge indicates that students with any form of HIV infection do not pose a health risk to others in an academic setting. The complete Policy Statement on AIDS can be obtained from the Office of Counseling Services or the Office of Health Services.

## Policy Summary on Student-Athletes

In addition the policies set forth by Iona College, please refer to your Student-Athlete Handbook for the policies and procedures of the Iona College Athletics Department.

## Policy Summary on the Privacy Act and Educational Rights

Annually, Iona College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate, misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy

Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Office of the Registrar. This office also maintains a directory of records which lists all education records maintained on students by the institution. Iona College designates the following student information as public or “Directory Information.” The College may disclose such information for any purpose, at its discretion, and may include:

- name;
- address;
- telephone number;
- e-mail address;
- dates of attendance;
- previous institution(s) attended;
- class;
- major;
- field of study;
- awards;
- honors (including Dean’s List);
- degree(s) conferred (including dates);
- past and present participation in officially recognized sports and activities;
- physical factors (height, weight of athletes); and
- date and place of birth.

Currently enrolled students may withhold disclosure of any information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the Registrar prior to September 30. Forms requesting the withholding of “Directory Information” are available in the Office of the Registrar. Iona College assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates the individual’s approval of disclosure.

Policy statements cover specific areas of student life and procedural guidelines published by various offices charged with the responsibility for certain functions. For help in clarifying these documents, students should

consult the Office of the Registrar. The complete Policy Statement on the Privacy Act and Educational Rights can be obtained from the Office of the Registrar.

## **Policies of the Hynes Athletics Center**

The Hynes Athletics Center is devoted to serving the recreational needs of the Iona College student body. Membership for Iona College students is free with the presentation of a valid Iona College student ID card.

### **General Rules:**

Each student who uses the Hynes Athletics Center is expected to comply with all rules and regulations set by the Recreation and Intramurals Department. These rules are in place to ensure that all facilities are used correctly for the safety and well-being of all Hynes Center members, guests and visitors.

### **Physical Condition:**

Each person who uses the Hynes Athletics Center is expected to be in a physical condition appropriate to the activities he/she participates in. Although the Hynes Athletics Center staff does not require any member to provide specific evidence of such fitness, we do assume that each person will assume responsibility for the activities they participate in and use their best judgment in regard to their own physical fitness level.

### **Student Identification:**

Each student that enters the Hynes Athletics Center is responsible for showing proper identification at the control desk. **NO PERSON SHALL BE ALLOWED TO USE THE HYNES ATHLETICS CENTER FACILITIES WITHOUT PROPER IDENTIFICATION.**

### **Guest Pass:**

All Hynes Athletics Center members are eligible to use guest passes. Iona College reserves the right to limit use of such guest passes based on the judgment of the Director of Recreation and Intramurals.

### **Rules for Guest Passes:**

1. Members are held responsible for their guests and to inform their guests of the rules and regulations of the Hynes Athletics Center.

2. Guest passes are limited to one guest per day.
3. Guest passes are \$5 a guest for one day.
4. A valid Iona ID is required when purchasing the guest pass.
5. Guest passes can be bought for an entire weekend for the price of \$7.
6. Guest passes are available at the Hynes Athletics Center Control Desk.

### **Hynes Center General Building Rules:**

Please observe specific rules and regulations for the various rooms within the Hynes Athletics Center. Please be aware of rule signage posted throughout the building.

- Personal belongings, gym bags, backpacks, etc., are not permitted in hallways, lobbies, or activity areas. Please utilize lockers on the lower level for storage of all items.
- No food or beverages are permitted in any activity areas and/or locker rooms.
- Report all injuries to the Control Desk immediately.
- When using the jogging track, run clock-wise on even numbered days of month. Run counterclockwise on odd numbered days of the month.
- Due to safety considerations, only scheduled recreational activities will be permitted.
- Smoking, tobacco and gum are prohibited.
- Appropriate shoes and attire are required as specified in activity areas.
- Bicycles, skateboards, scooters, roller blades and roller skates are prohibited.
- Animals are not allowed, except guide dogs accompanying individuals with visual or hearing disabilities.
- When a blood-related injury occurs, halt activity and notify Iona staff immediately to administer treatment and activate biohazardous clean-up procedures.
- Announcements, fliers, posters, etc. are limited to the signage kiosk on the exterior of the Mulcahy Gymnasium; otherwise, all signage must be approved by Iona staff. (See Recreation offices)
- Spirited competition is encouraged; however, abusive language, fighting, and/or inappropriate behavior will not be tolerated, and is grounds for suspension and membership termination from the Hynes Athletics Center.

## Policy Summary of the Robert V. LaPenta Student Union

*For complete policies regarding the student union please refer to the LaPenta Student Union Policies and Procedures Manual found on the Office of Student Development's web site.*

### **Animals:**

With the exception of guide or service dogs, or security dogs with handlers, no animals are permitted in the LaPenta Student Union. The Assistant Director of Student Activities (Student Union Operations) must approve exceptions to this policy, such as requests to allow animals into the LaPenta Student Union for educational purposes.

### **Attire:**

All occupants of the LaPenta Student Union are to be in proper attire at all times (i.e. - shirt, shoes, pants ). Any student or visitor found to be in violation of this policy will be immediately asked to leave the building.

### **Incendiary Devices:**

Incendiary Devices (i.e.– candles, lighters, matches) are strictly prohibited in the LaPenta Student Union with the exception of religious services. Any person found in violation of this policy shall be asked immediately to extinguish the device or face removal from the building.

### **Late Night Occupants:**

All occupants of the LaPenta Student Union between 1:00 am and 8:00 am other than on the Ground Floor, must notify Campus Safety & Security at 633-2560 of their location. Only students authorized by the Director of Student Development will be permitted in the following areas after 1:00 am: conference rooms, programming spaces, The Ionian, the ICANN, WICR, SLRC, Pipe Band Room, SGA Office, CGG Office, and the CML Office. Any person found in violation shall be immediately removed from the area and Security will be notified.

## Policy on a Drug-Free Community

Iona College recognizes its duty to uphold existing state and federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. This law, by which the College intends to comply fully, was designed to prevent the illegal use of drugs and the abuse of alcohol by students and staff. Iona is a drug-free school and workplace and the College will not protect any member of the community who violates the law. This represents the complete policy on a Drug-Free Community.

Accordingly, any person discovered on campus by College officials who illegally possesses marijuana, hallucinogens or any other drugs proscribed by state or federal laws, will be subject to sanctions up to and including dismissal from the College. In every case, the drugs found will be turned over to the appropriate governmental authorities, and the person reported to the appropriate governmental authorities. It is a violation of the Code of Conduct to fail to comply with the College's regulations and state and federal laws governing the possession, distribution and use of illegal drugs. This includes any paraphernalia used to assist in the possession, distribution or use of illegal drugs. Any student arrested by any governmental authority in connection with illegal possession or use of drugs will be subject to disciplinary action pursuant to the judicial procedures of the College as contained in this Handbook.

Should guests, or anyone purporting to be a guest of students or of anyone else in the College community, be actively engaged in the sale, barter, exchange or distribution of an illegal drug on campus, the College will take immediate action by notifying the appropriate governmental authorities. Since the College does not consider itself a "sanctuary" outside the law for its own students, faculty or staff, neither can it be a place of refuge for persons not part of the College community.

New York State penal law states that it is illegal for: persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume; individuals under the age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means; individuals to furnish alcohol to anyone under 21 years of age; individuals to sell, deliver or give away alcoholic beverages to any intoxicated person or any person under the

influence of alcohol regardless of the age of the person; and/or individuals to drive while impaired or intoxicated.

Federal law makes it a criminal offense to manufacture, distribute, dispense or possess with intent to manufacture, distribute or dispense, or simply possess a controlled substance. (See Title 21 US Code 801, et. seq. Controlled substances are defined by the schedules contained in 812 of Title 21 of the US code.) New York State penal law makes it a criminal offense to possess, possess with intent to sell or actually sell various drugs. The drugs to which this law applies include marijuana and those listed in the schedules contained in the New York State Public Health Law, 3306 thereof. (See Penal Law Articles 220 and 221.)

The possible sanctions for the violation of federal and state law depend upon the particular offense violated. The various offenses are premised on aggravating factors which include the type and quantity of drugs involved. Depending upon the particular aggravating circumstances involved, violations of said law could result in sanctions from a monetary fine to life imprisonment.

It is a violation of New York State Penal Law 240.40 for a person to appear in public under the influence of narcotics or a drug other than alcohol to the degree that he or she may endanger himself or herself or other persons or property, or annoy persons in the vicinity. A violation of this law could result in imprisonment up to 150 days.

**Violation:** ..... Driving While Intoxicated (DWI)  
Mandatory Fine: ..... \$500- \$1,000  
Maximum Jail Term: ..... 1 year  
Mandatory Action Against License: ..... Revoked at least six months.  
(one year if under 21)

**Violation:** ..... Second Violation in 10 years  
Mandatory Fine: ..... \$1,000 – \$5,000  
Maximum Jail Term: ..... 4 years  
Mandatory Action Against License: ..... Revoked at least one year.  
(one year or until age 21 if under 21)

**Violation:** ..... Driving While Ability Impaired (DWAI)  
Mandatory Fine:..... \$300 - \$500  
Maximum Jail Term: ..... 15 days  
Mandatory Action Against License: ..... Suspended 90 days.  
(6 months if under 21)

**Violation:** ..... Second Violation in 5 years  
Mandatory Fine:..... \$500 - \$750  
Maximum Jail Term: ..... 30 days  
Mandatory Action Against License: ..... Revoked at least six months.

**Violation:** ..... Third Violation in 10 years  
Mandatory Fine:..... \$500-\$1,500  
Maximum Jail Term: ..... 90 days  
Mandatory Action Against License: ..... Revoked at least six months  
if two occurred within five years.

It is a violation of New York State Penal Law 260.20 (d) (4) for a person to give or sell an alcoholic beverage to a person less than 21 years old. A violation of this law could result in imprisonment up to three months. Any person who operates, drives or is in control of a motor vehicle while intoxicated (DWI) or impaired (DWAI) is in violation of Section 1192 of the Vehicle and Traffic Law and if found guilty, is subject to fines, imprisonment and license suspension or revocation. The penalties for DWI and DWAI related to this section are listed in the preceding chart.

A drug is a chemical substance that has an effect upon the body or mind. Alcohol is defined as a drug. Drugs and alcohol are capable of impairing judgment and physical capacity and diminishing individual performance in activities of family living. Problems associated with inappropriate use of drugs and alcohol are complex in nature. One class of drugs is the sedative-hypnotic which relaxes the central nervous system. These include alcohol, barbiturates, tranquilizers (depressants), marijuana and hashish. Alcohol is chemically known as ethyl alcohol, C<sub>2</sub>H<sub>5</sub>OH, a colorless liquid, and medically is a depressant drug that slows the activity of the brain and spinal cord. Like any drug that affects the mind, alcohol has the potential to be abused.

Alcohol is ingested orally and the average 150 lb person can consume one drink in 1 1/2 hours with no or little accumulation of alcohol in the blood. One drink means the equivalent to 12 oz. of beer, 5 oz. of wine, or 1 1/2 oz. of hard liquor. The legal age for sale and consumption of alcohol is 21 in the state of New York.

Alcohol abuse results in harm or danger to the drinker and other people. The heavy costs of alcohol abuse include drinking and automobile crashes, homicides, arrests, accidents, and loss of productivity, plus the hidden cost of broken families, poor health and alcoholism. About one in 11 drinkers become alcoholics who have lost control over their drinking, resulting in personal, job and family problems. Continued heavy drinking can affect your health and can result in permanent damage. Malnutrition, cancer, heart disease, brain damage and ulcers can be a direct result of prolonged excessive drinking.

Barbiturates and tranquilizers (central nervous system depressants) can cause intoxication and produce such signs as tremors of the hands, lips and tongue, confusion, poor judgment and poor muscular coordination, drowsiness, slurred speech and constricted pupils.

