

THE COLLEGE OF  
NEW ROCHELLE

School of Arts and Sciences

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School of Nursing

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Graduate School

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*Student Handbook*  
2009-2010

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The College of New Rochelle does not discriminate on the basis of sex, race, color, national or ethnic origin, sexual orientation, disability or age in the educational programs which it conducts or in its employment policies, practices, and procedures. (However, the undergraduate program for women in the School of Arts and Sciences, a traditional and continuous single-sex program, will continue to restrict admission to women, as permitted under Federal law.) The College of New Rochelle complies with all State and Federal statutes, executive orders, and regulations concerning affirmative action, nondiscrimination and equal employment opportunity.

Information contained herein is correct at the date of publication. However, The College of New Rochelle reserves the right to alter its academic policies, procedures, course offerings and fees. For verification, please consult the appropriate administrative or departmental office.

## The College of New Rochelle



**New Rochelle, New York**  
**10805-2339**  
**914-654-5000**

Dear Students,



Welcome to The College of New Rochelle. It is our hope that these will be exciting and rewarding years for you.

We encourage you to review this Student Handbook which will serve as your guide to College policies and regulations and available services. We also hope you will take advantage of the programs and activities offered throughout the academic year. They are designed to complement your course of study, and to open up new areas of interest that can enrich your experiences at the College.

You can be assured of ready access to the members of the Student Services staff, who are specialists in the areas of Residence Life, Activities, Commuter Life, Health, Campus Ministry, Counseling, Technology, and Intercollegiate Athletics. Our staff is made up of competent and caring people who can advise and assist you with any problems or concerns you may have.

We look forward to your active participation in the life of the College and assure you that with open communication we will be able to maintain and improve the high quality of social and intellectual life on our campus.

Please feel free to stop by my office in the Student Campus Center to introduce yourself and let me know how you are experiencing CNR.

Sincerely,

A handwritten signature in black ink that reads "Joan E. Bristol".

Joan E. Bristol  
Vice President for Student Services

## THE COLLEGE OF NEW ROCHELLE

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In no small measure, The College of New Rochelle owes its growth and success to a highly committed faculty and administration. The faculty of the College consists of dedicated scholars and teachers, who have been awarded many fellowships and honors by prestigious organizations and have been recognized professionally for excellence in teaching. The administration is comprised of leaders and innovators in higher education, who believe that an atmosphere of personal attention and concern provides an ideal setting for an educational experience through which the unique potential of each student can be realized.

This educational philosophy, the religious heritage, the quality of instruction, and relevant academic programs have contributed to the growth of the College over the past 99 years from one school with 12 students on one campus to four schools with six campuses, several extension locations, and a student enrollment of over 6,500.

One of the oldest colleges in Westchester County, The College of New Rochelle was founded in 1904 by Mother Irene Gill, O.S.U., as the first Catholic college for women in New York State. The College, now independent, established the Graduate School in 1969, the School of New Resources (for adult learners) in 1972, and the School of Nursing in 1976. The School of Arts and Sciences continues the tradition of enrolling only women; the other three schools admit both women and men.

The College is governed by the Board of Trustees, the President, and an Executive Staff made up of the Executive Vice President, and the Vice Presidents for Academic Affairs, Financial Affairs, College Advancement, and Student Services.

## THE SCHOOLS

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### School of Arts and Sciences

The **School of Arts and Sciences**, founded in 1904, offers an undergraduate program in the traditional disciplines of the liberal arts and sciences and in a number of professionally oriented fields, leading to the degrees of Bachelor of Arts, Bachelor of Science or Bachelor of Fine Arts. The School provides a unique environment where women, primarily age 18 to 22, can learn in an atmosphere of intellectual stimulation and support.

#### Fields of Study

Fields of Study include most disciplinary areas within the humanities, sciences, and social sciences: Art Education, Art Therapy, Art History, Studio Art, Biological Sciences, Business, Chemistry, Classics, Communication Arts, Economics, English, Environmental Studies, French, History, Mathematics, Philosophy, Political Science, Psychology, Religious Studies, Social Work, Sociology, and Spanish. Interdisciplinary majors, including tracks in International Studies, Women's Studies, and American Studies, are offered along with Pre-Law and Pre-Medical concentrations and Teacher Education Certification Programs.

#### Other Special Programs

Other Special Programs include the Honors Program, Internship and Independent Study opportunities, Study Abroad and Cooperative Education.

## School of Nursing

The **School of Nursing**, a fully accredited professional nursing school, admitted its first class in 1976. The Undergraduate Programs include: (1) a basic baccalaureate program for high school and transfer students leading to a Bachelor of Science in Nursing; (2) a BSN completion program for RNs, and an RN-BSN-MS; (3) a BSN program for persons holding degrees in other fields. The Master's Program offers a Master of Science with specialization as an acute care nurse practitioner, family nurse practitioner, clinical specialist in holistic nursing, nursing and health care manager, or nursing education. Post-master's options in the clinical tracks also are available, as well as an option in Palliative Care.

### Special Facilities and Programs

The **Learning Center for Nursing** is a multi-resource facility with simulated learning experiences for acquiring clinical skills, as well as opportunities to participate in collaborative work with peers and faculty, and gain confidence through self-guided study.

**Clinical Affiliations** provide opportunities for application of classroom learning in many nationally and internationally renowned clinical agencies.

**The Honors Program** provides opportunities for accelerated academic achievement, peer and faculty mentoring, and personal and professional leadership development, as well as global study.

**Independent Study** provides an opportunity to explore selected topics under the mentorship of a faculty expert.

**International Travel and Exchange Opportunities** are available to students for independent study credit or non-credit with faculty mentorship.

### Admission

Admission to the Undergraduate Program of the School of Nursing is open to both women and men applicants, high school graduates, transfer students, registered nurse graduates of hospital and associate degree programs in nursing, and non-nursing college graduates. Admission to the Master's Program is open to both women and men applicants holding a baccalaureate degree in nursing.

## Graduate School

Building upon the strengths of the College's undergraduate programs, the **Graduate School** was founded in 1969 to meet the needs of working professionals who had completed their undergraduate degrees and who wished to pursue advanced degrees. The School offers its 750 students the opportunity to work with a distinguished faculty of 100 full-time and adjunct professors, many of whom are working in the fields they teach.

### Fields of Study

Fields of Study include Master of Arts in Art Education, Master of Science in Art Therapy, Art Therapy/Counseling, Studio Art (both fine and graphic arts), Communication Studies, Career Development, Educational Leadership, Guidance and Counseling, Mental Health Counseling, School Psychology, and Gerontology; Master of Science in Education with Concentrations in Early Childhood Education, Childhood Education, Creative Teaching

& Learning, Educational Leadership, Literacy Education, Multilingual/Multicultural Education, Special Education, dual programs in Special Education and Early Childhood Education and Special Education and Childhood Education; certificate programs in: Communication Studies, Creative Teaching & Learning, Guidance and Counseling, Multilingual/Multicultural Bilingual Extension, School Building Leader, and Thanatology; and an advanced diploma program in School District Leader and an advanced certificate in School Building Leader.

Although most graduate courses are offered on the New Rochelle Campus, some are given at extension sites in the metropolitan area, and most classes meet in the evenings or on weekends.

**School of New Resources**

The **School of New Resources** was established in 1972 as a baccalaureate liberal arts program designed to address the needs of adult learners living in a complex urban world. The program, non-traditional in nature, takes seriously the maturity of its students and their family and career commitments. The innovative adult-oriented curriculum has made the School of New Resources a pioneer and leader in adult higher education.

**Programs**

The school offers interdisciplinary **Areas of Interest** in Letters, Social Sciences, Psychology, Communications, and Foreign Languages. Features such as student-initiated courses, small-class seminars, independent study and the assessment of prior learning from life experiences, telecourses, and travel/study options provide a variety of learning opportunities within academic programs.

**SNR Locations**

The School's six campuses within the New York City metropolitan area, each with its distinct student population and climate, reflect the character of their respective communities. The **New Rochelle Campus**, set in a suburban environment, serves adult students in Westchester County; the **Co-op City Campus** provides a neighborhood site for residents of Co-op City and the Bronx; the **DC 37 Campus**, housed in DC 37 headquarters of the Municipal Employees Union of the City of New York in lower Manhattan, represents the only full-degree program in the country offered at a union facility. The **John Cardinal O'Connor Campus**, at 332 East 149th Street, is the first and only four-year college degree program for adults in the South Bronx; the **Brooklyn Campus** is located at 1368 Fulton Street, home of the Bedford-Stuyvesant Restoration Corporation (founded in 1967 as the nation's first community development corporation to promote revitalization in the community); and the **Rosa Parks Campus**, located in the landmark Studio Museum at 144 West 125th Street, providing access to the cultural riches of the Harlem community.

**Helen and Peter Mooney Art and Educational Technology Center**

The **Helen and Peter Mooney Art and Educational Technology Center** at The College of New Rochelle is a comprehensive support system of facilities and programs designed to assist students in the development of academic, professional and personal lifetime choices. Through the integration of the College's commitment to the liberal arts, the advancement of women, the development of leadership skills, and the study and use of technology, the Mooney Center brings together research, career planning, and networking and mentoring opportunities. It serves as a forum for dialogue with business, civic and

cultural leaders, many of whom are women and men who have graduated from The College of New Rochelle.

Facilities include the H.W. Taylor Institute for Entrepreneurial Studies, the sophisticated Romita Auditorium, a TV studio, a model classroom, and graphic arts, journalism, and computer labs where College faculty, staff and students enjoy a contemporary climate in which to address practical, personal, and ethical issues of concern in today's high-tech world.

### The Student Campus Center

The **Student Campus Center** is a place where students relax and socialize when not attending classes. In addition to housing the Offices of Student Development and Student Services on the second floor, this area also has a lounge with cable TV, the Student Government Association Leadership and Technology room, Student Publications room, and rest rooms. There is also a lounge which has designated hours for quiet study and relaxation. All lounges in the Student Campus Center, as well as the outdoor terrace, are enabled for wireless communications. The Student Campus Center is equipped with a P.A./stereo system which allows for making public announcements and playing CDs, audio cassette tapes, and the radio in each of the second floor rooms and the main dining hall. The second floor has extended hours during each semester when classes are in session.

On the first floor is the Office of Safety and Security, the main Food Court and dining room, the Leland Room (the faculty/staff dining room), and the Iselin Room, used mainly for meetings and activities at which food is served. The lower level houses the Campus Bookstore, the dining services office, rest rooms, and student mail boxes.

A wide variety of campus-sponsored programs are held in the Student Campus Center throughout the year. The facility is also rented to outside groups for meetings, conferences, and other programs.

### The Wellness Center

The Wellness Center is a state-of-the-art athletic, recreational and educational complex located in the heart of the College's main campus. The Wellness Center is the new home to The College of New Rochelle's NCAA Division III athletic programs and clubs, intramural sports, and the Physical Education Department.

The main floor houses the athletic and physical education offices, a multi-purpose conference room, and a Meditation Room/Aerobics & Dance Studio. In addition, this level includes a gymnasium equipped with arena-style bleachers for 1,000 people and a competition-size basketball court and volleyball court.

The second floor contains an interior walking/running Track suspended above the gym floor with vistas of the courts below and the outside area surrounding the Center. Twelve laps around the track equals one mile. There are also classrooms and a seminar room on this floor for academic use.

The lower floor houses a six-lane NCAA competition swimming pool, with lockers, showers, bathing suit quick-dry units, and a 100 spectator seating section. The pool is home to our Blue Angels swimming team and can be used by students during open hours when a lifeguard is on duty. This level also includes the Fitness Room, with state-of-the-art cardio equipment and physical fitness machines as well as free weights. A trainer's room and an equipment room are also located just past the Fitness Room.

## STUDENT SERVICES

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The **Division of Student Services**, led by the Vice President for Student Services located in Student Campus Center Room 209, is concerned with students' personal development and campus life experiences. It encompasses the Office of Student Services, Campus Ministry, Counseling and Career Services, Health Services, Intercollegiate Athletics, and Student Development.

### **Office of Student Services ([www.cnr.edu/student-services](http://www.cnr.edu/student-services))**

#### **Vice President for Student Services**

The **Vice President for Student Services** ensures that the College provides services and programs to support students in their academic pursuits and development. This office also coordinates the student judicial process and services for students with disabilities. Feel free to visit our website by going to [www.cnr.edu](http://www.cnr.edu) and clicking on the Campus Life section.

#### Students with Disabilities

The College of New Rochelle provides the coordination of services for students with disabilities through the Office of Student Services. To be eligible for services, a student must: register with the Student Services Office, provide a completed transaction form for the semester of requested services, as well as current documentation regarding the specific disability; and schedule an appointment for an interview. A student must register every semester, August 1 for fall and December 1 for spring. The student must also indicate, in writing, support services the student feels are necessary to his/her successful functioning and the special equipment and/or skills possessed by the student. Needs are addressed on an individual basis in order to provide optimum opportunities for the educational progress of each student.

#### **Assistant Vice President for Student Services**

The **Assistant Vice President of Student Services**, located in the Student Campus Center Room 212, provides leadership for the division in communications, technology, assessment, data management, and divisional publications. In addition, this office develops the divisional web pages, and administers the College's calendar.

#### College Calendar

Any student who wishes to reserve non-classroom space, for any reason, must submit a room reservation form to the Office of Student Services. Requests are considered approved only upon receipt of a written confirmation. Students are encouraged to visit the office or log on to the intranet to find out what is happening on campus!

### **Campus Ministry ([www.cnr.edu/campus-ministry](http://www.cnr.edu/campus-ministry))**

**Campus Ministry** is committed to the faith development of the CNR family as the foundation for service to others and the establishment of peace through justice. Rooted in our Catholic intellectual traditions, liturgical celebrations, and social justice teachings, we branch out to embrace the richness of our culturally diverse and multi-faith college community. Seekers and servers are welcomed by a Campus Ministry team which consists of the director, assistant director, chaplain, chapel choir director, gospel choir director, and student peer ministers. All students in all four schools of the college are encouraged to participate in our worship services, spiritual development programs, community service

outreach, and peace and justice offerings.

All **liturgical programs and celebrations** on the main campus are arranged by Campus Ministry. These include daily and Sunday Catholic Eucharist, interfaith and ecumenical services, the Rite of Christian Initiation, Bible study, and retreats. Spiritual direction, pastoral counseling, the Sacrament of Reconciliation, and bereavement counseling are also available upon request.

Campus Ministry collaborates with the entire college community to organize and celebrate our common struggle for **justice and peace**. Campus Ministry offers programs such as the *Hunger Banquet* to illustrate the disparity in global resources, the *Sleep Out* to raise awareness and advocacy about homelessness, and *Stuck in Traffick* to showcase the crime of human trafficking in order to eradicate this modern-day form of human slavery. We join the Office of Black Ministry of the New York Archdiocese during Black History Month. Each Good Friday, the CNR *Pax Christi* Chapter, Peacebuilders, participates in the “Way of the Cross” walk through the streets of NYC, a modern reenactment of the Stations of the Cross with social justice themes. Peacebuilders student members write and facilitate one of the stations.

More than 200 students participate in one of many Campus Ministry sponsored projects in **service to our community**: tutoring and mentoring children and teens; serving meals at Hope Soup Kitchen; collecting personal care items and clothing for people in need; and bringing food to the homeless in NYC through the Midnight Run project. Moreover, students and staff participate in the *Plunge Service Trip*. The Plunge is an opportunity for students to complete a week of service for and with people in need. The Plunge takes place during Spring break in March. During past Plunge experiences, CNR Plungers built homes for families in Mexico, conducted health education workshops and assessments at the Texas/Mexico border, witnessed a reforestation project and worked with a coffee farm collective in Guatemala, traveled to Appalachia to serve our neighbors in West Virginia and Kentucky, and worked with newborns and toddlers at the Hale House Residence and Learning Center in Manhattan.

The Office of Campus Ministry at The College of New Rochelle affirms the equality of all God’s people and is committed to inclusion and collaboration.

**Counseling and Career Services ([www.cnr.edu/counseling-careerservices](http://www.cnr.edu/counseling-careerservices))**

**Counseling and Career Services**, located in the Mooney Center, provides readily available, confidential help from staff members experienced in both personal and career counseling. In addition to counseling on an individual basis, the counseling staff offers a variety of workshops dealing with personal growth topics such as: assertiveness, stress-management, decision-making, and relationship-building. Counseling and referral regarding substance abuse and bias-related issues are also available. Counseling and Career Services also incorporates the career-planning resources of the four schools of the College. Career- and life- planning information is available in the Resource Room, and online at our Virtual Resource Room. Workshops offered include career exploration, resume writing, and interviewing techniques.

Announcements of summer, part-time, and full-time jobs are made available through the Counseling and Career Services website. Fell free to log on and review job postings.

Students may establish a credential file to assist in forwarding recommendations to graduate schools or employers.

**Cooperative Education Program**

The **Cooperative Education Program** is available for School of Arts and Sciences students who want to gain career experience by actually working in paid positions in their field. Students develop learning contracts with a faculty supervisor to insure that the placement is an academically relevant, credit-bearing learning experience.

### Health Services ([www.cnr.edu/healthservices](http://www.cnr.edu/healthservices))

The **Health Services Office**, located on the first floor of Angela Hall, provides walk-in clinical services during regular office hours, however, individuals with emergencies and scheduled appointments will be seen first. Physician and nurse practitioner services are by appointment and are at no cost to the students.

The Health Services Office stresses preventive health care and health education by encouraging students to actively participate in their own health maintenance that involves making informed choices regarding their care. Emphasis is placed on holistic health promotion and women's issues in health and wellness. The nurse-managed health center is staffed by registered professional nurses, nurse practitioners, and a physician.

Primary care services include but are **NOT** limited to:

- Alternative Modalities
- Allergy Injections
- Blood Pressure Screening
- CPR Training
- Educational Programs
- Emergency Care/Medical Triage
- Episodic Treatment
- Health Counseling
- Health Insurance Information
- Health Screening
- Holistic Health Care
- Immunizations
- Laboratory Studies
- Medications – Over the Counter and Prescriptions
- Physical Examinations
- Pre/Post-HIV Test Counseling
- Referral Service
- Scoliosis Screening
- Tuberculosis Screening
- Visual Acuity Testing
- Wellness Resource Library
- Women's Health Care

The nursing staff assesses, evaluates, and treats health problems and recommends students alert them to any chronic conditions so that they may be of assistance in the management of long term care. The professional staff is available for wellness, education, health counseling, designing and implementing health promotion programs. The office offers an abundance of health-related literature in the Wellness Resource library free of charge to the College population. Students must have a completed Health Assessment Form on file in the Health Services Office before receiving clinical services.

### **Health Assessment Forms**

All Health Assessment forms are available online at [www.cnr.edu/healthservices/hs-forms.html](http://www.cnr.edu/healthservices/hs-forms.html). Official enrollment and clearance to register requires that a complete Health Assessment Form which contains New York State mandated immunization requirements be submitted to the Health Services Office. In addition, documentation of health insurance is recommended.

Students in all schools returning from a leave of absence of one semester or longer are required to update their Health Assessment Form.

#### School of Arts and Sciences

Undergraduate students must submit a complete Health Assessment Form at the time of admission.