Marijuana and hashish alter mood and perception and produce anxiety, euphoria, talkative behavior, floating feelings and hunger. They interfere with memory, intellectual performance and can impair concentration. Long-term, regular marijuana smoking causes irritation of the respiratory tract and can produce lung disease and possible damage to the heart and immune system.

Nicotine acts as a stimulant on the heart and nervous system. When tobacco smoke is inhaled, the immediate effects on the body are a faster heartbeat and elevated blood pressure. Young smokers may experience shortness of breath and a nagging cough. Some long-term effects of smoking cigarettes are emphysema, chronic bronchitis, coronary heart disease and lung cancer.

Caffeine, one of the oldest and most widely used stimulants, is found in coffee, tea, some soft drinks and some cold medications. Dependence on caffeine generally develops in habitual users, with headaches being the most common symptom of withdrawal.

Cocaine, whether it is smoked (crack), injected or snorted, is risky in all forms. Physical effects include dilated pupils, increased blood pressure, heart rate, breathing and body temperature, and restlessness and anxiety.

Amphetamines increase alertness and activity and are often referred to as speed, uppers, pep pills and diet pills. Mood swings, irritability, nervousness, and muscle pain are some of the effects of continued use. Eventually, hallucinations, paranoia, convulsions, brain damage, heart problems, and death can occur.

Hallucinogens (psychedelics) include PCP, LSD and mescaline. Hallucinogens temporarily distort reality, cause visual hallucinations, perceptual distortion and psychotic experiences and, sometimes, depression and flashbacks.

Dependency causes the deterioration of the moral, physical and intellectual fiber of an individual and abuse impairs the user's health, emotional wellbeing, family life, job performance and friendships. Iona is aware of the stresses associated with daily living, and strongly urges that the entire College community meet these stresses by participating in healthy behaviors. It is the goal of the College to assist in this endeavor by creating an environment that promotes and reinforces healthy and responsible living.

As a condition of employment and in compliance with the Drug-Free Workplace Act of 1988, Iona College employees will abide by the terms of this policy. The use of narcotics, controlled substances and the abuse of alcohol have been a significant problem to business, employees, students and society in general. These substances, when used in the work environment, threaten the safety, morale, productivity and the public image of both the employee and the College. Consequently, the College, in furtherance of the Federal Drug-Free Workplace Act, has established the following policy regarding controlled substances and alcohol.

1. The unauthorized use, possession, unlawful manufacturing, distribution, dispensation or being under the influence, of any controlled substance, narcotic and/or alcohol while on the College premises is strictly prohibited.
2. An employee will notify the College, in writing, of any criminal drug statute conviction for a violation occurring on campus no later than five days after a conviction.

3. In the event the College receives notification from an employee or otherwise of a conviction as described above, the College may take appropriate personnel action against an employee, including termination.

## Good Neighbor Policy

The following are some of the ways to be a good neighbor:

1. Views of being a good neighbor are often vague because people hold different beliefs and perceptions. Always try to do what is right and fair by treating others as you would expect to be treated yourself. Understand how your behavior may affect those around you.
2. All students are encouraged to join on-campus organizations, which perform community service by working with such groups as the Boys and Girls Clubs of America, local parishes such as Blessed Sacrament and Holy Family and local soup kitchens. Students who live off campus are also encouraged to join civic groups such as the Halcyon Park and Beechmont Homeowners' Associations because membership for these groups are not limited to homeowners. It is rewarding and mutually beneficial to participate in community-service learning and neighborhood activities, such as civic meetings and block parties.
3. Strictly comply with the Vehicle and Traffic Law of the state of New York while operating, driving, parking and/or controlling a motor vehicle whether on or off campus. This includes, but is not limited to: driving at safe speeds; refraining from passing stopped school buses with flashing lights; obeying traffic signs; avoiding parking in "no parking" zones, handicapped spaces, or neighbors' driveways; and parking correctly when the City or College is attempting to complete leaf or snow removal during the fall and winter months. Most importantly, know that many small children live in the residential neighborhoods near the College, and remember that pedestrians have the right of way.
4. We also encourage all students who are eligible to pick up their free on-campus parking permits to do so, since use of College parking areas will reduce traffic congestion on North Avenue and in the surrounding neighborhoods.
5. Protect the environment from noise, litter and other intrusions. This includes being appropriately quiet during evening and night hours, parking auto and home stereo systems at acceptable sound levels, and

not leaving litter or trash on campus, City streets or neighbors' or students' properties.

6. Use the main gate on North Avenue for entrance and exit. During evening and night hours, students who live in North Avenue residence halls or Rice Hall are encouraged to use the main gate instead of "short-cutting" through residential neighborhoods. Off-campus residents are asked to leave and return to their homes in a similar manner.
7. Properly maintain off-campus rooms, apartments or houses. This includes many of the recommendations stated above plus other important information, such as keeping rooms, apartments and houses litter-free and putting trash on the street curb for pick-up two times per week. Students who live off-campus can contact the city of New Rochelle Department of Public Works to find out about trash pickups and recycling.
8. All tenants and landlords are subject to the zoning and health and safety laws of the city of New Rochelle. In particular, these laws place restrictions on student housing. Please feel free to contact the College's Director of Off-Campus Housing, in Rice Hall, to find out more about the zoning laws and how they affect students as tenants.

Additionally, students are not allowed to sponsor large house parties that disturb the neighborhood and adversely affect the security of the College and community, the integrity of the educational and developmental process, or the good name of the College. Students are also not allowed to engage in other activities which constitute violations of the College Code of Conduct or the Campus Safety Policy Statements as set forth in this Handbook. These on or off campus activities include but are not limited to:

- engaging in conduct which constitutes a violation or crime pursuant to the criminal law of the state or federal governments;
- physical or sexual abuse or harassment, violence, fighting or jeopardizing the health and safety of others;
- defacing and damaging the property of others; and
- interference with campus security, other College officials or the police in the performance of their duties.

Please remember that it is important that all of us respect the rights of others and that we accept the responsibilities, as well as the benefits, of good citizenship.

## Policy on Parental Notification

It is the policy of Iona College and its respective offices that, in the event of a serious medical and/or mental health incident, and/or violation of the College's policy on the use of drugs and alcohol, the College reserves the right to notify the student's parent(s) and/or guardian(s). Should such an incident occur and the conditions are appropriate, the student will be encouraged to inform his/her parents with the support and assistance of Student Development administrators. If the student refuses or is unable to notify his/her parent(s) and/or guardian(s), a College official will take the responsibility of providing the appropriate notification. Only under extremely rare circumstances will exceptions be made to this policy. The Office of Student Development, in consultation with appropriate College officials, will determine the necessity of administering the call.

Parents will also be notified if a student violates the College's policy on drugs and alcohol.

## Policy Summary on Sexual Harrassment

### Division I. Sexual Harassment

#### Section 1. Rationale:

- a. Sexual harassment is illegal and will not be tolerated by Iona College. It subverts the mission of the College and threatens the careers, educational experience and well-being of students, faculty, administrators and staff. Sexual harassment or discrimination has no place within the College. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, administrators, staff and the academic community as a whole. When, through fear of reprisal, a student, staff member, administrator or faculty member is subject to, submits to, or is pressured to submit to unwanted sexual attention, the College's ability to carry out its mission is undermined.
- b. Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member's or supervisor's position. Through grades, wage increases, recommendations for graduate work, promotion, and the

like, a teacher or supervisor can have a decisive influence on a student's, staff member's, administrator's or faculty member's career at the College and beyond.

- c. While sexual harassment most often takes place in situations of power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of the same College status. The College will not tolerate behavior between or among members of the College community that creates an unacceptable working, educational or social environment.

### **Section 2. Prohibited Acts:**

No member of the College community shall engage in sexual harassment. Sexual harassment is unacceptable because it may interfere with a person's sense of dignity and well-being in the community. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical conduct or verbal comments, jokes, questions or suggestions, when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

### **Section 3. Examples of Sexual Harassment:**

Examples of the verbal or physical conduct prohibited by Section 2 above include, but are not limited to:

- a. physical assault or battery;
- b. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;

- c. direct propositions of a sexual nature;
- d. a pattern of conduct (not legitimately related to the subject matter of a course if one is involved) which causes discomfort or humiliation or both, that includes one or more of the following: i) comments of a sexual nature; or ii) sexually explicit statements, questions, jokes or anecdotes; or
- e. a pattern of conduct which causes discomfort or humiliation, or both, to a reasonable person at whom the conduct was directed and which includes one or more of the following: i) unnecessary touching, patting, hugging or brushing against a person's body; ii) remarks of a sexual nature about a person's clothing or body; iii) remarks about sexual activity or speculations about previous sexual experience; or iv) repeated and unwanted staring.

## **Division II. Implementation and Educational Programs**

### **Section 1. Education as a Key Element of the College Policy:**

Educational efforts are essential to the establishment of a campus milieu that is as free as possible of sexual harassment and in which high standards of conduct in consensual relationships are observed. There are at least four goals to be achieved through education:

- a. ensuring that all victims (and potential victims) are aware of their rights;
- b. notifying individuals of conduct that is proscribed;
- c. informing all members of the College community about the proper way to respond to complaints about violations of this policy; and
- d. helping educate all members of the College community about the problems this policy addresses.

### **Section 2. Preparation and Dissemination of Information:**

The College shall distribute copies of this policy to all current and future members of the College community. A copy of the sexual harassment policy will be included in student orientation materials. In addition, copies of that policy will be made continuously available at appropriate campus locations.

The Sexual Harassment Committee of the College is charged with arranging training sessions for persons who are likely to receive complaints that this policy has been violated, including, but not being limited to, such persons as resident advisers, academic advisers, college deans and administrative personnel. Academic deans are encouraged to provide training sessions for full-time and adjunct faculty.

## **Iona College Sexual Harassment Procedures**

### **Section I. Definitions:**

- a. **APPEAL:** Appeal means the request by the complainant or respondent to have a review of the determination of the hearing board.
- b. **APPEALS BOARD:** Appeals board means the representatives of Iona College who have been delegated authority to decide if the hearing board made a prejudicial error.
- c. **COLLEGE:** College means any reference to Iona College.
- d. **COMPLAINANT:** Complainant means any employee or student of Iona College who makes an allegation of sexual harassment.
- e. **COMPLAINT:** Complaint means any allegation by the complainant of sexual harassment which would be prohibited by the Iona College Sexual Harassment Policy, Title VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the 1980 implementing regulation, and any memorandum, directives, guidelines, or subsequent federal or New York State legislation regarding sexual harassment that may be issued or enacted.
- f. **CORRECTIVE ACTION:** Corrective action means any sanction imposed by the President of the College, or the President's designee.
- g. **DETERMINATION:** Determination means the written advisory decision of the hearing board regarding the validity of the complaint.
- h. **HEARING BOARD:** Hearing board means the representatives of Iona College who have been delegated authority to make an advisory determination as to the validity of a complaint at the formal hearing level.

- i. **OMBUDSPERSON:** Ombudsperson means the employee designated to coordinate Iona College's effort to comply with the Iona College Sexual Harassment Policy, Title VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the 1980 implementing regulation, and any memorandum, directives, guidelines or subsequent federal or New York state legislation regarding sexual harassment that may be issued or enacted.
- j. **PREJUDICIAL ERROR:** Prejudicial error means an error substantially affecting the outcome of a hearing.
- k. **PREPONDERANCE OF THE EVIDENCE:** Preponderance of the evidence means that the evidence must convince the trier of fact that the existence of the fact in question is more probable than not.
- l. **REPLY:** Reply means the answer of the complainant or respondent to the claims made in an appeal.
- m. **RESPONDENT:** Respondent means any employee or student of Iona College alleged to be responsible for committing an act of sexual harassment.
- n. **RESPONSE:** Response means the respondent's written answer to the allegations of sexual harassment in the complaint.
- o. **SEXUAL HARASSMENT COMMITTEE:** Sexual Harassment Committee is the Iona College Committee appointed by the President of the College, or the President's designee, to monitor the effectiveness of the Iona College Sexual Harassment Policy and Procedures and to carry out the educational responsibility of the College in implementing the policy. The Sexual Harassment Committee shall consist of eight members: four faculty members, two administrators, one staff member and one student. The Sexual Harassment Committee shall elect its own chairperson.
- p. **WORKING DAY:** Working day means every day excluding Saturday, Sunday and holidays recognized by Iona College.

## Section II. Filing of a Complaint:

- a. **ELIGIBILITY FOR FILING:** Any student or employee of the College may file a sexual harassment complaint under this procedure.
- b. **PRECOMPLAINT MEETINGS:** Normally a person considering whether to bring a sexual harassment charge will contact the ombudsperson to discuss the matter. However, it is possible that the potential complainant might first consult with some other appropriate person on campus (including, but not limited to, a faculty member, academic adviser, dean, administrative supervisor, campus minister, counselor or residence hall adviser).
- c. **REFERRAL TO OMBUDSPERSON:** It is the responsibility of the person consulted about a sexual harassment charge to refer the potential complainant to the ombudsperson.
- d. **INITIAL MEETING WITH THE OMBUDSPERSON:** At the first meeting between the complainant and the ombudsperson, the ombudsperson will:
  1. Inform the complainant of the options within the College and outside of the College for pursuing a sexual harassment charge; and
  2. give the complainant a copy of the Iona College Sexual Harassment Policy and Procedures.

A written record will be made for the ombudsperson's file.

- e. **INTERNAL OPTIONS AVAILABLE TO THE COMPLAINANT:** The complainant is not required to decide on a course of action at the initial meeting with the ombudsperson. However, the complainant must eventually decide to:
  1. Discontinue participating in the internal process;
  2. file an informal complaint with the ombudsperson and request an informal mediation; or
  3. file a formal complaint with the ombudsperson and request a formal hearing.
- f. **COMPLAINT FORMS:** Informal and formal complaint forms will be available from the ombudsperson. The complaint forms should

include the name and home or school address of the complainant and the respondent, the nature and date of the alleged act of sexual harassment, and the signature of the complainant. The complaint may also include the remedy sought by the complainant.

- g. **TIME LIMIT FOR FILING A COMPLAINT:** The complainant must file an informal or formal complaint with the ombudsperson within 180 actual days of the occurrence of the alleged act of sexual harassment by the accused. If the complainant initially files an informal complaint within the above time limit and the mediation of that complaint is unsuccessful, the complainant may then file a formal complaint. The subsequent filing of the formal complaint will be deemed to be timely (even if it is submitted to the ombudsperson after the 180 day time limit has expired) so long as the other requirements herein have been satisfied.

### **Section III. Processing of an Informal Complaint:**

- a. **NOTIFICATION OF THE RESPONDENT:** Within one week of the filing of an informal complaint with the ombudsperson, the ombudsperson will contact the respondent in order to:
  - 1. give the respondent a copy of the informal complaint that has been filed by the complainant; and
  - 2. give the respondent a copy of the Iona College Sexual Harassment Policy and Procedures.

A written record will be made for the ombudsperson's file.

- b. **INFORMAL RESPONSE TO AN INFORMAL COMPLAINT:** The respondent will have one week to file a written response to the informal complaint with the ombudsperson. The response should indicate the respondent's willingness or unwillingness to participate in an informal mediation process. A copy of the response will be given to the complainant by the ombudsperson.
- c. **WILLINGNESS OF RESPONDENT TO PARTICIPATE IN AN INFORMAL MEDIATION PROCESS:** If the ombudsperson receives a written response from the respondent indicating that the respondent will participate in the informal mediation process, the ombudsperson will have one week to convene the informal mediation.

- d. **INFORMAL MEDIATION PROCESS:** In many instances, an informal mediation process can be useful in resolving perceived and actual instances of sexual harassment or unprofessional conduct. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Consequently, the ombudsperson is encouraged to be flexible in arranging an informal mediation process that will best meet the needs of each individual case. In some instances, the ombudsperson may find it appropriate to meet with the complainant and respondent separately, together or in the presence of some other appropriate member of the College community. The informal mediation process may continue for as long as the ombudsperson, complainant and respondent are willing. No informal resolution may be imposed on either the complainant or the respondent without both parties consenting to the resolution.
- e. **RESOLUTION OF COMPLAINT AS A RESULT OF INFORMAL MEDIATION:** If the informal mediation results in a resolution agreed to by the complainant and the respondent, the ombudsperson will prepare a memorandum indicating the terms of the resolution and the need, if any, for follow up by the ombudsperson. The complainant and the respondent must meet with the Ombudsperson within one week of the close of the informal mediation process in order to sign the memorandum. The complainant and respondent will each receive a copy of the memorandum. The original will be retained in the ombudsperson's permanent file.
- f. **FAILURE TO ACHIEVE MUTUAL AGREEMENT TO A RESOLUTION OF A COMPLAINT AS A RESULT OF INFORMAL MEDIATION:** If the informal mediation fails to produce a resolution mutually agreed to by the complainant and the respondent, the ombudsperson will prepare a memorandum indicating that the informal mediation was not successful and send copies by certified mail (return receipt requested) to the complainant and the respondent. The complainant and the respondent must meet (either together or individually) with the ombudsperson within one week of receipt of the copies of that memorandum in order to sign the original memorandum confirming that mediation was not possible. The original memorandum with the signatures of the ombudsperson, complainant and respondent will be retained in the ombudsperson's permanent file.

- g. **UNWILLINGNESS OF RESPONDENT TO PARTICIPATE IN AN INFORMAL MEDIATION PROCESS:** If the ombudsperson does not receive an informal response from the respondent or receives an informal response indicating that the respondent is unwilling to participate in the informal mediation process, the ombudsperson will immediately send letters by certified mail (return receipt requested) to the complainant and the respondent informing them that there will be no informal mediation. The letter will also indicate that the complainant has one week upon receipt of the certified letter to:
1. inform the ombudsperson whether he or she intends to continue participating in the College process;
  2. file a written formal complaint with the ombudsperson and request a formal hearing (this will be allowed even if the 180 actual day time limit had expired before the unsuccessful mediation process was completed); or
  3. inform the ombudsperson whether he or she intends to reserve the right to file a written formal complaint. (This will only be allowed if a subsequent formal complaint is filed with the ombudsperson within 180 days of the alleged sexual harassment by the complainant.)

#### **Section IV. Processing of a Formal Complaint**

- a. **FILING OF A FORMAL COMPLAINT:** The formal complaint must be filed by the complainant with the ombudsperson. If the complainant had filed an informal complaint against the respondent which was not resolved, the complainant may file the same, or an amended, statement of allegations in the formal complaint.
- b. **NOTIFICATION OF THE RESPONDENT:** The ombudsperson, upon the timely receipt of a formal complaint and request for a formal hearing by the complainant, will send a copy of that complaint by certified mail (return receipt requested) to the respondent. If the complainant had not previously filed an informal complaint regarding this same allegation of sexual harassment against the respondent, the ombudsperson will send the respondent a copy of the Iona College Sexual Harassment Policy and Procedures. The ombudsperson will also be available to meet with the respondent to discuss the complaint and the College's policy and procedures.

- c. **RESPONSE TO FORMAL COMPLAINT:** The respondent will have one week upon receipt of the formal complaint to file a written response with the ombudsperson. The response should include a confirmation or denial of the allegations in the complaint; an indication of the extent to which the complaint has merit; and an acceptance or rejection of any remedy sought by the complainant. Upon receipt of the response, the ombudsperson will send a copy of the response to the complainant by certified mail (return receipt requested).
- d. **FAILURE TO RESPOND TO FORMAL COMPLAINT:** The failure of the respondent to respond to a formal complaint will not result in the termination of the formal hearing process.
- e. **SUSPENSION OF FORMAL HEARING PROCESS:** The College may suspend the formal hearing process if there is any pending civil and/or criminal litigation in a related matter involving the parties.
- f. **FORMATION AND CONSTITUTION OF A HEARING BOARD:** Upon receipt of a formal complaint and request for a formal hearing by a complainant, the ombudsperson will immediately contact the chairperson of the Sexual Harassment Committee to arrange for the calling together of a hearing board. The hearing board will be chosen by the chairperson of the Sexual Harassment Committee from among the members of the Sexual Harassment Committee and a rotating pool of 48 members of the College community. The ombudsperson will arrange for each member of the pool to participate in at least one annual training session in the law of sexual harassment and the Iona College Sexual Harassment Policy and Procedures.

The hearing board pool shall consist of 12 faculty members, 12 administrators, 12 staff members, and 12 students. The Provost shall make appointments to the pool based on nominations of faculty and students by the academic deans and of administrators and staff members by the administrative officers. In each instance, an attempt should be made to gender balance the appointments.

The hearing board for a specific case will consist of five members:

- one member of the Sexual Harassment Committee (who will serve as the chairperson of the hearing board);
- one member of the pool who is a peer of the complainant;
- one member of the pool who is a peer of the respondent; and
- two members of the pool who are neither peers of the complainant nor peers of the respondent.

The hearing board should not consist of more than three members of the same gender.

Students may only be selected to serve on hearing boards in which the complainant or the respondent is a student. The ombudsperson and the chairperson of the Sexual Harassment Committee may not serve on a hearing board.

The chairperson of the Sexual Harassment Committee will exclude from the hearing board any member of the pool who is not impartial with regard to the parties to a particular hearing or who has specific knowledge of the case in question.

- g. **SCHEDULING OF HEARING:** The ombudsperson shall set the date for the formal hearing to be held no more than three weeks after the ombudsperson's receipt of the complainant's formal complaint. It is the responsibility of the Ombudsperson to notify the complainant and respondent as to the time and place of the formal hearing.
- h. **WITNESS LISTS:** Two working days prior to the hearing, the complainant and the respondent will provide the ombudsperson with a list of the witnesses who will be called to testify at the hearing. The ombudsperson will immediately make each list available to the other party. Subsequent amendments to the witness lists will only be allowed at the discretion of the chairperson of the hearing board.
- i. **DOCUMENTS AVAILABLE TO HEARING BOARD:** Prior to commencement of the formal hearing, each member of the hearing board will be provided with a copy of the formal complaint, the formal response and the witness lists.

- j. **PERSONS PRESENT AT THE FORMAL HEARING:** The formal hearing will be closed to the public. The people who may be present at the hearing are: the complainant, the respondent, the members of the formal hearing board, the stenographer, and the witnesses called by the complainant and respondent. Each witness will be allowed to be present in the hearing room only while he or she is giving testimony. In addition, the complainant and the respondent may each have present at the hearing one other person (who may act as an adviser but who will not be allowed to actively participate in the hearing).

All persons who attend the hearing will be instructed by the chairperson of the hearing board as to the importance of confidentiality.

- k. **PROCEDURES GOVERNING THE CONDUCT OF THE FORMAL HEARING:** The specific details for the conduct of a particular formal hearing shall be made by the hearing board. However, the formal hearing must be conducted as expeditiously and fairly as possible. In addition, each hearing must comply with the following requirements:
1. **RECORD OF THE PROCEEDING:** A stenographic transcript will be made to provide a permanent record of the proceeding.
  2. **OPENING STATEMENTS:** The formal hearing will begin with an opening statement by the chairperson of the hearing board. The complainant and the respondent will then have the opportunity to make opening statements.
  3. **WITNESSES:** The complainant, respondent and hearing board will have the right to call such witnesses as they deem necessary to develop the facts pertinent to the case.
  4. **QUESTIONING OF WITNESSES:** Formal rules of evidence shall not be applied at the formal hearing. The complainant, respondent and the members of the hearing board will have the right to ask questions of any person participating in the hearing.
  5. **CLOSING STATEMENTS:** After all witnesses have been fully questioned, the complainant and then the respondent will have the opportunity to make closing statements.
  6. **BURDEN OF PROOF:** The complainant has the burden of proving his or her complaint by the preponderance of the evidence.