#### School of Nursing

All students in the undergraduate programs must submit a complete Health Assessment Form at the time of their enrollment and a supplemental form annually.

All forms must be submitted and completed by July 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Sessions. The entire process is to be completed by mail. Students who “drop off” the form in the Health Services Office will receive a Health Status Report Form (clearance) after a five-day period. Students who fail to submit a Health Assessment Form by the designated deadlines will be subject to a late fee. Once the form is on file, students will receive a clearance and are eligible to register and receive routine health care. The Health Services Office Staff is available to provide services to complete all forms.

Students in the RN and Graduate Programs in the School of Nursing must submit a complete Health Assessment Form the semester before beginning clinical practice in affiliating agencies and thereafter must submit a supplemental form annually.

### **Intercollegiate Athletics**

Students who participate in intercollegiate sports are required to complete an additional sports physical provided by the college before beginning practice for a particular sport.

### **Emergency Services**

When hospitalization is indicated, students will be transported to Sound Shore Medical Center of Westchester at their own expense. Medical and prescription costs are the responsibility of the student, parent or guardian. If emergency care is received when the office is closed, the student is asked to report the incident to the Health Services Office and, if possible, we will provide follow-up care.

### **Health Insurance**

It is strongly recommended all students be enrolled in a health insurance program. Student insurance information and packets are available at the Health Services Office.

### **Leave of Absence**

Students in all schools returning from a leave of absence of one semester or longer are required to update their Health Assessment Form.

**Confidentiality**

All health information is confidential and may be released with the student's expressed written consent.

**New York State Public Law**

New York State Law requires all college students born on or after January 1, 1957 to demonstrate proof of immunity, as defined by New York State, against measles, mumps and rubella.

**Proof of immunity is defined as:**

**Measles: (Rubeola)** two doses of measles vaccine on or after the first birthday and at least 30 days apart/or physician documented history of the disease/or serologic (blood test) evidence of immunity.

**Mumps:** one dose of mumps vaccine on or after the first birthday/or physician documented history of disease/or serologic (blood test) evidence of immunity.

**German Measles: (Rubella)** one dose of rubella vaccine on or after the first birthday or serologic (blood test) evidence of immunity.

New York State Law requires institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus, within 30 days. This law became effective on August 15, 2003.

**Meningitis:** The law states The College of New Rochelle is required to maintain a record of the following for each student. This is defined by a response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine (Menomune),

AND EITHER

- A record of meningococcal meningitis immunization within the past 10 years
- OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis vaccine signed by the student or student's parent or guardian.

The College will observe exemptions for pregnant and allergic individuals who present medical documentation that vaccination is not recommended.

The Health Services Office Staff provides the services necessary to meet all mandated requirements.

**Intercollegiate Athletics ([www.cnr.edu/athletics](http://www.cnr.edu/athletics))**

The **Intercollegiate Athletics Program** is an integral part of the total education process. Intercollegiate completion is offered as a component of the total learning experience, which leads to the enrichment of the life of the student-athlete. Success is measured by the growth and development of the individual and the atmosphere contributes to the

physical, social, mental and emotional advancement of the student-athlete.

The College is a Division III member of the National Collegiate Athletic Association, which establishes the rules and regulations for participation and competition. We are affiliated with the Association of Division III Independents (D 3 Independents) and locally, the Hudson Valley Women's Athletic Conference. The Intercollegiate Athletics Program is conducted by the Director of the Wellness Center and Athletics in conjunction with the assistant directors, team coaches and the Student-Athlete Advisory Committee. Intercollegiate competition is held in basketball, cross-country, softball, swimming, tennis, and volleyball. The department also sponsors a cheerleading program and club soccer.

## Student Development ([www.cnr.edu/studentdevelopment](http://www.cnr.edu/studentdevelopment))

The **Office of Student Development**, located in Student Campus Center Room 231, coordinates the Residence and Commuter Life programs and activities at The College of New Rochelle. For undergraduate students in the School of Arts and Sciences and the School of Nursing, this office coordinates special programs and traditional events, student clubs and publications, student governance, and new student orientation.

### Residence Life

The four residence halls at CNR each house between 120 and 180 students and offer a variety of living accommodations, including traditional undergraduate student housing, on-going adult student housing, and conference housing. The College recognizes that residing on campus is of concrete educational value. To facilitate this the Student Development Office conducts programs and activities to support a vibrant and fulfilling residential experience.

**Residence Directors** seek to create a community environment in the residence hall which is complementary to the academic mission of the College. They supervise the paraprofessional staff of their halls and maintain daytime office hours in the residence hall.

The paraprofessional staff of each hall are undergraduate or graduate students who are specially selected and trained to be of assistance to residents. **Resident Assistants** work to create a community through personal interaction and sponsoring creative programs.

### Commuter Life

Commuter Life programs and services designed to keep commuter students informed about and involved in campus events are coordinated by the SD staff. Communication is maintained through the use of bulletin boards, announcements, governance structures, committees, drop-ins and a suggestion box. In addition, this office maintains an updated file of available apartments and rooms for rent, or in exchange for service, in the New Rochelle vicinity.

### International Students

Students with student visas are subject to certain regulations while in attendance at the College and are urged to make themselves known to the Student Development Office. This office provides information pertaining to immigration regulations, general concerns, programs, and other matters which can facilitate a successful transition to CNR and the community-at-large.

**Guest Housing**

Male guests of CNR residents can be accommodated in designated areas on campus. Rooms are available for a nominal fee, seven nights a week during the Fall and Spring semesters.

**Student Government, Activities, Publications**

The **Student Government Association** is the principal governance and activities body for undergraduate students enrolled in the School of Arts and Sciences and the School of Nursing. The purpose of the SGA is to promote the highest quality of student life, to engage students in the governance of the College, and to serve as a forum of opinion for students. The SGA addresses concerns for both the resident and commuter student populations. This body represents the students of the two schools to the administration and other governing bodies of the College.

Graduate student participation in governance is through the Graduate School Assembly.

The SGA is also the principal vehicle of student event programming and student publications for undergraduate students in the School of Nursing and the School of Arts and Sciences. There are a number of student clubs already established on campus to entertain a variety of student interests. These include performing arts, cultural and political, special interest and service organizations. In addition each undergraduate class has a committee responsible for planning and organizing traditional class events and parties. Student-run publications include *Tatler*, the campus newspaper; *Annales*, the yearbook; and *Phoenix*, a literary/art magazine.

Traditional student events include Latin American Heritage Month, Alcohol Awareness Week, the Halloween Parade, Family Weekend, Black History Month, Senior Class Celebrations, and Strawberry Festival. During Finals Week, the SGA sponsors “Brain Break,” featuring refreshments, study groups, relaxation and other activities into the wee hours of the morning.

**Clubs and Organizations**

Below is a partial list of clubs and organizations. A full list of currently active organizations is available from the SGA, along with an outline of the procedures for establishing new student clubs. If you wish any further information or to contact any of these groups, contact Student Development at ext. 5862.

*Annales – Yearbook - [annaes@cnr.edu](mailto:annaes@cnr.edu)*

*Annales* is The College of New Rochelle’s yearbook for the undergraduate School of Arts and Sciences and School of Nursing. *Annales* takes CNR memories and puts them into a book for students to forever look back on. Staff members of *Annales* work closely with a deadline to put the book out on time. It is a very fun environment and you can learn a great deal about the College community. This is a great learning opportunity and looks great on a resume! If you would like to order a book, please contact SD at (914) 654-5862.

**Black Ice - [blackice@cnr.edu](mailto:blackice@cnr.edu)**

Black Ice is CNR’s step team. Using poise and precision, they provide entertainment to all those attend their performances. In addition to their signature event, which takes place in the spring semester, Black Ice steps at many of the events for other clubs and organizations.

**Black Student Union (BSU) - [bsu@cnr.edu](mailto:bsu@cnr.edu)**

The Black Student Union is dedicated to supporting diversity on CNR's campus. Over the years, the Black Student Union has participated in various activities that inspired the school in positive ways, including their signature event — Evening of Elegance.

**Blue Angel Cheerleaders - [cnrcheerleaders@cnr.edu](mailto:cnrcheerleaders@cnr.edu)**

Blue Angel Cheerleaders are a group of dedicated athletes who together promote school spirit and pride in The College of New Rochelle. The cheerleading program runs year round. They cheer at all home basketball games, campus events, as well as the New Rochelle Thanksgiving Day Parade. The Cheerleaders hold many fundraisers throughout the year, and also participate in several community service activities. This sport/club was created by students for students. They invite you to show your school spirit and try out for the squad!

**Class Boards – [freshmanclass@cnr.edu](mailto:freshmanclass@cnr.edu), [sophomoreclass@cnr.edu](mailto:sophomoreclass@cnr.edu), [juniorclass@cnr.edu](mailto:juniorclass@cnr.edu), [seniorclass@cnr.edu](mailto:seniorclass@cnr.edu),**

Each class board is responsible for the planning and execution of various programs and fund-raising activities. They are also responsible for promoting class unity and school spirit.

**CNR Drama – [cnrdrama@cnr.edu](mailto:cnrdrama@cnr.edu)**

The goal of CNR Drama is to develop an interest among students and faculty in the creation of theatre arts on campus. In the fall semester the primary event is a musical, whereas the spring semester brings a drama.

**CNR Model United Nations – [cnrmun@cnr.edu](mailto:cnrmun@cnr.edu)**

CNR Model United Nations seeks to acknowledge international issues, as well as develop student's abilities in discussion and critical thinking. They prepare throughout the academic year to participate in the National Model United Nations Conference that is held annually.