7. **ISSUES AND OBJECTIONS ARISING DURING THE FORMAL HEARING:** All decisions as to any issues and objections arising during the formal hearing, including, but not limited to, whether a potential witness may testify, whether certain documents and other real evidence are admissible, and whether certain questions are appropriate shall be made by the chairperson of the hearing board after consultation with the other members of the hearing board.
- l. **DETERMINATION BY HEARING BOARD:** The hearing board will begin its deliberations in private after the closing statements have been made. The determination that sexual harassment has occurred will be made if four of the five hearing board members so find. A written statement of the determination and a copy of the stenographic record of the hearing will be given to the President of the College, or the President's designee, within one week of the end of the formal hearing. Any member of the hearing board may write a supporting or dissenting position letter, which will accompany the majority determination.
- m. **FINAL DECISION AND CORRECTIVE ACTION:** The President of the College, or the President's designee, will have two weeks to review the stenographic record and the determination of the hearing board and to issue a final decision which will include any corrective action which will be taken by the College.
- n. **NOTIFICATION AND RECORD KEEPING:** The President of the College, or the President's designee, will send copies of the hearing board's determination and the President's final decision by certified mail (return receipt requested) to the complainant and the respondent. Additional copies will be given to the ombudsperson and the appropriate dean or administrator for the complainant and the respondent and will become part of the permanent files of the complainant, the respondent and the ombudsperson.

#### **Section V. Processing of an Appeal:**

- a. **RIGHT OF APPEAL:** If the complainant or respondent is dissatisfied with the determination of the hearing board, he or she may appeal that

determination to the appeals board. Such an appeal must be made in writing to the ombudsperson within one week of the receipt of the certified letter containing the determination of the hearing board and final decision of the President, or the President's designee. The appeal must briefly state the basis for the dissatisfaction. The appeal process may not be used to reconsider the facts but only to determine if there has been a prejudicial error in applying the Iona College Sexual Harassment Policy and Procedures at the formal hearing.

- b. NOTIFICATION TO PARTY NOT FILING AN APPEAL: Upon the timely receipt of the appeal request, the ombudsperson will send a copy of the appeal request to the other party. Upon receipt of that notification, that party will then have one week to file a written reply with the Ombudsperson.
  
- c. FORMATION AND CONSTITUTION OF APPEALS BOARD: The appeals board will consist of one member of the Sexual Harassment Committee (who will serve as the chairperson of the appeals board) and two members of the trained pool (described in IV (f) above) who will be selected by the chairperson of the Sexual Harassment Committee. The appeals board will consist of one peer of the complainant, one peer of the respondent, and one person who is neither a peer of the complainant nor a peer of the respondent. The appeals board should have no more than two members of the same sex. Members of the appeals board may not have served on the formal hearing board.
  
- d. PROCEDURES GOVERNING CONDUCT OF THE APPEALS PROCESS:
  - 1. INFORMATION SUPPLIED TO APPEALS BOARD: The ombudsperson will supply the appeals board with copies of the complaint, the response, the stenographic recording of the hearing, the determination of the board, the final decision of the President, the appeal and the reply.
  
  - 2. TIME AND MANNER OF THE APPEALS HEARING: The ombudsperson will arrange for the appeals board to conduct the appeals hearing within one week of the deadline for filing the reply. The complainant and the respondent will be given an opportunity

to present one half hour each of oral arguments to the appeals board in support of their appeal and reply. The appeals board will then consider the materials submitted by the ombudsperson.

- e. **DECISION OF THE APPEALS BOARD:** The decision of the appeals board will be submitted in writing to the President of the College, or the President's designee, and the ombudsperson within one week of the end of the appeals hearing. If the appeals board determines that there was no prejudicial error, it will affirm the hearing board's determination. However, if the appeals board determines that there had been a prejudicial error committed by the hearing board, the appeals board will remand the case to the ombudsperson for a new hearing. If the case is remanded, a new hearing board will be formed and scheduled to hear evidence, in accordance with the requirements contained in Section IV, within one week of the receipt of the decision of the appeals board by the ombudsperson.
- f. **NOTIFICATION OF THE DECISION OF THE APPEALS BOARD:** The President of the College will send a copy of the decision of the appeals board by certified mail (return receipt requested) to the complainant and the respondent. Copies of the decision will also be sent to all parties who received copies of the determination of the hearing board in order to be placed in the permanent files of the complainant, the respondent and the ombudsperson.
- g. **FINALITY OF DECISION OF APPEALS BOARD:** The decision of the appeals board will constitute the final determination as to whether the formal hearing was conducted with prejudicial error.

#### **Section VI. General Provisions:**

- a. **WAIVER OF TIME REQUIREMENTS:** The waiver of time requirements throughout this process may be made at the sole discretion of the ombudsperson in those instances where the ombudsperson has concluded that to follow the time requirements would be impossible or would result in unfairness. The ombudsperson may also waive the time requirements in those instances where the complainant and the respondent mutually consent to the waiver.

- b. **PROHIBITION OF RETALIATION:** No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or assisted others in the utilization of this sexual harassment complaint process.
- c. **AVAILABILITY OF OTHER PROCEDURES:** These Sexual Harassment Procedures are primarily designed to handle personal sexual harassment complaints initiated by individual members of the College against other members of the College. This procedure does not preclude the College itself from initiating actions under other appropriate procedures.

Iona is committed to maintaining a learning environment and a workplace free of sexual harassment and intimidation. Like harassment on the basis of color, race, religion, or national origin, sexual harassment is unacceptable behavior and unlawful and will not be tolerated.

## Residential Life Staff

### **Director of Residential Life:**

The Director of Residential Life is a professional staff member with a master's degree and substantial experience in residential life. The Director sets the vision and goals for the department and makes sure that the entire department is trained, challenged, motivated and supported to successfully manage the day-to-day operations of the central office and the residence halls. The Director serves as a liaison with other offices on campus and encourages the Residential Life staff to support both the students and the mission of Iona College.

### **Assistant Director of Residential Life:**

The Assistant Director of Residential Life assists the Director of Residential Life in the leadership of the Office of Residential Life. The Assistant Director of Residential Life is responsible for RA selection, payroll, and room changes.

### **Residence Hall Director (RHDs):**

A live-in Hall Director staffs each residence hall. The RHD supervises the Resident Assistants (RAs) and the daily operation of their areas. RHDs are available to assist with personal and educational concerns.

**Resident Assistants (RAs):**

RAs are upper-class student staff members who get to know residents on a one-to-one basis. RAs maintain an open-door atmosphere where residents can feel free to discuss concerns. RAs are great referral agents to campus resources and can help with many personal, social or academic problems. They work hard to facilitate a positive community environment where students can succeed academically and personally. RAs are trained to plan and lead social, educational, and recreational activities, to interpret and enforce rules and regulations and to perform various administrative tasks.

**Front Desk Staff:**

The front desks of Loftus, Rice, North, and South Halls operate 24 hours daily. Front desk workers sit at the front desks from 7:00 am - 11:00 pm and Iona College uniformed security are on duty from 11:00 pm - 7:00 am. The front desk staff is available to help with any questions students may have. For safety, the front desk staff is responsible for ensuring that all guests and residents follow the College guest policy. They reserve the right to ask for identification at any time. The Apartments at Eastchester's front doors are locked at all times.

**Hall Staff Responsibilities/Duties:**

The residence hall staff is responsible for hall coverage during evening hours to assist and to ensure safety and security. At least one RA in each area is on duty each night from 7:00 pm - 8:00 am, and makes periodic tours of the area to check on the condition of the building. When in need of assistance, check the "ON DUTY" schedule in the lobby of Loftus, Rice, North, and South Halls and contact the RA on duty. The RA on duty for the Apartments at Eastchester can be paged through security in the evening. In addition, at least one RHD is on duty after 5:00 pm every evening and is available for emergency situations, or as needed.

**Campus Ministry Student Ministers:**

In addition to the Residential Life staff, Campus Ministers live in Loftus, North, South, Rice Halls and Montgomery House and contribute to the quality of community life. Campus Ministers may be students or faculty members. They are available to provide opportunities for service involvement, prayer, and peace and justice activities.

## Residence Halls

Residential Life offers several distinct living environments, each with its own special features. Each facility is designed to meet the basic living needs of residents and provide opportunities for them to become a part of the Iona community. All residents are provided with a bed, mattress, dresser, desk, chair and closet space and/or a wardrobe.

### **Loftus Hall:**

This co-ed, 10-story residence hall accommodates 370 freshmen students. Its rooms are arranged in suites in which five students are housed in two rooms with a shared bathroom and foyer area. It is completely accessible to the physically-challenged student. Floors two through 10 have their own lounge with a small kitchen area equipped with a microwave, stove and sink. A game room, cable-TV lounge, study lounge, snack room, computer lab, exercise room, meditation room and laundry room are also available in Loftus Hall.

### **Rice Hall:**

The three floors of Rice Hall accommodate a total of 110 male and female students. There are 104 single and three double rooms with community bathroom/shower facilities. A game room, cable-TV lounge with VCR, lounge/study room with computer facilities, kitchen, exercise room, and laundry room are available.

### **North and South Halls:**

These residence halls house 176 residents each in apartment-style dwellings. Each room is equipped with a living room/kitchenette area. A game room, cable TV lounge with VCR, lounge/study room with computer facilities and laundry room are available.

### **The Apartments at Eastchester:**

This apartment complex located on the corner of North Avenue and Eastchester Road accommodates 116 students. The apartments vary in size and type, but most are either studios that house two residents to three residents, one-bedroom units that house three to four residents, or two-bedroom units that house four or five residents. Each apartment includes a kitchen with stove and refrigerator.

## Suggested Items to Bring

Because extra space in each room is somewhat limited, residents should bring only those items that are necessary when they first arrive. Some important items to bring include: power strip (with power surge protection), extra long twin sheets for 36" x 80" mattress, blankets, pillow, bedspread, mattress pad, towels, soap, laundry detergent, toilet paper (except Rice), hangers, laundry bag, alarm clock, non-halogen desk lamp (except Loftus residents), stacking bins, backpack, push pins, desk supplies, a waste basket and quarters for laundry.

Residents are encouraged to contact their roommate(s) to avoid having duplicate items in each room. Some items to discuss include: a TV, VCR/DVD players, refrigerator, stereo, area rug (must be approved fire-retardant/resistant) and telephone.

If interested in window dressings, the following are measurements for the windows. Blinds are included in all the rooms except for Rice Hall.

### *Loftus Hall*

Double/Triple Room	Width 10.5'
Window	Length ranges from 13.5' to 16.5' Has built-in mini-blinds and consists of two or three joined windows, each 32" wide x 61" high. Window coverings are not needed and are difficult to hang even for decorative purposes.

### *Rice Hall*

Single Room	10.5' x 8'
Window	1st and 2nd floors: 40" wide x 58" high 3rd floor: 43" wide x 32" high Mini blinds are in place.

### *North and South Halls*

Window coverings are not needed and are difficult to hang even for decorative purposes.

### *The Apartments at Eastchester*

Windows vary in size.  
Mini-blinds are in place.

## The Residence Hall Community

When students move into one of the residence halls they become part of a community. Iona refers to the residence hall environment as a community because residents who live there share a variety of experiences and grow together. The residence halls provide a place to study and sleep while at Iona College. However, the various study rooms and lounges, as well as the recreational and social programs, provide an ideal place to meet people, and make new friends. One can participate in numerous activities, develop new interests and learn to live responsibly in a diverse community environment by living in college housing.

In addition to the classroom experience at Iona, interactions in the residence halls allow students to learn a great deal about themselves and others. By becoming an active and contributing member of the community in which they live, residents will enhance their college experience tremendously. Many former residents have expressed that their residential life experience was one of the most significant aspects of their college careers.

Living with large groups of people in an environment conducive to learning, socializing and growing requires a great deal of cooperation and respect among all residents. Students have rights and responsibilities within the residential life community just as they would in any other. Each resident has a responsibility to act in a manner that does not interfere with the rights, comfort and safety of roommates, suitemates or any other residents. By exercising their rights with respect for others, and by taking their responsibilities seriously, residents can do their part to make campus living a positive experience for everyone.

## Safety and Security

Living in a residence hall is similar to living in any community. Although one of the most important goals of the Office of Residential Life is to provide a safe and secure environment, the bulk of the responsibility rests with each resident. Many problems regarding thefts and vandalism result from residents' carelessness. Prevention of these problems requires a high degree of awareness and common sense.

The Office of Campus Safety and Security operates 24 hours a day, seven days a week. Do not hesitate to contact them at any time. They can be reached Monday through Friday, 8:30 am - 4:30 pm at (914) 633-2245, and at all other times at (914) 633-2560.

While every effort is made to safeguard residents and the contents of their rooms, it is of utmost importance that students cooperate with the College's efforts to maintain a safe and secure environment. By taking the following precautions, students can greatly reduce their chances of becoming the victim of a crime.

1. Keep rooms locked whenever you leave, even if only for a few minutes. This is the single most effective thing you can do to avoid theft.
2. Keep doors locked when going to sleep.
3. Never leave a door propped open. If you see a door propped open, close it.
4. If you notice strangers or suspicious people in the residence hall, notify a Residential Life or Security staff member immediately.
5. If your room is easily accessible from ground level, lock your windows when you leave.
6. If you live in one of the apartment complexes, please keep your window that is linked to the fire escape locked.
7. Never leave valuables and large sums of money in your room.
8. Do not give your keys to anyone; report their loss or theft to a staff member immediately.
9. Keep a record of the valuables that you bring to campus. Mark them with a personal identification number. This will increase the chance of recovering them in the event of a theft.

### **Fire Safety:**

Many fires are caused as a result of pranks or carelessness. The cooperation of everyone is needed to avoid fire hazards. Residents and RAs are not responsible for putting out fires, but are largely responsible for their own safety. First consideration must always be the safeguarding of life. In any questionable circumstance, alert all people in the building and evacuate. In the event of suspicion of fire, notify the RA, RHD, or security immediately. It is better to report even the suspicion of a fire than to gamble that it may be a false alarm. Also, remember that you are not a trained firefighter - know and abide by your limitations.

New York State law requires that three fire drills be held in residence halls during the academic year. Every resident is required to follow instructions for evacuation of the building. Failure to evacuate during a fire alarm will result in disciplinary action and a fine of at least \$500.

The following are guidelines that should be followed to prevent fire damage and bodily harm.

1. Be familiar with the exits nearest your room.
2. Do not smoke in the residence halls.
3. Do not use faulty or prohibited electrical equipment.
4. Extinguish all cigarettes before entering the residence halls.
5. Do not burn candles or incense.
6. Do not prop open corridor, entrance, or fire emergency doors.
7. When you hear an alarm, evacuate the building immediately and alert other residents on your way out.
8. Never use an elevator during a fire or fire drill. They could stop working at any time.
9. If you use a fire extinguisher in an emergency, notify your RA so that it can be refilled.
10. Do not tamper with any fire equipment including smoke alarms and fire extinguishers.

## Rights and Responsibilities

Whether as a roommate, suitemate, or floormate, all residents are entitled to the same rights and share the same responsibilities.

### Your Rights as a Resident:

1. The right to study free from unreasonable interference in your room.
2. The right to sleep at a reasonable hour without undue disturbance from noise, guests, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests (according to our guest policy) with the expectation that guests are to respect the rights of all residents.

8. The right to be free from fear of intimidation and physical and/or emotional harm.
9. The right to have one's needs be as important as those of other people.

### **Your Responsibilities as a Resident:**

1. To express an understanding of your individual rights to fellow residents in a calm and diplomatic manner.
2. To treat fellow residents and residence hall staff with respect, consideration and consistent cooperation.
3. To make every effort to comply with all College and Residential Life policies and regulations.
4. To exercise an individual commitment to personal and community security.
5. To avoid damaging your room and all public areas within the halls and their furnishings.
6. To give every resident the personal dignity he or she deserves and report incidents of racial, ethnic, or other discrimination to hall staff.
7. To accept responsibility for your (and your guests') behavior at all times.
8. To respect the educational mission of the College and help to maintain an environment conducive to academic achievement.
9. To come forth with information pertaining to damage or a judicial case.

### **Living with Roommates:**

For many students, living with a roommate or suitemates will be a new experience. Having a roommate can be one of the most rewarding aspects of living in a residence hall. Although it is not necessary for roommates to be best friends in order to have a positive relationship, oftentimes roommates ultimately do become close friends. It is also not necessary for roommates to be exactly alike in order to get along and have a good, considerate and cooperative relationship.

While roommates do not have to share every aspect of their daily lives, they do have to live together, and will share, to some degree, in each other's college lives. Honesty, consideration, mutual respect, communication, compromise and understanding are key elements in learning to live with a roommate. The best way for roommates to get to know each other and avoid conflicts is to listen to each other. By speaking with each other openly and learning of each other's likes and dislikes, sensitivities, attitudes, etc., roommates will gradually become acquainted and work out living arrangements to best suit everyone involved.

Be sure to discuss things like pet peeves, personal habits and anything else important to you. If you experience initial difficulty in adjusting to a new roommate, remember that you are not alone. If you continue to communicate and respect each other, most problems will be prevented or easily solved. Your RA can also help resolve roommate concerns.

A roommate can be a companion, tutor, advisor, borrower and lender of clothes, toothpaste and shampoo - but most of all, a roommate can be there to lend an ear, to be a friend, and to share the good times (and the not so good times) of one's college years. The staff hopes the relationships you build will be a source of friendship and support long after you leave Iona.

### **Some Helpful Roommate Reminders:**

1. Try to appreciate and understand others' lifestyles that may be different from your own.
2. Talk about your feelings. A roommate cannot read your mind.
3. Do not leave nasty notes; talking is much more effective.
4. Be sure to replace anything that you borrow (or break).
5. Try to keep your living space clean and pleasant.
6. Do not pretend everything is fine if it is not; and do not wait until things get really bad, or you may overreact to a minor situation.
7. Be sure to stick to agreements and do your share.
8. If you expect your roommate to respect your rights, you must do the same.

## **Services for Residents**

### **Activities:**

In an effort to provide residents with opportunities to meet other people, learn something new and be exposed to new ideas, your RA will plan and run several social, educational and recreational events throughout the year. If you have an idea, share it with your RA. Additionally, there are numerous activities planned by the Office of Student Development and student clubs/organizations throughout the year.

The Inter Residence Council (IRC) plans various activities, such as movie nights, comedy nights, and trips to sporting events and Broadway plays. IRC also represents the interests of residents on policy issues affecting the residence halls. IRC meetings are held weekly. Please see your RA for more information about the meeting time and location.

**Air Conditioning:**

All student rooms in Loftus and North/South Halls are equipped with air conditioning. You may use the A/C by adjusting the fan controls located in the A/C unit. Please conserve energy by closing doors and windows when using the air conditioner, and remember to turn it off when you leave. Air conditioning is available at the discretion of Facilities Management when deemed necessary.

**Bulletin Boards:**

Important notices are posted on bulletin boards in all of the residence halls. They contain important information such as vacation closing procedures, meeting times, etc. All notices posted must be approved by an RHD, and may not be posted on walls, doors, glass or windows. Notices of parties or events where alcohol will be present are not permitted.

**Cable Television:**

Loftus, North, South, and Rice Halls' student rooms are equipped for basic cable television. Students are responsible for providing their own cable-ready televisions (or converter box) and coaxial cable necessary for cable connection, which may be purchased at the campus bookstore or any electronics store. Please report any cable television problems to the Office of Residential Life, at ext. 2336. The Apartments at Eastchester need to contact Cablevision to initiate service at (914) 777-9033.

**Cable Television Channel Line-Up (Subject to Change)**

- 2 - WCBS (CBS)
- 3 - ICTV (Iona College Television)
- 4 - WNBC (NBC)
- 5 - WNYW (FOX)
- 7 - WABC (ABC)
- 9 - WWOR (My9)
- 11 - WPIX (CW)
- 13 - WNET (PBS)
- 14 - CNN
- 15 - CNN Headline News
- 16 - TNT
- 17 - USA Network
- 18 - The Weather Channel

- 22 - TBS
- 23 - Discovery Channel
- 24 - ABC Family
- 25 - MSG Network
- 26 - Animal Planet
- 27 - E! Entertainment
- 28 - Court TV
- 29 - SCI-FI Channel
- 30 - ESPN
- 32 - ESPN2
- 33 - The History Channel
- 34 - BET
- 35 - Lifetime
- 36 - MTV
- 37 - MTV 2
- 38 - VH-1
- 39 - Nickelodeon/ Nick at Nite
- 40 - C-SPAN
- 41 - CNBC
- 42 - HBO
- 43 - HBO II
- 44 - HBO III
- 45 - HBO IV
- 46 - ESPN News
- 48 - Bravo
- 50 - FX

**Computer Facilities and Network Connections:**

Loftus, Rice, North, and South Halls are equipped with computer facilities available to residents. All labs are connected to the campus mainframe. For the location and hours of computer labs on campus, call the Computing Center at ext. 2635. Resident rooms in all the residence halls including the Apartments at Eastchester are connected to the mainframe through the wireless network for a small annual fee.

**Elevators:**

Elevators are a convenience for Loftus, North, and South Hall residents. Please use them properly so they will remain in working condition. Report any problems or malfunctions to the front desk immediately. Tampering with elevators may result in dismissal from the residence halls.

**Insurance:**

All full-time undergraduate students are covered by 24-hour accident insurance. As the College is not responsible for any theft, loss or damage to a student's property, residents are strongly advised to obtain coverage through a personal or parent insurance policy. Residents may also purchase basic health insurance coverage through the Office of Student Financial Services in McSpedon Hall.

**Kitchenettes:**

Each floor of Loftus Hall is equipped with a stove and microwave oven. Rice Hall is equipped with a kitchenette on the ground floor and a microwave on each floor. Each apartment in North Hall, South Hall, and the Apartments at Eastchester has a kitchen. North Hall and South Hall kitchens are equipped with a microwave. The Apartments at Eastchester kitchens are not equipped with a microwave, therefore students residing only in Eastchester are permitted to bring a microwave. These are the only areas where cooking may occur. The College does not provide utensils, pots or pans. Residents must maintain the cleanliness of cooking areas and equipment.

**Laundry Facilities:**

Washers and dryers are located in Loftus, Rice, North, and South Halls. Each load of laundry costs \$1.50. If a washer or dryer is not working properly, please notify the RHD. There are laundry facilities on the premises of the Apartments at Eastchester. These facilities are maintained by the building owners.

**Lounges/Study Areas:**

Lounges are located in Loftus, Rice, North, and South Halls for studying, relaxing, floor or building meetings and programs.

**Mail:**

Residents are each assigned a mailbox in their hall. Mail will be delivered Monday through Friday in the late afternoon. If a package arrives for a resident, a package slip will be put in his/her box with instructions for pick-up. ID must be shown to pick up a package. Mail should be addressed as follows:

**Loftus Residents:**

Name

Loftus Hall

Room # \_\_\_\_\_

Iona College

715 North Avenue

New Rochelle, NY 10801-1890

**Rice Residents:**

Name

Rice Hall

Room # \_\_\_\_\_

Iona College

715 North Avenue

New Rochelle, NY 10801-1890

**North/South Hall Residents:**

Name

North/South Hall

Room # \_\_\_\_\_

Iona College

715 North Avenue

New Rochelle, NY 10801-1890

**The Apartments at Eastchester Residents:**

Name

766 North Avenue; 8, 10, or 20 Eastchester Road

Apartment # \_\_\_\_\_

New Rochelle, NY 10801-1890

**Maintenance/Repairs:**

The College provides custodial service for all lounges, corridors, stairwells, common rooms and common lavatories in Loftus, Rice, North, and South Halls. However, all areas should be kept in a neat and orderly condition at all times. Loftus, North, and South Halls and apartment residents are responsible for maintaining the cleanliness of their bathroom/shower facilities, as well as the kitchen facilities on each floor. Any needed repairs should be reported to the RA. Residents are responsible for any damages or unreasonably messy rooms/areas, and will be billed accordingly.

**Parking:**

Freshmen and sophomore residents are not permitted to have motor vehicles on the Iona campus during their first two years of enrollment. Requests for waivers to this policy will be granted only under special circumstances. The Director of Campus Safety and Security, in conjunction with the Director of Residential Life, will make the final determination for a policy waiver. Juniors and seniors who do reside on campus are permitted to have vehicles on campus, but must apply for a parking decal for the academic year from the Office of Campus Safety and Security. Please park only in areas designated for student parking, or the car will be ticketed or towed. Do not leave valuables in cars.