**CNR Student Nurses' Association (CNR S.N.A.) – [cnrsna@cnr.edu](mailto:cnrsna@cnr.edu)**

CNR SNA assumes the responsibility of contributing to nursing education to prepare individuals to provide the highest quality of healthcare. CNR SNA aims to provide programs of fundamental and current professional interests and concerns. The group seeks to aid in the development of the whole person and assist them with realizing their professional role and responsibility in the healthcare field.

**Gospel Choir - [gospelchoir@cnr.edu](mailto:gospelchoir@cnr.edu)**

Through the gift of song, the choir serves to uplift its members and the college community spiritually. Through concerts, fundraising, and acts of service, they are an asset to CNR and the surrounding community.

**Latin American Women's Society (L.A.W.S.) – [laws@cnr.edu](mailto:laws@cnr.edu)**

Latin American Women's Society seeks to unite the Latina population on campus & create an environment of sisterhood, support, and enrichment. They collaborate with other cultural organizations on campus in order to foster social awareness and community service. Their signature event, *Cervantes Dinner Dance*, is held in the spring semester.

**Phoenix - phoenix@cnr.edu**

Phoenix is currently the Literary and Arts magazine for the School of Arts and Sciences and the School of Nursing at The College of New Rochelle. For 30 years, the creation of this publication has cultivated and recognized the many talents of the women who attend this institution. Each issue has been an integral part of The College of New Rochelle community and a symbol of pride, hard work, and success of the aesthetic works of each generation of students.

**Science and Math Society (SAMS) - sams@cnr.edu**

Science and Math Society is a club that is dedicated to developing a scholarly attitude while encouraging student exploration within the scientific and mathematical fields. The club also holds study sessions for regular classes and for the MCAT exam, as well as, various trips, motivational speakers and seminars.

College of New Rochelle Student Nurses' Association (CNR SNA) – cnrsna@cnr.edu  
CNR SNA assumes the responsibility of contributing to nursing education to prepare individuals to provide the highest quality of healthcare. They seek to provide programs of fundamental and current professional interests and concerns, aid in the development of the whole person and assist with realizing their professional role and responsibility in the healthcare field.

**Student Theatre Ensemble (STE) – ste@cnr.edu**

A completely student run club, STE produces two major productions every year. Students are at the helm of directing, acting, and set design. Founded by and for the students, STE is dedicated to bringing theatre into the lives of the community at CNR.

**Tatler - tatler@cnr.edu**

Tatler is the student run newspaper of The College of New Rochelle, serving as a vehicle for students' voices and opinions, as well as, informing students and members of the college community of current events of the college. Tatler is published approximately once a month, allowing students and the community exposure to the work involved in a printed publication. The paper also helps to foster the growth of its writers, editors and all the students and staff involved.

**Women in Defense of the Environment (W.I.L.D.E.) - wilde@cnr.edu**

Women in Defense of the Environment is a group of students dedicated to increasing campus awareness of various environmental concerns. The club conducts an annual Earth Day game show and has held fundraisers to benefit different ecological causes, such as bat conservation and wolf conservation. Members have also helped in the clean up efforts at the local marshlands.

**Sales Promotion**

Permission to sell any item on the main campus must be obtained from the Office of Student Development. Students are asked to discourage unauthorized sales promotions and to report violators to this office or the Office of Safety and Security, or the Residence Director if a residence hall is involved.

## OTHER SERVICES

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### Bookstore

**The College of New Rochelle Bookstore** (located on the lower level of the Student Campus Center) is the official campus store to meet the academic and personal needs of the College community.

The Bookstore carries imprinted College items, school supplies, convenience items, course textbooks and materials, general reading books, glassware and other gift items. The Bookstore stocks books written by faculty and alumnae/i authors. All official academic rings, nursing pins and commencement academic attire requirements are also handled through the Bookstore.

The Bookstore accepts all major credit cards, personal checks, CNR card with auxiliary account, and cash. They will gladly ship any item in stock to your home or business address.

### Center for Academic Excellence

**Center for Academic Excellence** (located at 33 Leland Avenue on the main campus) strives to help students take charge of their own education by providing a location where they can work collaboratively with a staff of peer and professional tutors. Students become more aware of their own learning process while they receive instruction in the humanities, mathematics, science, and nursing courses, plus various other courses requiring research. Students are required to have tutoring for some courses; for other courses, students come on their own to receive help and maintain progress. In addition, computer software, video and audio materials are available for self-study. All services are free of charge.

### Dining Services

The College's **Dining Services**, as provided by the Sodexo Corporation, offers a flexible dining program in which full meals may be purchased in the Food Court during specified meal times with convenience food available between meals. Residents, commuters, faculty, and staff may purchase meals on a declining balance meal/I.D. card program or on a cash basis.

Dining Services hosts special events such as cookouts, holiday dinners, buffets, provides catering for special occasions, and will assist student groups planning parties. Hours of operation and program information are available in the Dining Services Brochure.

### Financial Aid

The **Office of Financial Aid** (located on the ground floor of the Ursula Administration Center) annually disburses approximately \$47 million to The College of New Rochelle students. Financial Aid encourages all students to apply since most qualify for some type of aid, and this is the only way to insure that they receive the assistance to which they are entitled. Financial Aid has simplified the application process, and has designated special counselors to help students and parents in filling out required forms. The counselors emphasize the importance of resolving financial concerns at the start of one's college career to insure that financial problems do not interfere with the pursuit of educational goals.

## Gill Library

**Gill Library**, named in honor of Mother Irene Gill, O.S.U., the founder of the College, houses one of the largest collections in Westchester County. This collection, which contains print as well as non-print resources, numbers over 200,000 volumes. The Library subscribes to over 1,200 current periodicals. In addition to the circulation of materials, the Library offers the following services to the College Community: library instruction to groups and to individuals who request it, interlibrary borrowing of materials, reference and research assistance, document delivery, numerous on-line databases, and Internet access.

Gill Library uses the INNOPAC system for its online public access catalog and for other automated library functions. Several collections of rare and unusual works include the Thomas More, James Joyce and Ursuline Collections. Other collections of note include: the ERIC Collection of educational documents and the Zierer Collection of materials in art therapy.

### Regular Library Hours (Fall and Spring Semesters)

Monday-Thursday	9 a.m.-11 p.m.
Friday	9 a.m.- 5 p.m.
Saturday	10 a.m.- 6 p.m.
Sunday	1 p.m.-11 p.m.

### Summer Session Hours

Monday-Thursday	9 a.m.-10 p.m.
Friday	9 a.m.-5 p.m.
Saturday	10 a.m.-6 p.m.
Sunday	Closed

Special hours for examination periods, intersession and holidays are posted in advance.

Gill Library is a member of the Association of College and Research Libraries, the Metropolitan New York Library Council, the SUNY OCLC computer-based network of libraries and the Westchester Academic Library Directors Organization (WALDO). As a member of WALDO, Gill Library participates in WebPals, a computerized information system which provides public online access to over two million holdings in Westchester area academic libraries and to a variety of specialized databases.

## Learning Center for Nursing

The **Learning Center for Nursing** (located on the lower level of Angela Hall) is a multipurpose student-centered facility. Designed to facilitate learning in the School of Nursing, the Center offers opportunities for independent, individualized study, small group instruction, and research. The Learning Center for Nursing includes nursing skills and multi-media laboratories, a computer center and a small group instruction room. A Director and R.N. preceptors assist students and faculty with their teaching-learning needs.

## Mail Center

General mail services and package pickup are available Monday through Thursday, 8:30 a.m. to 6 p.m., and Friday, 8 a.m. to 4 p.m., at the **Mail Center** (located in the basement of Chidwick Hall). Resident student mail is delivered daily to mailboxes on the lower level of the Student Campus Center.

## Media Services

**Media Services** (located in Mooney Center Room 113) provides audiovisual support services for academic programs and authorized campus activities. Slide, filmstrip, overhead, and portable projection system equipment is available. Audio equipment includes record players, cassette tape recorders, CD players, and portable audio systems. Video is available in two forms: 1/2" VHS full size camcorders and Hi 8 palm corders. Digital equipment includes 35mm cameras and video camcorders.

Requests for audio and projection equipment should be made at least two days in advance. For video, or in cases where assistance in using equipment is required, a week's notice is necessary. The signature of an instructor or staff person is required for student use of equipment. Arrangements may also be made to produce overhead transparencies from supplied originals and duplication of audio and video cassettes (subject to copyright regulations).

The Television Studio is used for production courses, teacher training and public speaking exercises, and for groups viewing videotapes.

## Printing Services

Photocopy machines are located in the Library. Students may also avail themselves of the services of the **Print Shop** (located on the ground floor of Maura Hall, facing Liberty Avenue). All work is on a cash and carry basis or by CNR card with auxiliary account. The Print Shop staff is available for consultation regarding the various kinds of duplicating available.

## Registrar

The **Office of the Registrar** (located on the ground floor of the Ursula Administration Center) is custodian of the official academic records of all students. The Registrar establishes the schedules for classes and examinations and conducts registration for courses. In case of a conflict with the scheduling of classes and/or examinations, adjustments can be made by consultation with a member of the Registrar's staff.

Transcripts required for graduate school applications, transfers, or job applications are handled through this office. Students must request the transcript in writing. The Registrar cannot honor requests made by telephone or by anyone other than the student concerned. Official transcripts are sent by the College directly to the institution or agency for which they are required. Students may receive only unofficial copies (without the Registrar's signature or College seal). There is a fee for each transcript, which must be paid at the time of the request.

Your request for a transcript should include your present full name and the name under which you attended the College, if different from your present name; Social Security number; dates

of attendance and degree earned, if any; the School of the College which you attended; and the name and address to which the transcript is to be sent. Only College of New Rochelle transcripts are issued by the Registrar. The transcripts of records submitted to the College by other institutions are not released by the Registrar's Office.