**Facilities for Students with Disabilities:**

Barrier-free rooms are available for students with mobility impairments, and are also equipped with visual fire alarms for the hearing impaired. Students who require special accommodations should make their needs known to the Director of Residential Life as early as possible.

**Refrigerators:**

Loftus and Rice residents may bring their own refrigerators in accordance with these guidelines:

1. It may not be larger than 3.0 cubic feet, or 5.0 if shared with a roommate.
2. It must be UL approved and meet existing electrical codes.
3. It must be placed in a location that provides adequate ventilation.
4. It must be plugged directly into an outlet (no extension cords or multi-plugs).

A full-sized refrigerator is provided in North and South Halls and the Apartments at Eastchester.

**Repair Services:**

In order to complete repairs, the Facilities Management staff will enter rooms during 10:00 am - 4:00 pm on workdays. During emergencies they may enter at other times. While it is not possible for Facilities to notify residents prior to their visit, they will always knock and identify themselves before entering a room.

**Storage:**

Storage space in the residence halls is not available and student belongings may not be left in any residence hall during the summer. The College is not responsible for loss or damage of any items left by a resident. Any items not removed within two days after a resident moves out are subject to disposal, as well as a fine.

**Vending Machines:**

Vending machines are located in Loftus, Rice, North, and South Halls. Vandalism to the machines will result in their removal, and residents will assume responsibility for damages.

**Telephone Services:**

Iona College operates its own telephone service for residents in Loftus, Rice, North, and South Halls. It is a private system separate from Verizon, AT&T or any other telephone provider. Every Rice, Loftus and North/South Hall resident's room is provided with a phone jack that enables students to make calls to any campus phone (offices and student rooms by dialing 4 digits only) at no charge, and receive incoming calls from anywhere on or off campus (except third party/collect calls). Caller ID, Call Waiting and voicemail are available on all phones in the residence halls. Resident students are charged \$50 per semester for use of the Iona College Phone system. Students are encouraged to use the College phone system for all of their on and off-campus calling needs.

In order to make calls to any off-campus location, please apply for a Personal Security Code (PSC). Students residing in the Apartments at Eastchester must coordinate and purchase their telephone hookup, as well as local and long distance services by calling either Verizon at (914) 890-2550 or Cablevision at (914) 777-9033.

**PERSONAL SECURITY CODE (PSC):**

1. Upon signing a PSC application form either at check-in or at Telephone Services, located on the main floor of McSpedon Hall, students will receive a PSC.
2. The PSC provides access to off-campus dialing. All billing and account information is generated from the PSC and NOT from the extension from which the caller is dialing. This provides callers with the ability to use any campus phone and automatically assigns the charges to their PSC and bill.

3. Students should not share their PSC with anyone including their roommate(s). Students are responsible for all calls made with their code.
4. Students who lose or misplace their PSC, or believe its security has been compromised, should notify Telephone Services in person immediately. The old PSC will be deactivated and a new PSC will be issued. Students are responsible for all unauthorized calls made prior to reporting the loss of the PSC.

### **The Telephone Bill:**

1. Telephone Services sends monthly bills through regular campus mail. If students change rooms or residence halls, they should go to Telephone Services and fill out a change of address form. Failure to do so may result in interrupted service.
2. Each month's bill is due on the 21st of the month. If payment is not received by the due date, off-campus calling capabilities will be turned off. If this occurs, students must pay their balance in full and a reactivation fee to restore service. Payments for deactivated accounts must be made in full and in person at the Business Office located on the second floor of McSpedon Hall. The PSC will be reactivated the next business day.
3. Check or money order payments (payable to Iona College) may be sent via campus mail to the Business Office from the residence hall front desk. Students may use the pre-printed envelope included with the bill. Cash payments must be made in person at the Business Office.
4. If a student bounces a check due to insufficient funds, his/her PSC will be deactivated until the check is cleared. A \$15 returned check fee will be charged.
5. All billing inquiries must be made to Telephone Services by the due date of the bill in question.
6. If a student does not pay his/her past due bill, it will be transferred to their regular student account in the Business Office. Once this happens, he/she will be required to settle their entire account with the Business Office in order to restore the PSC.
7. If students wish to deactivate their PSC, they must notify Telephone Services in person. They will still be able to make campus calls and receive incoming calls from anywhere on or off campus.

### **PSC and Related Costs:**

Personal Security Code .....	No Charge
Long Distance Calls .....	Billed at discounted rates
Incoming Collect and 3rd Party Calls* .....	\$5 surcharge per call
Directory Assistance .....	\$.85 local, \$.95 all others
Returned Check Fee .....	\$15 per check

\*Students should not accept collect calls. If an incoming collect call is accepted, a \$5 surcharge per call will apply, plus the cost of the call. It is very time-consuming and costly for the College to administer charge-backs for collect calls.

### **Setting Up the Telephone:**

The telephone numbers for all residents living in Loftus and Rice Halls begin as follows: (914) 654-####. The telephone numbers for all residents living in North and South Halls begin as follows: (914)712-####. The four-digit telephone extension is printed on the phone jack(s) in each room. Students may share a phone and phone number with a roommate; however, they will have different (and private) PSCs. If students change rooms during the year, their new phone number will be the one assigned to their new room. The PSC will remain the same for the year. Students must notify Telephone Services in McSpedon Hall if they change rooms.

Residents are responsible for providing their own touch-tone telephone. The College does not provide, sell or repair any telephone equipment. Students with roommates may wish to discuss this with them prior to purchasing a phone. Please do not purchase VTech telephone equipment – it does not work well with the Iona College telephone system.

### **Loftus Hall and North/South Halls:**

Each room has a phone outlet unit consisting of four slots or jacks. Two of the jacks read “DATA” and two read “VOICE” (and are marked A, B, C, D, or E). Usually the bottom two are for the “VOICE” or telephone connection. Plug the phone into the voice jack that corresponds to the room assignment (i.e., if the room number is 43C, plug into the jack marked “C”). Residents assigned to D or E rooms share one phone jack.

**Rice Hall:**

Each room has a phone outlet consisting of two slots or jacks. One jack is orange and one is clear. Plug the phone into the clear jack.

Students having trouble making or receiving calls must determine whether the problem is in their line or their telephone instrument. Please check this by:

1. Borrowing another telephone and plugging it into the jack. If a dial tone is heard, the problem is in the telephone instrument. In this case, it is the student's responsibility to have the phone repaired or replaced.
2. Plugging the telephone into another jack in another room. If students get a dial tone, the problem is in the line. In this case, contact Telephone Services at extension 2100 during business hours. A telephone technician will repair the problem within two business days. Technicians will enter the room (even if residents are not home) unless instructed otherwise when called about the problem.

**Dialing Instructions:**

When calling from resident rooms in Loftus or Rice Halls or any campus phone, follow the steps below:

- On-campus: Dial the listed four-digit extension.
- On-campus Operator: Dial 2000.
- Off-campus local calls (within 914 area code): Dial 9 + 7 digits. Hear interrupted tone. Dial PSC.
- Long distance calls (outside 914 area code): Dial 9 + 1 + area code + 7 digits. Hear interrupted tone. Dial PSC.
- Local information: Dial 9 + 555-1212 (or 411). Hear interrupted tone. Dial PSC. (\$.85 per call)
- Long distance information: Dial 9 + 1 + area code + 555-1212. Hear interrupted tone. Dial PSC. (\$.95 per call)
- International calls: Dial 9 + 011 + Country Code + City Code + number. Hear interrupted tone. Dial PSC.
- 1(800) calls: Dial 9 + 1 + 800 + 7 digits. Hear interrupted tone. Dial PSC.
- Collect calls: Dial 9 + 8 + 1 + 0 + area code + 7 digits. Hear interrupted tone. Dial PSC.

### **Special Calling Features:**

Iona College's phone system is equipped with the following special calling features:

#### **Three-way Calling:**

Also referred to as "conference calling," this feature allows students to connect with two other callers simultaneously either on or off campus.

Step 1: Dial the first party's telephone number.

Step 2: With the first party on the line, press the hook switch briefly. This places the first call on hold.

Step 3: Dial the second party's telephone number.

Step 4: With the second party on the line, press the hook switch briefly again and all parties will be connected.

#### **Call Forwarding:**

This feature allows students to forward all of their calls to another on-campus extension.

Step 1: Listen for dial tone and dial \* 2.

Step 2: Hear the interrupted tone. Dial the extension where calls should be forwarded. Any incoming calls will automatically be routed to that extension.

#### **To Cancel Call Forwarding:**

Step 1: Listen for dial tone and dial # 2. Calls will now ring at your telephone.

#### **Call Waiting:**

A short tone lets you know someone else is calling while you are on the phone. You can put the first call "on hold" to talk to the second caller. Press and release the hook switch to answer the incoming call. To get the first call back, press and release the hook switch again. You can switch back and forth between the two calls as often as you like just by pressing the hook switch. To end the first call, hang up and wait for your phone to ring. When you answer it, the second caller will be on your line.

**Call Transferring:**

This feature allows students to transfer the caller to another extension.

Step 1: While the first party is on the line, press the hook switch briefly, and listen for the interrupted tone.

Step 2: Dial the desired extension, then hang up. The call is now transferred.

**Caller ID:**

Caller ID is available on all phone lines at the College. Students must purchase a digital telephone if they wish to take advantage of the Caller ID feature.

**Voice Mail:**

All residence hall extensions have voice mailboxes associated with them.

If you are sharing an extension with a roommate, you may request a “split” mailbox from Telephone Services (ext. 2100) so that each person has a private location to store messages.

**Activating Your Voice Mailbox:****A. Pick Up - Busy**

You are on the phone and you want voice mail to answer your calls:

1. Lift Handset
2. Dial \*3 4222

Voice mail will answer any additional calls you receive when you are on the phone.

To cancel:

1. Lift Handset
2. Dial #3

**B. Pick Up - No Answer**

You are stepping away from your desk for a short time:

1. Left Handset
2. Dial \*4 4222

Voice mail will answer your phone after approximately 4 rings.

To cancel:

1. Lift Handset
2. Dial #4

*Both A & B above only need to be done ONCE as long as you do not want to change.*

### **C. All Call to Voice Mail**

You are leaving for the day and you want voice mail to pick up all calls:

1. Lift Handset
2. Dial \*2 4222

Now you will not hear any ring when you receive a call - it will go directly to voice mail.

To cancel:

1. Lift Handset
2. Dial #2

This will cancel voice mail from answering all calls, but does not cancel A & B above.

## **How Do I Hear My Messages?**

### **A. From Your Phone in Your Residence Hall**

1. Lift Handset
2. Dial 4222
3. Follow the instructions of the Voice Mail operator

### **B. Away From Campus (Pay phone, any off-campus phone, home, etc.)**

1. Call (914) 633-2222
2. Hear "Iona College Voice Mail"
3. Dial 9
4. Dial your Iona College four digit extension
5. Follow the instructions of the Voice Mail operator.

## Residential Life Policies and Procedures

An important part of living in a residence hall involves following procedures and policies that help foster a clean, safe, comfortable and respectful community. All residents are required to know and abide by the rules and regulations set forth in the Residence Hall Agreement and all College publications.

Living in the residence halls is a privilege, not a right. Failure to comply with any procedures and policies may result in dismissal from Residential Life and/or from Iona College. Actions committed on or off College property may also be subject to disciplinary action, provided that the offense is related to the safety of the College community or any individual, the integrity of the educational process, or the good name of Iona College.

### RESIDENTIAL LIFE PROCEDURES:

#### 1. Housing Deposit:

The \$250 non-refundable housing deposit serves as both a room reservation fee and a security damage deposit. All residents, even those who are covered fully by financial aid and/or scholarship are required to pay the \$250 deposit. Any damages to the room and common areas will be deducted at the end of the year, and the remaining balance will be credited to the student account in the Student Financial Services Office. The entire deposit will be forfeited if residents withdraw or are dismissed from on-campus housing before the full academic year is completed. Exceptions are granted for December graduation, study abroad or serious illness.

#### 2. Room and Board Payment:

Room and board bills are issued in July for the Fall semester and in November for the Spring semester. In both cases, full payment is due prior to the start of either semester. The exact due date will be indicated on the bill. Residents will not be permitted to occupy a room in the halls unless the Student Financial Services Office grants clearance. Any person who does not maintain good financial standing with Student Financial Services will be asked to leave the halls.

### **3. Room Assignment:**

Only full-time (minimum of 12 credits) day undergraduate students enrolled at Iona College may occupy a room in a residence hall. Other students may be eligible if space is available and at the discretion of the Director of Residential Life or his designee. Due to the number of students applying for housing, the Office of Residential Life cannot guarantee housing and room preferences.

### **4. Consolidation/Re-Assignment:**

If a resident in a double or triple room does not have a roommate, the Office of Residential Life reserves the right to re-assign that resident to a new room, or to assign another roommate to that room. If this occurs, the Office will try to provide as much advance notice as possible. The Director of Residential Life or designee may re-assign residents as needed.

### **5. Residence Hall Agreement:**

The Residence Hall Agreement is for a full academic year. Each student who lives in a residence hall must sign a Residence Hall Agreement. This Agreement is in effect for the entire academic year, and may not be terminated unless one of the conditions below is met. A copy of the signed Agreement is available in the Office of Residential Life.

### **6. Termination of the Residence Hall Agreement:**

In order to withdraw prior to the end of the academic year, residents must complete a Residential Life withdrawal form in the Office of Residential Life. Room and board fees will be adjusted only if withdrawal is approved for one of the following reasons: December graduation, study abroad or serious illness. Early termination of the Residence Hall Agreement will result in forfeiture of the \$250 security deposit, as well as incurring the normal room and board charges for the length of the signed housing contract. NO PORTION OF ROOM AND BOARD FEES WILL BE REFUNDED WHEN STUDENTS ARE DISMISSED FROM RESIDENTIAL LIFE. (Students leaving the resident halls must fill out a "Residential Life Withdrawal Form.")

### **7. Check-In:**

At the beginning of the Fall semester, residents are required to formally check-in at their assigned residence hall. At that time, they will receive their room and exterior door keys, mailbox number and combination, and a Room Condition Report Form. Residents are responsible for checking the accuracy of the form and signing it to indicate agreement as to the condition of the room. **NO STUDENTS WILL BE PERMITTED TO CHECK-IN PRIOR TO THEIR DESIGNATED DATE AND TIME.** If students do not check-in by the second day of classes, their assigned space will be forfeited.

### **8. Room Changes:**

Room changes are not permitted during the first two weeks of any semester. It is important that residents use that time to get adjusted to campus living and to their roommate(s). The Office of Residential Life also needs that time to ensure the accuracy of housing records. If residents are considering requesting a room change, they should begin by discussing the situation with their roommate(s) and consult the RA. A room change can only be granted with the approval of the RHD in conjunction with the Assistant Director of Residential Life.

### **9. Absences:**

When residents expect to be away from their residence hall for two or more consecutive days while classes are in session, they are urged to inform the RA and provide a number where they can be reached in an emergency. As a precautionary measure, inquiry is made into all unreported absences.

### **10. Keys:**

A room key and a key to the front door of the residence hall will be issued at check-in. Keys are the property of the College and may not be duplicated or given to any other student. Residents should lock their doors at all times. The residence hall front doors are locked at all times.

### **11. Lost or Stolen Keys:**

If a key is lost or stolen, contact the RHD immediately. In order to maintain security, a new lock will be installed on the door within 48 hours. Once the lock is changed, the RHD will issue new keys. To cover the cost of each new lock there is a \$95/single or double and \$105/triple charge. Exterior door keys may be replaced for \$10 each.

## **12. Lockouts:**

Residents are encouraged to carry their keys at all times. If they are locked out of their room, they should go to the front desk for assistance. In the Apartments at Eastchester, students should contact the RA or RHD. A \$2 lockout fee is charged from 8:00 am - midnight and a \$5 lockout fee is charged from midnight - 8:00 am. Residents who have repeated lockouts may be subject to disciplinary action.

## **13. Vacation/Holiday Closings:**

The period of the Residence Hall Agreement does not include residence when the halls are closed for Thanksgiving, Winter Break/Intersession, Spring Break, Easter/Passover holidays and summer. All residents must leave by 6:00 pm the day of their last final exam. During hall closings, residents must lock all windows and doors, empty the refrigerator, unplug all appliances, turn off lights and air conditioning and remove all trash. Iona is not responsible for personal belongings left in rooms during vacation periods.

Residents who need to live on-campus during vacation periods must obtain prior approval from the Director of Residential Life or his designee. The current daily/weekly rate will be charged and will not include meal service. Limited housing is also available for Iona students enrolled in summer classes on a first-come, first-served basis. Applications are available in early May. Pre-payment for summer housing is required. Facilities Management staff will enter all rooms, regardless of whether they are occupied, to complete maintenance and repairs.

## **14. Lottery/Room Selection:**

During the Spring semester, the Office of Residential Life conducts room selection, which allows current freshmen residents in good standing to select a room for the next year. Residents must pay the housing deposit in the Student Financial Services Office and complete all forms and procedures by the designated deadlines to be eligible for housing. Detailed instructions on room selection will be distributed in February. Participation in the lottery does not guarantee that students will receive their preferred housing location. Housing is not available for upper-class students or graduate students unless approved by the Director of Residential Life or his/her designee.

### **15. Check-out or Withdrawal from the Residence Halls:**

Residents who change rooms or leave the residence halls must notify the RHD and assess the condition of the room with the RA. Please leave the room in a clean and orderly condition. Any furniture that may have been moved or removed must be properly restored. Failure to leave the room in the condition it was found or failure to follow proper checkout procedures will result in a damage assessment charge. At the end of a semester, residents must vacate the residence halls no later than 6:00 pm on the day of their last exam, or by the time specified by the Office of Residential Life, whichever comes first. Proper checkout requires that residents follow these steps:

- remove all trash and clean the room thoroughly;
- restore all furniture to its original configuration;
- remove all personal belongings;
- close and lock all windows and turn off lights;
- lock the door and return keys to the designated spot; and
- complete a mail-forwarding card;

All belongings that are not removed upon checkout will be disposed of and a fine will be imposed.

### **16. Floor/Building Meetings:**

Residents are required to attend all Residential Life Orientation sessions and meetings called by the RA or RHD. Dates, times, and locations of meetings will be announced in advance.

### **17. Sick Trays:**

Residents who become ill and are unable to have meals in the dining hall may have a friend secure a tray of food. Please give your ID/meal card to a friend, as well as a note authorizing him/her to use the card.

### **18. Decorating the Room:**

Residents are encouraged to personalize their room and be creative, but please choose decorations that do not damage the room and are in compliance with fire safety regulations. Use of nails, paste, glue, tacks, or markers on walls, ceilings, furniture, woodwork, doors and floors is not permitted. Students may not paint, panel, wall paper, or use contact paper to decorate their rooms. The College reserves the right to remove any decorations which are visible from outside the confines of the room and which are deemed to be inappropriate by the Director of Residential Life or his designee.

### **19. Trash Removal/Recycling:**

Residents are responsible for removing trash from the room on a regular basis to a designated area. All cans, bottles, paper and glass must also be recycled in the appropriate containers. Instructions will be available upon arrival on campus.

### **20. Health and Safety Inspection:**

Room inspections will be conducted periodically by appropriate College officials. Prohibited items will be removed to protect residents' health and safety and to avoid fire hazards. Inspections are also done to provide preventive maintenance and to maintain the quality of the living environment. While the College maintains the cleanliness of all hallways, common rooms, and lounges, it is the student's responsibility to keep his/her room and bathroom in an orderly condition. Below are guidelines to follow:

- do not allow empty cans, bottles or food packages to accumulate;
- remove all trash regularly;
- do not use paper to line drawers;
- do not allow soiled clothing to accumulate;
- do not possess candles, extension cords, or open coil heating devices;
- do not store brown paper bags;
- keep the microwave/kitchen area clean;
- do not overload electrical outlets; and
- use only those appliances that have been approved by the Office of Residential Life.

### **21. Damage Assessment:**

It is important that residents exercise a sense of concern and respect for their community. Residents will be held responsible for damage, misuse, removal or theft of any College property. This includes any and all common areas, hallways, bathrooms, stairwells, fire safety equipment and individual rooms. If the individual responsible for damage(s) cannot be identified, all residents of a room, suite, floor, or entire residence hall will share the costs for labor and materials. The group of individuals charged for unassigned damage(s) is determined according to the location of the damage and at the discretion of the RHD. Disciplinary fines may also be imposed. Residents are encouraged to accept responsibility and hold other residents responsible for their actions and alert their RA as soon as damages occur. Extensive or repeated damages may result in dismissal from Residential Life. The following is a sample list of estimated damage charges. Costs are subject to change without notice.

a.	Graffiti on door .....	\$75
b.	Broken desk drawer .....	\$45
c.	Broken dresser drawer .....	\$35
d.	Broken desk light .....	\$45
e.	Damaged/broken/missing desk chair .....	\$100
f.	Ripped/damaged mattress .....	\$100
g.	Broken bed frame .....	\$110
h.	Damages to hall light fixtures .....	\$40 + labor
i.	Damages to ceiling tiles .....	\$40 per tile
j.	Replacement of room door .....	\$350
k.	Broken window .....	\$250
l.	Refinish door .....	\$65
m.	Replace full length mirror .....	\$30
n.	Replace screen .....	\$55
o.	Missing closet doors .....	\$175
p.	Paint room and ceiling .....	\$400
q.	Replace exterior door key .....	\$10 per key
r.	Replace door lock .....	\$95/single or double \$105/triple
s.	Missing shower rod .....	\$40
t.	Missing shower curtain .....	\$25
u.	Broken toilet paper holder .....	\$25
v.	Missing/broken stove controls .....	\$50
w.	Broken fire extinguisher glass .....	\$15
x.	Replace/recharge fire extinguisher .....	\$80
y.	Missing smoke detector .....	\$100
z.	Damage to emergency lighting .....	\$100

This list is not exclusive. Costs will vary depending on the nature of the damage. Disciplinary fines may also be imposed.

## RESIDENTIAL LIFE POLICIES:

These policies apply to all residence halls areas including the Apartments at Eastchester.

### 1. Fire Equipment/Alarms:

Fire alarms, extinguishers, smoke/heat sensors, emergency phones, fire doors, fire escapes and/or exit signs are placed in the residence halls to

protect life and property. It is a violation of fire codes and a misdemeanor to misuse or tamper with these protective devices. Students may not place any items in a room within 18 inches of the ceiling in order to ensure the proper operation of the fire sprinkler system. Anyone starting or causing a fire, failing to evacuate during a fire alarm or tampering with a fire alarm or extinguisher for purposes other than an emergency will be subject to severe disciplinary action, including at least a \$500 fine and dismissal from Residential Life.

## **2. Disrespect/Interference with the Rights of Others:**

It is a violation of Residential Life policy to verbally or non-verbally demonstrate disrespect for staff members or students. Residence halls are comprised of many members who live in community with one another, and noise is a factor. Residents are expected to be respectful of others. If one's actions or noise interferes in another student's right to sleep or study, they are in violation of Residential Life policy.

## **3. Harassment, Intimidation, Hazing, Verbal Abuse, Attempted Sexual Assault, Sexual Assault, Rape, Sexual Harassment:**

It is a violation of Residential Life policy to physically, verbally, sexually, or mentally harass, abuse, stalk, disrespect or violate any individual.

## **4. Failure to Comply with College Official:**

In matters where a Residential Life or College official is acting in the performance of his/her assigned duties, if a resident or guest fails to cooperate, refuses to comply with directions, fails to provide proper identification upon request or provides false or misleading information, Residential Life policy is being violated. Interference with the investigation of a violation, assisting in violations, or being aware of violations without reporting are also violations of Residential Life policy. Such behavior may result in dismissal from Residential Life.