If you have any changes in name, address, or telephone number, or if College mail addressed to you is incorrect in any detail, it is important that you notify the Registrar's Office promptly. The corrections will be circulated by the Registrar to other College offices.

Students who have outstanding debts from a previous year will be denied the privilege of withdrawing materials from the College Library, and will have their grades and transcripts withheld by the Registrar.

## Safety and Security

The **Office of Safety and Security** (located on the first floor of the Student Campus Center) is staffed 24 hours a day.

The standards and procedures which the College has established for protecting the well being of the members of the community, the College facilities, and the conduct of its programs can be effective only to the extent that these measures are understood and supported by the entire College community.

Campus crime statistics for all campuses of the College are reported annually to the Department of Education and can be accessed on their web page at <http://www.oped.gov/security/>. Additionally, the College's Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. To request a hard copy of these statistics, contact the Director of Safety/Security at (914) 654-5952 or stop by the Security Office and pick up the available Security Information Booklet.

### Identification Cards

Every member of the College community is required to have an official, valid **CNR I.D. card**, and to present it at the request of any authorized official of the College. At the start of the term in September, all students, new or returning, are required to ensure that all necessary Student Services forms or documents are on file and/or updated. Once this has been accomplished, students are authorized to obtain, or update, their I.D. card. This authorization process is repeated at the start of the Spring term for new students entering at that time and for students who are returning from leaves of absence or visiting student programs.

At the start of each semester, a special schedule for issuing new I.D. cards and for validating currently held I.D.s is announced. This process must be completed during the first two weeks of each semester. All lost I.D.s should be reported to Safety/Security, and a replacement will be issued. There is a charge for replacement of an I.D. card.

### Lost and Found

For your convenience, Safety/Security maintains a **Lost and Found** at the Information Center.

### Night Use of the Mooney Center or Science Building

In order to gain access to the facilities of the Mooney Center or Science Building at night, students must obtain their instructor's permission and signature on the sign-up sheet. A "buddy" must be with the student throughout the time the student uses the facility. Follow specific instructions for contacting a guard and for insuring the security of the building.

### Emergency Procedures

In an emergency requiring police, fire department, or ambulance, call 911. You should then immediately call **Security, Ext. 5204**, or the Residence Director on duty. If you are on campus and the emergency involves a medical situation, also call **Health Services, Ext. 5311**.

**Telephones for emergency use** can be found at the following outside locations on the main campus. A blue light identifies these phones:

- Back porch of 33 Leland
- Between Chidwick/Science
- Castle Place Info Booth
- Corner of Castle
- Entrance to Chapel, off Ursula Mall
- Entrance to 4 Hemlock
- Left of main entrance to Library
- Liberty Avenue, south side of Maura
- Liberty Avenue, north side of Maura
- Main entrance to each residence hall: Angela, Brescia, Maura, Ursula
- Mall entrance to Rogick
- Outside Fitness Center
- Outside 55 Leland
- Rear of Maura
- Ursula Parking Lot

### Fire Prevention

Routine fire prevention is the responsibility of each individual. Students may protect themselves and others by observing these rules:

If a fire alarm sounds during class, follow the instructions of the professor. In gathering places such as the Library or Dining Hall, the staff person in charge of that area will direct the evacuation of the building. Each group should gather in a location at least 50 feet from the building and clear of all fire hydrants.

Resident students should be particularly attentive to the guidelines which apply to the residence hall situation as outlined in the *Residence Life Handbook*.

### Smoking

Smoking is not permitted in any area of campus unless the area is specifically designated as smoking permitted and posted as such.

### Transportation

Designated parking areas are provided on a space-available basis for commuter students, faculty, and staff cars bearing current CNR parking tags. No areas are set aside on campus for the cars of resident students nor are tags issued to them. This policy is necessitated by space limitations and the need to accommodate those who can get to campus only by car.

Car registration and the assignment of tags is handled by the Office of Safety and Security. Regulations on designated parking areas are posted on official bulletin boards. Copies for personal reference as well as Guest Passes are available at the Information Center Booth.

### Handicapped Parking

Handicapped parking, both on and off campus, is mandated and enforced by local police departments. To qualify for handicapped parking, go to the City Hall in the place of your official residence and present medical verification of your handicap. Upon receiving approval, a card will be issued that must be displayed in the car when using any handicapped parking space. In addition, a CNR parking tag must be displayed when parking on campus.

**Renting a Bus**

Arrangements can be made through the Office of Student Development to rent a bus for group transportation for events off campus.

**Bus Transportation**

Bus schedules and maps of routes throughout Westchester County are available in the Office of Student Development.

**Trains**

Metro-North provides train transportation between New York City and Stamford, Connecticut. The local station is located near North Avenue just north of Huguenot Street. The trip to New York City takes about 35 minutes.

**Parking Regulations**

A College parking tag, valid through August 31, is required on all cars which are regularly parked on the main campus. Tags must be placed on the rear view mirror facing out. There is a \$5 handling fee. Tags are available from 8 a.m. to 6 p.m. Monday to Thursday, 8 a.m. to 4 p.m. Friday in the Safety/Security Office in the Student Campus Center.

**Designated Parking Areas**

Monday —Thursday	8 a.m. - 7 p.m.
Friday — Saturday	8 a.m. - 5 p.m.

**Faculty and Staff**

Castle Place and any College parking lot

**Non-Resident Students**

Any College parking lot

**Handicapped**

Designated spaces with College tag

**Visitors**

Passes are available at the Information/Security Center.

**Resident Students**

No tags issued — No on-campus parking spaces available

Parking is not permitted at any time in a fire lane. No parking is permitted on Castle Place from midnight to 6:00 a.m.

At the start of a snowstorm, drivers are responsible for removing their cars from Castle Place and College parking lots.

**Vending Machines**

The Office of Financial Affairs coordinates vending services on the main campus. To get back money lost in a vending machine, go to the Facilities Office (located in the rear of Maura Hall). Use of foreign coins, slugs, or other items will render the machines inoperable until a repairman is able to service them. Do not continue feeding coins into a machine once money is lost. Report any inoperable machines to the Facilities Office.

If money is lost in a public telephone, contact the operator and request a credit.

**Weather Closings**

Should a decision be made to cancel classes due to emergency weather conditions, the Office of the Senior Vice President for Academic Affairs will inform the offices of the units affected, the College switchboard, and the following radio stations:

**In New York**

WFAS	1230 AM/103.9 FM
WINS	1010 AM
WOR	710 AM
WCBS	880 AM
WVOX	1460 AM
WLNA/WHUD	1420 AM/100.7 FM
WRKL	910 AM

**Television Stations**

WNBC	Channel 4
WCBS	Channel 2
News 12	Channel 12 (Cablevision)

**In Connecticut**

WSTC-WNLK-WEFX-WKHL  
1400 AM/ 96.7 FM (Cox Radio Norwalk)

In addition to radio announcements, WFAS, WINS, WOR and WCBS have set up web sites for instant access to all closings and delays:

- WFAS [www.wfasfm.com](http://www.wfasfm.com) or [www.wfasam.com](http://www.wfasam.com)
- WINS [www.1010wins.com](http://www.1010wins.com)
- WOR [www.wor710.com](http://www.wor710.com)
- WCBS [www.cbs880.com](http://www.cbs880.com)

It should be emphasized that while the radio announcement will refer to The College of New Rochelle as being closed (or, possibly, a particular School of the College, so listen carefully), the College is never closed because of weather as far as the offices are concerned.

## DIVISIONS OF THE COLLEGE

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### College President

The **President** is the chief administrative officer of the College. He is the liaison between the Board of Trustees and the faculty, students, and staff. He also supervises the five vice presidents of the College, each of whom heads a major area of the College.

### Executive Vice President

The **Executive Vice President** reports directly to the President and is responsible for several areas across the institution, including technology, internal and external communications, and government relations.

#### Government Relations

The **Office of Government Relations** develops and maintains positive relationships between The College of New Rochelle and the elected officials who represent our main campus and five branch campuses. The office monitors federal and state legislation as well as initiatives that affect funding areas such as student aid. It also coordinates activities with the local government both in New Rochelle and New York City.

#### Communications

The **Office of College Relations** includes the areas of Media Relations and Advertising and Publications.

The **Publications** arm of College Relations is responsible for the writing and design of all College publications for external audiences (alumnae/i, prospective students, general public). These include the academic catalogs; all recruitment publications; *Quarterly*, the College's alumnae/i magazine; and the internal publications, *Footnotes*, *CNR Report* and *Connections*. The official College website, [www.cnr.edu](http://www.cnr.edu), also considered an external publication, is maintained by this office. All publications for internal audiences (current students, faculty, staff) are the responsibility of the individual club or office.

The **Media Relations and Advertising** arm of College Relations is responsible for generating publicity for the College and its programs and events in newspapers and magazines as well as on radio and television. Such media coverage increases the College's visibility in the eyes of potential students, their families, alumnae/i, corporations and the entire community and boosts attendance at College events.

#### External Relations

In line with the mission of the College, the **Office of External Relations** is responsible for partnering with those constituencies external to the College to provide opportunities for educational and cultural enrichment. Among the programs that the office coordinates and oversees are the following: **America Reads/America Counts** — a federal program in which work-study students tutor elementary school children at one of four local sites; **College Enhancement Program** — in which eligible high school juniors and seniors are invited to take freshman level college courses and earn college credits while still in high school; **High School Women Artist Exhibition** — an annual event in which over 400 high schools throughout the nation are invited to exhibit their students' work at the College and compete for awards; **Center for Montessori Teacher Education /NY** — which has housed the Summer Institute at the College for over 27 years; **Ursuline Students Unite**

**For Service**, a program whereby students from Ursuline High Schools spend one week at CNR doing volunteer work in the New York area; **Child Abuse Recognition and Reporting Seminars** for NY State Certification offered to the general public three or four times a year; and the three art exhibit areas: **Castle Gallery**, which provides enrichment to the College and surrounding community through three exhibits annually and a variety of educational programs, earning itself an excellent reputation; the **Mooney Center Gallery**; and **Bridge Gallery**. This office also identifies with the Campus Directors those areas of community relations specific to their campus location to offer administrative support. The office is responsible for room rentals on the main campus for all non-college related but mission-related activities.

The **Special Events** arm of External Relations is responsible for college-wide events that support the goals and mission of CNR. Special Events also assists other departments in the planning of functions such as lectures, receptions, and dinners for students, alumnae/i, and donors. Services are available to all branch campuses.

The **Office of External Relations** works in conjunction with the Office of Admission in reaching out to high schools and parishes to identify nominees for scholarship and award opportunities.

#### **Academic Computing Services**

**Academic Computing Services (ACS)** offers a wide range of technology-related services and resources at the College. Working collaboratively with Media Services, Gill Library, and Learning Support Services, the area provides training and consulting services, access to desktop computing, and the tools that students, faculty, and staff need to meet the challenges of an increasingly technological world.

While the primary mission of Academic Computing Services is to assist faculty in the integration of technology into the curriculum, we play an important role in providing access to desktop computing for students. Our computer classrooms and lab facilities are conveniently located in the Helen and Peter Mooney Art and Educational Technology Center. The Labs offer both Windows (PC) and Macintosh (Mac) computers, image and document scanners, and an assortment of software tools such as word processors, spreadsheets, and web browsers. In addition, we assist both faculty and students by providing equipment for in-class presentations.

Please visit our web page at [www.cnr.edu/home/acs](http://www.cnr.edu/home/acs) where you will find online technology tutorials and further information on the services we offer. We invite you to explore our facilities and use our resources in your academic endeavors.

#### **Information Systems**

**Information Systems** is responsible for the provision of Administrative Computing, networking and Telecommunications for faculty and staff at the six campuses of the College. As an institutional support unit, our mission is to provide technology that can be used as a tool by faculty, staff and students. Information Systems is an office of the technology unit of the Executive Vice President's area. The office is located on the first floor of the Mooney Center of the Westchester campus.

Information Systems is responsible for the Student Data Base which is the primary database for administrative computing. Information Systems also provides PC and network support via a Help Desk for technical support, installation, or network related account assistance and manages the student laptop program. This office is responsible for issuing network

accounts, email addresses, and residential network access (Resnet) in the residence halls. Information Systems also oversees the installation and operation of the College telephone and voice mail systems. The College has contracted with Paetec Communications for the operation and billing of the resident student telephone, voicemail and cable TV service, and the contract is managed by Information Systems. Computer policies are located at: <http://cnrweb/computing/policy.html> and are available at the Help Desk.

### Student Services

The **Vice President for Student Services** reports directly to the President and is responsible for the division which is described in this Handbook under the heading Student Services. The other vice presidents and the divisions they administer are described below:

### Academic Affairs

The **Senior Vice President for Academic Affairs** is responsible to the President for the academic programs of the four schools of the College, the Library, for institutional planning, and for the faculty. Reporting directly to her are the Deans of the four schools and of the library, and the Assistant Vice President for Academic Affairs, who coordinates all of the College's student recruitment/retention efforts. The Offices of Admission, Registrar, Institutional Research, Mooney Center, Learning Support Services, and Media and Photographic Services report to the Assistant Vice President for Academic Affairs.

#### Admission

The **Office of Admission** coordinates all recruitment efforts for the School of Arts and Sciences and Undergraduate Program in the School of Nursing. A student volunteer group called CNR Ambassadors act as hostesses for visiting high school students for overnight programs. The Office also employs students as Tour Guides, Office Assistants and Connectors, who call prospective students to share their CNR experiences.

### Financial Affairs

The **Vice President for Financial Affairs** reports directly to the President and has overall responsibility for the financial operations of the College. The Financial Affairs area consists of the Office of the Controller, which includes accounts payable, the Bursar's office, collections, payroll and purchasing; the Financial Aid Office, which includes direct lending; General Services, which includes the Bookstore, food service, housekeeping, mail operations, maintenance, the Print Shop, safety and security, and transportation; and Human Resources.

The **Bursar** is responsible for preparing student bills for tuition and fees. For information about your bills, call Ext. 5542 or visit the office on the ground floor of the Ursula Administration Center.

The **Financial Aid Office** is responsible for assisting students in receiving all of the financial aid for which they may be eligible. For information on applying for aid or help with anticipated aid, contact Ext. 5225 or 5434 or visit the office located on the ground floor of the Ursula Administration Center.

## College Advancement

The **Vice President for College Advancement** reports directly to the President and is responsible for the College’s fundraising and alumnae/i relations programs.

### Alumnae/i Relations

Founded in 1926, the **Alumnae/i Association** has 41,000 members throughout the world. **The Office of Alumnae/i Relations** serves the needs of the College’s graduates by offering opportunities for alumnae/i to return to campus to pursue stimulating academic seminars, reunite with classmates and friends, and renew connections with the College. *Quarterly*, the College’s alumnae/i magazine, serves as the major communications vehicle for our graduates. The Alumnae/i Board of Directors (elected representatives of all CNR alumnae/i) serves the College and its students through committees focused on annual giving, communications, mentoring, programming, and recruitment.

### Development

Because tuition and fees do not fully cover the operating expenses of the College, the contributions made by trustees, alumnae/i, parents, and friends to the Annual Fund are essential. This support enables the College to operate with a balanced budget by helping to fund educational and scholarship programs, library books and services, faculty salaries, and facilities maintenance. In addition to the Annual Fund, the College receives financial assistance from individuals in support of special programs and projects, and from bequests and other types of planned gifts.

Identifying new or continuing programs on campus that have potential for attracting support from the State or Federal government, corporations, and foundations is the responsibility of the **Grants Office**. Projects are prioritized annually by the executive staff.

## GOVERNANCE

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### College Governance

#### Board of Trustees

Final authority in the administration of the College is vested in the **Board of Trustees** and the officers of the College. The charter of the College calls for a self-perpetuating body of up to 28 members. The current board is composed of esteemed members of the local community, educators, and alumnae.

#### College Senate

The **College Senate** is the principal vehicle of participatory College governance under the President and Board of Trustees. Its purpose is to promote the excellence of The College of New Rochelle as an institution of higher learning by establishing and maintaining effective participation in the governance of the institution, and by providing a forum for the sharing of concerns common to the schools and constituencies of the College.

#### Council of the Faculty

The **Council of the Faculty** includes three elected full-time faculty the Schools of Arts and Sciences and Nursing, the Graduate School and the Library. In addition, two faculty members are elected as at-large representatives. The Council of the Faculty is the principal vehicle of faculty governance for the College.

#### Rank, Tenure & Salary Committee

The **Rank, Tenure & Salary Committee** is composed of seven elected faculty members with tenure: one each from the Schools of Arts and Sciences and Nursing and the Graduate School, and four at-large members. The President of the College and the Senior Vice President for Academic Affairs are ex-officio members without a vote. This committee reviews faculty recruitment, appointments, contract renewals, promotions, tenure, and termination of appointments.

#### Professional Staff Council

The **Professional Staff Council** consists of nine members, elected by and from the Professional Staff. Representation includes one from each Vice Presidential area, one from each of the four schools and one at-large member. The purpose of the Professional Staff Council is to provide a means of addressing the needs, concerns and interests of Professional Staff in order to enhance their ability to function as productive and effective employees of CNR.

### School Governance

Membership on school councils and committees gives students the opportunity to be a real force in the academic life of the College by actively participating in the programs, concerns and events of their schools.

#### School of Arts and Sciences

The governance structure of the School of Arts and Sciences enables the various constituent groups within the School to participate in planning policy, curriculum and academic regulations; to monitor the development, effectiveness, quality and outcome of the activities within the School; and to maintain good order and predictable movement in the flow of

the School's business. Consistent efforts are made to encourage broad participation.

The School's internal governance consists of three standing committees: **Council of Arts and Sciences, Appeals Board** and **Faculty Development**. In addition, the entire body of SAS full-time faculty meets monthly with the Dean. Every department or program is also required to have a department board for its ongoing business. Current efforts in the School are focused on enhancing the level of genuine student participation in all aspects of governance in the School.

### **School of Nursing**

The central governance structure of the School of Nursing consists of the School of Nursing Team. Membership includes students named to committees, full-time faculty, and professional staff. The Dean serves as chairperson. The Team is responsible for ongoing development, monitoring, and evaluation of all programs. This work is accomplished through three standing committees. They are: **Support Services/Resources; Curriculum; Teaching and Learning;** and **Program Effectiveness.**

The SON Team shall discharge its responsibilities and exercise its privileges under the authority of the Dean, the President of the College, and the Board of Trustees. Students are encouraged to be active participants in the Committee and Program structures of the School.

In addition, several groups are of particular interest to students. These are: (1) **Caring Circles with the Dean;** (2) **Student Nurses Association**, a constituent of the National Student Nurses Association open to undergraduate students that promotes leadership development and advances the profession of nursing; (3) **NSTAT-Nursing Students Taking Action for Tomorrow;** and (4) **Sigma Theta Tau**, Zeta Omega Chapter, the national honor society in nursing. Senior undergraduate and graduate students with leadership potential and GPAs of 3.0 and 3.5, respectively, may apply for membership.