## **5. Alcohol and Drug Policy:**

Iona College promotes a substance-free campus environment. Possession, consumption, being in the presence of, or being under the influence of alcohol, controlled substances without a prescription, or illegal drugs (i.e., marijuana) is prohibited in all residence hall areas including individual rooms. Possession of empty alcoholic beverage containers (even those for decorative purposes) or drug/alcohol paraphernalia is considered a violation of the Drug/Alcohol policy. Illegal drug use is a serious offense and may

result in dismissal from Residential Life. Residents are responsible for their actions on and off campus. Students who enter the hall intoxicated or with controlled or illegal substances in their system are in violation of Residential Life policy.

### **6. Smoking Policy:**

In compliance with the New York Clean Indoor Air Act, smoking is not permitted in any part of the residence halls including common areas and individual rooms. Smoking is permitted 20 feet outside the entrance of each residence hall.

### **7. Guest Policy:**

The purpose of the guest policy is to allow residents to host guests in a responsible manner. The rights and property of individuals, including roommates, suitemates and the College must be protected from unwanted intrusions and potential vandalism.

All guests must comply with all Residential Life and Iona College rules and regulations. The resident host is responsible for the actions of his/her guest(s) and will be held accountable for any damages or inappropriate behavior while the guest is in the residence hall or on the campus. No guest will be permitted in the building unless the following procedures are followed:

- All Residents must show their Iona College ID card upon entering the building. All residents must make sure they have the proper semester resident sticker on their card. If not, they must see the RHD of their building to obtain a resident sticker.
- Guest hours are from 8:00 am - 2:00 am seven days a week. Two overnight guests are permitted on Friday, Saturday and Sunday only. Residents must submit an Overnight Guest Pass with the guest name(s) and all roommate signatures (if applicable) by 10:00 pm on Friday for Friday overnight guests, by 10:00 pm on Saturday for Saturday and by 10:00 pm on Sunday for Sunday overnight guests. Guest passes are available from the RA or the front desk.
- Any Iona resident living in Loftus, North, South, Rice Halls, the Apartments, or in Montgomery House can enter any residence hall during regular guest hours (8:00 am - 2:00 am) without being signed-in by a resident of a particular hall. Leave a photo ID at the front desk upon entering the building and retrieve it upon exiting.

- A resident host must escort all guests. If a guest arrives without a resident host, he/she must use the lobby campus phone to call the resident. The resident must report to the lobby to identify and escort his/her guest. If the resident cannot be reached, the guest will NOT be permitted to enter the residence hall.
- The resident and guest(s) must each register at the front desk by submitting valid photo ID. All ID cards will be held at the front desk until the guest(s) departs. The resident host must escort his/her guest to the desk to retrieve the ID. Parents of residents do not need to leave a photo ID.
- Residents are responsible for their signed-in guest(s) and must be with their guest(s) when entering and exiting the residence hall. Guests need to be escorted throughout the hall at all times and any damages or policy violations caused by guests will remain the responsibility of the resident.
- Daytime guests under 12 years of age and overnight guests under 18 years of age require a signed, authorized note from the guests' parent(s).

### **8. Noise Policy:**

There is a 24-hour courtesy policy in effect at all times. Quiet hours are 8:00 pm – 10:00 am Sunday – Thursday, and 10:00 pm – 10:00 am Friday and Saturday. Sound carries very easily throughout the residence halls. Voices, stereos, televisions, speakers, and excessive noise can often be heard in other rooms or on a floor above or below. It is important to remember that other residents have the right to sleep or study without being disturbed. Noise should not be heard outside of your room. Roommates must be courteous of each other's study and sleep needs. Please be aware of the volume of sound and be considerate and cooperative with your neighbors and the RA staff.

### **9. Pet Policy:**

For health and safety reasons, no animals or pets of any kind are permitted, except for tropical fish in a 10-gallon or smaller tank.

### **10. Illegal Room Changes:**

Residents are not permitted to change rooms (including suite sides in Loftus Hall) without authorization. Forms must be filled out and moves cannot take place until the Residential Life staff approves the move officially.

### **11. Illegal Furniture/Theft/Unauthorized Acquisition of Property:**

The following items are prohibited in all residence hall rooms: waterbeds, constructed lofts, and College furniture from common area lounges. Any furniture, equipment, materials or signs obtained from the College or community are in violation of Residential Life policy. In addition, unauthorized use or theft of a Personal Security Code for computers, calling cards, phones or bankcards, etc. are in violation of Residential Life policy.

### **12. Illegal Items:**

The following items are prohibited in all residence halls: electric blankets, space heaters, sun and heat lamps, halogen lamps, lamps with paper shades or covers, heating coils, candles, incense, charcoal grills, open-flame devices, hot plates, dart boards, lava lamps and extension cords (only power strips with surge protection are permitted). The following items are prohibited in Loftus, Rice, North, and South Halls: microwaves, oil popcorn poppers, toaster ovens, George Foreman Grills, toasters, hot pots and coffeepots. Skateboards, bikes and scooters may not be ridden inside any of the residence halls.

### **13. Hygiene:**

For the health and comfort of all residents, students are expected to maintain acceptable standards of personal hygiene and cleanliness of their belongings and environment. While every effort will be made to respect personal differences, failure to maintain hygiene standards may result in dismissal from the residence halls.

### **14. Trespass/ Unauthorized Presence on Property/Inappropriate Use of Property:**

The following activities are prohibited:

- a) throwing or suspending anything from windows, balconies, fire escapes or roofs;
- b) entering restricted areas, including rooftops, offices and storage/maintenance rooms;
- c) climbing out of or into windows, onto ledges, balconies, fire escapes or onto walls of buildings;
- d) removing College furniture or property from its designated area (i.e., floor or common area lounges), including window screens;
- e) vandalism, misuse, misappropriation, abuse, theft or damage to any individual's or College property;
- f) unauthorized possession, duplication or use of keys;

- g) changing or adding locks to doors, windows or furniture; and
- h) any situation that is in violation of the health, fire, safety, maintenance codes or of another individual's or the College's rights and property, or of the mission of Iona College.

**15. Violations of State or Federal Law:**

Any conduct that is a violation or crime according to the criminal laws of the state of New York or the United States of America is a violation of Residential Life policy.

**16. Obscene or Inappropriate Behavior:**

Any behavior that is, in the judgment of the Director of Residential Life or his designee, inappropriate, disrespectful or detrimental to the resident community environment is a violation of Residential Life policy.

**17. Use or Possession of Weapons or Incendiary Devices of Any Kind:**

The possession of firearms, fireworks, knives, explosive devices or any type of weapon is in violation of Residential Life policy.

**18. Failure to Complete or Comply with a Judicial Sanction:**

The failure to complete a sanction or to carry out behavior according to a sanction is a violation of Residential Life policy and may result in being removed from housing.

**19. Residential Hall Agreement:**

Any violation of expected behavior that is listed on the agreement that is not on this list is a violation of Residential Life policy.

**Judicial Process:**

Residents are held responsible for any behavior that interferes or infringes on the rights, health, and safety of self, other individuals or property. Depending on the situation, residents may be asked to leave college housing immediately after an alleged infraction of College policy, state or federal law, pending their hearing for alleged violations that occur on or off campus. College officials may or may not reinstate housing privileges based on the outcome of campus or legal hearings.

When a resident violates a Residential Life or Iona College regulation, a Residential Life staff member or anyone who observed the incident files

an incident report with his/her supervisor. This incident report is reviewed by a Residential Life hearing officer and is followed up with a disciplinary meeting with the resident(s) to discuss the report. Residents are afforded the following rights related to judicial matters:

1. The resident will be notified that he/she has been cited for an infraction.
2. The resident will have reasonable time to obtain information and prepare an explanation.
3. The resident will have the opportunity to meet with an assigned Residential Life hearing officer, to hear all relevant information regarding his/her infraction, and to offer an explanation.
4. The resident will have the right to invite one adviser of his/her choice to all disciplinary meetings. The adviser may not interrupt the hearing process.
5. The resident will have the opportunity to call witness(es) on his/her behalf that are directly related to the incident(s) in question.
6. The resident will receive written notification of the Residential Life hearing officer's decision within seven business days.

If a resident is found responsible for a policy violation, a sanction or combination of sanctions is imposed. All sanctions are considered administrative decisions and are final. They are not subject to appeal. A list of potential sanctions is described below. Any other relevant sanctions as deemed appropriate by the Residential Life hearing officer may also be imposed.

1. Disciplinary Reprimand. Verbal or written warning that additional violations may result in more severe disciplinary action.
2. Disciplinary Probation. Assigned through a specific period; future violations while on probation may result in dismissal from Residential Life. This is a period of time where the individual must prove they can live in a community without violating policy. Any violation of policy that occurs while one is on probation, is a violation of the sanction.
3. Suspension of Privileges. Specific privileges (i.e., guest privileges) are revoked for an assigned period of time, usually ranging from two weeks to the entire semester or academic year.
4. Alcohol/Drug Awareness Seminar. A seminar sponsored by the Counseling Center for any resident who violates the alcohol/drug policy.

5. Community Service/Work Hours. Projects assigned must be completed by a specified date.
6. Restitution. Payment to the College or to other individuals or groups for theft and/or damages incurred.
7. Fines. Fines up to \$500 may be imposed for various infractions, and must be paid by a specified date.
8. Relocation. Requires the student to move to a new location as designated by the Office of Residential Life by a set date and time.
9. No Contact. Requires that the student have no contact with a certain person, room, apartment, hallway or building for a set period of time.
10. Suspension from the Residence Halls. Requires that the resident temporarily remove himself/herself from all residence halls within 24 hours for an assigned period; alternate housing must be secured without the assistance of any College office. NO PORTION OF A RESIDENT'S ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF SUSPENDED FROM RESIDENTIAL LIFE.
11. Dismissal from the Residence Halls. Requires that the resident remove himself/herself and all belongings from all residence halls within 24 hours; he/she may not reside in or visit any of the residence halls permanently, and may not attend any Residential Life functions. Housing accommodations must be secured without the assistance of any College office. NO PORTION OF A RESIDENT'S ROOM AND BOARD FEES OR SECURITY DEPOSIT IS REFUNDABLE IF DISMISSED FROM RESIDENTIAL LIFE.
12. Full Suspension. A formal separation of student from Iona College during a specific period.
13. Expulsion. Permanent separation of the student from Iona College.

## Off-Campus Housing

Iona College's Off-Campus Housing Office is located within the Office of Residential Life in the Robert V. LaPenta Student Union. We strongly encourage all students to participate in our residential life program, but the reality is that there is limited on-campus housing available for juniors and seniors. The purpose of this section is to assist Iona students in the process of looking for off-campus housing. The office acts only in an advisory capacity and does not make reservations, appointments, rental commitments or participate in any negotiations with individual landlords. Students must, on their own, meet with the landlords, inspect the apartments, check for conformity with local ordinances and make the necessary lease arrangements. Because of varying costs and the quality of accommodations, personal visits to available housing units are necessary before making final arrangements with the landlord. It is important to realize that most rental properties will require a 12-month lease.

The best time to look for fall semester housing is June through the end of August and from November until mid-January for the spring semester. Some landlords and agents are prepared to show apartments much earlier as many apartments are occupied by students and tend to turn over year after year.

To assist you in locating off-campus housing and to better prepare you to make sound decisions in obtaining an off-campus residence, we've provided helpful information on the Iona College website: [www.iona.edu/studentlife/residentiaallife/housing.cfm](http://www.iona.edu/studentlife/residentiaallife/housing.cfm).

# IONA ALMA MATER

G.P. Lyons, C.F.C.

ARR: Frank White

1.. o na, Al-ma Ma - - ter Hail all hail to thee! We  
raise a cry to glo-ri- fy thy name where 'ere we be: To  
thee we owe al- le-giance, a- broad we spread thy fame. Thru'  
-out the world we praise thee proud to bear thy name.

*p*  
Great Co - lum - ba trust - ed pa - tron guide our co - llege year by year  
founder of the first I - o - na sing' we now in accents clear, *f*  
*cresc.*  
o - na Al - ma ma- ter, on high thy glo-ries soar I-  
*Rit.*  
-o - ni - ans go forth a-gain to praise thee ev - er more.