### **Graduate School**

The principal governance body of the Graduate School is the **Graduate School Assembly** which consists of the Dean (Chair), the Division Heads, all full-time faculty, all administrative staff of the school and student representatives. Standing committees of the Assembly include **Academic Affairs, Faculty Affairs** and **Student Affairs**. The Academic Affairs Committee has primary responsibility for making recommendations on matters of curriculum, academic standards, planning and budget. The Faculty Affairs Committee is responsible for making recommendations on matters of concern to the faculty. Subcommittees include the **Student Grievance Committee** and the **Faculty Development Committee** which promotes the teaching, scholarly and professional development of the faculty. The Student Affairs Committee is responsible for making recommendations regarding the Graduate School students' professional growth and development. The Assembly meets monthly to address school-wide issues.

## STUDENT RIGHTS, POLICIES AND REGULATIONS

The students, faculty, and staff members of The College of New Rochelle are all members of a learning community with a rich history. As in any community, there are rights, policies, and regulations which govern the conduct of each individual. In this section, the regulations that pertain to student behavior are listed and the processes which ensure student rights are explained. In addition to the policies stated on the following pages, academic policies can be found in the appropriate academic catalogs, and residence hall policies are published in the *Residence Life Handbook*. The College has established a policy pertaining to non-voluntary withdrawal from the College for psychological reasons. A full statement of the policy is on file in the office of the Vice President for Student Services.

### Student Code of Conduct

**The following actions are considered to be contrary to the expected norms of student behavior, and are subject to the judicial process:**

1. Violations of any College regulation or College policy as stated in the *Student Handbook*, *Residence Life Handbook*, published in the College academic catalogs, or posted for official purposes by the College.
2. Illegal possession, sale or use on campus of marijuana, hallucinogens, or any other drugs proscribed by the Penal Law.
3. Illegal possession, sale, distribution, or use on campus of alcohol as proscribed by law.
4. Possessing, serving, or consuming alcohol in restricted areas, intoxication, or abuse of alcohol.
5. Smoking on campus, unless in a clearly designated authorized smoking location.
6. Harassment and/or abuse (verbal, physical or sexual) of another person, or creating substantial risk of same to another person on campus.
7. Engaging in racist, sexist, bias-related or other forms of discriminatory behavior.
8. All forms of dishonesty such as cheating, plagiarism, supplying false identification, etc.
9. The obstruction or disruption of teaching activities or other College operations or functions.
10. Interference with lawful exercises of freedom of speech, freedom of movement, or peaceful assembly.
11. Theft of or damage to College property or the property of another while located on the campus.
12. Forgery, alteration, or misuse of College documents, records or identification.
13. Unauthorized entry or use of College facilities as well as unauthorized possession, use or duplication of keys and/or cards to College facilities.

13. Tampering with or misusing fire alarms, fire fighting equipment, safety equipment, or electrical or mechanical equipment in any building.
14. Possession or use of firearms or other dangerous weapons or items on the campus.
15. Failing to comply with the written or verbal directions of clearly identified College personnel in the performance of their assigned duties, or failing to produce proper identification (I.D. Card) when requested by an official representative of the College.
16. Any action or omission on campus creating a substantial risk of injury to another.

## **Alcohol Policy and Guidelines**

**The following information is presented to familiarize you with the institutional policies related to the use of alcoholic beverages on campus.**

1. New York State law makes it 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.
  - individuals to drive while intoxicated.
2. It is a violation of the Student Code of Conduct to be intoxicated on campus.
3. Alcohol is not permitted in Brescia, Maura or the majority of Ursula residence halls because the predominant age of the students in residence is under 21. Angela Hall has special alcohol guidelines because the predominant age group is usually 21 or over. Guidelines for areas in which alcohol is allowed can be obtained from the Residence Director or the SD Office.
4. All events at which alcohol will be served on the New Rochelle campus must be registered by submitting a completed reservation form to the Office of Student Services and making an appointment with the Director of Student Development. She will evaluate requests for events involving alcohol, based on the requirements of New York law and College policies and procedures. All other campuses should refer to their Campus Director for specific policies governing their campus.
5. A reasonable quantity of an attractive variety of non-alcoholic beverages must be available from the same location as alcoholic beverages.
6. A variety of food and snacks must be available for the duration of an event which includes serving alcohol.

7. "Bring your own bottle" (BYOB) affairs are not permitted at College-sponsored events.
8. "All you can drink" parties and events for which the admission charge includes the availability of alcohol are prohibited.
9. The service of alcohol must be terminated at least one-half hour prior to the conclusion of any event which is at least two hours in duration.
10. Advertising for events where alcoholic beverages will be consumed must emphasize that the primary purpose of the activity is other than drinking. The availability of alcoholic beverages must be given equal emphasis with the availability of non-alcoholic beverages and snack foods. All advertising for events which states that alcohol will be served must stipulate that two forms of proof of age, including one photo I.D., is required for admittance.
11. Alcoholic beverages may not be brought into or removed from the immediate area at which a College-sponsored event is occurring. Alcoholic beverages may not be removed from any area at which a registered event is occurring.

**College Policy on Drugs**

The College of New Rochelle recognizes its duty to uphold existing State and Federal laws regarding the unlawful possession, use, and sale of marijuana, hallucinogens, and other drugs, and cannot protect any member of the College community who violates the law.

Accordingly, any person discovered on campus by College officials in illegal possession of marijuana, hallucinogens, or any of the other drugs proscribed by the penal law will be subject to sanctions up to and including expulsion from the College. In every case, the drugs found will be turned over to the proper authorities and, should the facts warrant, the person as well will be turned over to the proper authorities.

Any student arrested by civil authorities in connection with illegal possession or use of drugs will be subject to disciplinary action by the College if it is judged that his/her actions have been detrimental to the general welfare of the College community, or that his/her general mode of life has rendered him/her unfit to pursue the normal College program.

Should guests, or anyone purporting to be a guest of students or of anyone else in the College community, bring drugs on campus, the College will take immediate action by notifying the proper 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 a part of the College community. Loitering on campus is subject to the specifics of penal law in this regard, and the College recognizes its freedom to act within the context of this law.

**Description of Sanctions for Drug and Alcohol Abuse**

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 U.S. Code section 801, et seq. Controlled substances are defined by the schedules contained in section 812 of Title 21 of the U.S. 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, section 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.

Violation of Penal Law Articles 220 and 221 may also result in civil penalties of up to \$100,000 plus costs and expenses pursuant to section 10-201 et seq. of the New York City Administration Code.

It is a violation of New York State Penal Law section 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.

It is a violation of New York State Penal Law section 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.

The New York City Administration Code, section 10-125 thereof, prohibits the consumption of alcohol in a public place. Possible sanctions for a violation of said law include a fine of up to \$25 or imprisonment up to five days or both.

Any person who operates a motor vehicle while his or her ability to operate such a vehicle is impaired by the consumption of alcohol or by drugs in violation of Vehicle and Traffic Law section 1192 is subject to imprisonment up to 15 days and/or a monetary fine of at least \$250 and at most \$350, plus a 90-day license suspension.

**Description of Health Risks Associated with Drug and Alcohol Use**

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 daily 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 clearly the nation's most common drug of abuse. With moderate drinking a person may experience flushing, dizziness, dullness of senses and impairment of coordination, reflexes, memory and judgment. Taken in larger quantities, alcohol may produce staggering, slurred speech, double vision, dulling of senses, sudden mood changes, and unconsciousness. When used over a long period of time and in larger amounts, it can cause heart and liver damage, and death from overdose and car accidents.

**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 and 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, cola, 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 well being, family life, job performance, and friendships. The College is aware of the stresses associated with daily living, and strongly urges that the entire College community meet these stresses by participating in holistic behaviors. It is our goal to assist in this endeavor by creating an environment that promotes and reinforces healthy and responsible living.

For further information about the effects of these drugs, please contact the Office of Health Services or your campus director.

### **Resources and Referrals**

#### **Campus Resources**

Counseling and Career Services offer resources, workshops, counseling, and referral for members of The College of New Rochelle community regarding substance use and abuse.

Informational pamphlets and handouts are available in the Student Services Resource Room for all students, faculty, and staff. Also available for viewing is a videotape collection which includes such titles as: From Use to Abuse, AA & the Alcoholic, and Enjoying Sobriety. Workshops to provide educational information and encourage preventative attitudes and behaviors are open to students, faculty, and staff. Topics include creating social alternatives

to alcohol-related activities, learning to manage stress without alcohol or drugs, recognizing the warning signs of substance abuse in self and others, intervening when friends or family members appear to be engaged in alcohol or substance abuse, and understanding issues of adult children of alcoholics.

Individual counseling is available to students in the School of Arts and Sciences and School of Nursing, and referral to community resources is available to students of all four schools. All referrals respect the privacy of the individual and counseling is confidential.

Community Resources

**Alcoholics Anonymous** - a self-help program which offers support and assistance for those with alcohol dependency; led by recovering alcoholics.

**Alanon** - provides mutual support and assistance to families and friends of alcoholics.

**Alateen** - a self-help group for children of alcoholic parents, led by non-professionals who have had similar experiences. (Not for alcoholic teenagers.)

**Daytop Village** - day, evening and residential programs for drug and alcohol abusers age 14 and up. Parent and sibling support groups are available.

**Yonkers General Hospital** - inpatient 10-day detoxification program for drug abusers and 50-day program for alcohol abusers. Family counseling and self-help groups are available.

**St. Vincent's Hospital** - inpatient and outpatient group and individual therapy provided for the chemically dependent, as well as family counseling, early recovery groups, DWI referrals, and treatment for adult children of alcoholics.

**Renaissance Project** - a residential treatment center and outpatient facilities which provide rehabilitation for drug abusers.

**Computing and Network Policy**

The College of New Rochelle Policy for Access to Network Resources requires that all users log on with an account registered in their name in order to utilize the College's network resources. The College's Information Resources are intended for the educational purposes of its community. Access to these facilities is a privilege and not a right that is provided to individuals with valid user accounts. Individuals using these resources are expected to do so responsibly and avoid misuses that interfere with the efficient and proper flow of information (saturating the network with unnecessary downloads), intimidate or harass other users, violate privacy, or constitute illegal activities including but not limited to copyright infringement. Users are expected to keep account and password information confidential. Unauthorized use of an account, password, or network resources is prohibited.

All "public access" machines in the Gill Library, College classrooms, labs, and residence halls will require users to log on in order to browse the Internet. All faculty and staff machines will utilize the domain log on, and if this log on is bypassed, they will be prompted to log on when browser is launched.

While the College is not interested in prohibiting or blocking access to specific sites or monitoring the content, we may find it necessary to monitor activity within the CNRnet

domain, and restrict access to users if network activity violates our policy or state or federal laws. Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary reviews.

**Acceptable Use Policy**

1.0 Overview

The Office of Information System’s intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CNR established culture of openness, trust and integrity. Information Systems is committed to protecting CNR’s students, faculty, users, partners and the college from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of CNR. These systems are to be used for approved purposes in serving the interests of the college, and of our users in the course of normal operations. Please review user policies for further details.

Effective security is a team effort involving the participation and support of every CNR user and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at CNR. These rules are in place to protect the user and CNR. Inappropriate use exposes CNR to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties. This policy applies to all equipment that is owned or leased by CNR as well as any third party equipment using the CNR network infrastructure for any reason.

4.0 Policy

4.1 General Use and Ownership

Because of the need to protect CNR’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to CNR or transmitted in any way across the CNR network infrastructure.

Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, users should be guided by departmental policies on personal use, and if there is any uncertainty, users should consult their supervisor or manager.

Any user using a privately owned computer or college owned computer will have to register his/her computer with the College’s registration system and will then have to authenticate using his/her user account in order to use any available network resource. The College has the right to allow or deny access to some or all of the network resources to any user. The final determination will be made by CNR.

For security and network maintenance purposes, authorized individuals within CNR may monitor equipment, systems and network traffic at any time. CNR reserves the right to audit networks and all systems connected to the CNR network infrastructure in any way

on a periodic basis to ensure compliance with this policy.

#### 4.2 Eligible Network Users

Students must be registered at the College in order to create and maintain a network account whether or not a CNR email address is being created.

Employees must be cleared and verified by Human Resources as active employees in order to create and maintain a network account.

All other network users must go through their department's approval process before Information Systems will create and maintain their network account.

#### 4.3 Security and Proprietary Information

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, and user level passwords should be changed every six months.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.

Postings by users from a CNR email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of CNR, unless posting is in the course of business duties.

All hosts used by the user that are connected to the CNR Internet/Intranet/Extranet, whether owned by the user or CNR, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.

Users must exercise extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

#### 4.4. Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a student or employee of CNR authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CNR-owned resources or infrastructure.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by CNR or the individual user.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which CNR or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

- Revealing your account password to others or allowing use of your account by others. This includes family, colleagues and other household members when work is being done in on or off campus locations.
- Using a CNR computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any CNR account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless except when performed by Information Systems to assess security conditions.
- Executing any form of network monitoring which will intercept data not intended for the user's host, unless this activity is a part of the user's normal job/duty.
- Circumventing user authentication or security of any host, network or account. Interfering with or denying service to any user other than the user's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, CNR users to parties outside CNR.

**Email and Communications Activities**

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within CNR's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by CNR or connected via CNR's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

**Copyright Infringement Policy**

1.1 Introduction

The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law. To qualify for

liability protection, the College is required to have a policy under which the computer accounts of users will be terminated if they infringe upon the copyrighted works of others. The account may be reinstated pending a judicial review.

### 1.2 Additional Information

For more information on United States copyright law, please consult the U.S. Copyright Office's web site at <http://www.copyright.gov>.

### 2.0 Purpose

The purpose of this policy is to explain the DMCA and to establish a procedure for notifying the College of New Rochelle (CNR) of an alleged copyright infringement.

### 3.0 Scope

This policy applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties.

### 4.0 Policy

#### 4.1 General

Compliance with federal copyright law is not only expected of all CNR students, faculty and staff, it is required. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Please consult section "4.7 How to Secure a Copyright" of this document for a further discussion of how to obtain a copyright.

#### 4.2 Proper Use

"Use" of work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying or publicly performing the work. You may "use" all or part of a copyrighted work only if: you have the copyright owner's permission or you qualify for legal exception

#### 4.3 Violations

Copying, distributing, downloading and uploading information on the Internet or any computer system or network may infringe upon the copyright of that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the college's networks or other computer resources may create liability for the College as well as the computer user.

#### 4.4 Notification Procedure

In accordance with the DMCA, the CNR has designated an agent to receive notification of alleged copyright infringement occurring on the Web pages, computer systems or networks in the CNR.EDU domain. The DMCA requires that all notices of alleged copyright infringement be in writing. For CNR to act on your notice, you must be authorized to enforce the copyrights that you allege have been infringed. When informing the College of an alleged copyright infringement, you should follow the procedure below:

a) Notify our designated agent for copyright notices:

Assistant Vice President / Academic Affairs  
Academic Affairs  
The College of New Rochelle  
29 Castle Place  
New Rochelle, NY 10805

dmcaagent@cnr.edu  
(914) 654-5836

- b) Identify the copyrighted work that allegedly has been infringed. If multiple copyrighted works at a single online site are involved, please provide a representative list of such works.
- c) Describe the material that is claimed to be infringing and provide sufficient information to permit CNR to locate that material.
- d) Provide your contact information, including mailing address, telephone number, and, if possible, an email address.
- e) Certify or include a statement that you have good faith belief that the use of the copyright-protected material, in the manner complained of, is not authorized by the copyright owner, the owner's agent, or law.
- f) Certify that the information you have provided CNR is accurate. You should attest under penalty of perjury that you are authorized to enforce the copyrights that you allege have been infringed.
- g) Include a physical or electronic signature of a person authorized to act on behalf of the Complaining Party. As an electronic signature, CNR accepts FAX and digitalized image of signature attached to email.
- h) NOTE: The College may not be able to act upon your complaint promptly or at all, if you do not provide this information.

#### 4.5 Investigation Procedure

If, after consultation with legal counsel, the copyright agent finds that there may be substance to the claim of infringement, the following will occur:

- a) The agent will notify Information Systems (IS). IS will contact the person responsible for the web page or the information concerned and arrange to have the allegedly infringing material taken down, pending an investigation.
- b) If the person posting the material refuses to remove it pending the investigation, IS may have the page rendered unavailable or the information made inaccessible by the College's system's staff.
- c) Both sides may consider further legal steps. The College reserves the right to keep such pages unavailable or the information inaccessible until the matter is resolved.
- d) Under the terms of the DMCA, CNR would most likely qualify as a service provider with limitations on its liability. CNR is not liable for pages posted on its web site or the information uploaded to its systems, which may infringe on the copyright of others, provided it follows the procedure described in this policy.

#### 4.6 Additional Notice

If a person working for the College has independent knowledge of a copyright violation on a College computer system or network, the College may have a duty to remove the infringing material. This is true even if there is not "notice" from the copyright owner. Therefore,

that person should report the violation to the designated agent, immediately.

#### 4.7 How to Secure a Copyright

For works created after March 1, 1989, there is no need to add a copyright symbol, but it is advisable. There are certain definite advantages to copyright registration. See “Copyright Registration” as <http://www.copyright.gov>.

### **Email Use Policy**

#### 1.0 Overview

The College of New Rochelle electronic mail service is a College facility that is intended for the use of teaching, research and administration in support of the College’s mission. The College has set forth this policy to ensure the responsible and effective use of its electronic mail service.

#### 2.0 Purpose

That the College’s electronic mail service is used in compliance with applicable policies and laws governing the institution as well as the US government. The College also intends to prevent tarnishing our public image in the event that the general public views messages from The College of New Rochelle as an official policy statement.

#### 3.0 Scope

This policy covers appropriate use of any email sent from a College of New Rochelle email address and applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties.

#### 4.0 Policy

##### 4.1 Email Limit Restrictions

There are email size limit restrictions on all College email. When the email folder approaches the allotted size limit warning notices will be sent from the System Administrator. If the email folder reaches the size limit the ability to send email will be lost however the user will continue to receive emails. The ability to send mail will be restored as soon as the email folder is reduced.

##### 4.2 Prohibited Use.

The College of New Rochelle email system shall not to be used for the creation or distribution of any disruptive derogatory or potentially offensive messages, including but not limited to offensive comments about race, gender, disabilities, age, sexual orientation, sexually explicit, religious beliefs and practice, national origin or any other facet that can be deem discriminatory. This statement is further supported in the College’s Anti-Harassment Policy which can be found in the College’s policy handbook.

##### 4.2a

Activities which violate this policy include, but are not limited to: deliberately interfering with the mail system, flooding mailboxes with automatically generated mail, and attempting to gain access to another person’s password, files or messages.

##### 4.3 Mass Mailing /Spamming

Sending chain letters or joke emails from a College of New Rochelle email account is considered spam and it is prohibited. These restrictions also apply to the forwarding of email received by a College of New Rochelle employee. Virus or other malware warnings and mass mailings shall be approved by the College of New Rochelle’s Director of Information Systems before sending.

4.4 Personal Use.

Using a reasonable amount of the College of New Rochelle resources for personal emails is acceptable. However, The College of New Rochelle email service may not be used for commercial business or political initiatives.

4.5 Monitoring

The College of New Rochelle employees shall have no expectation of privacy in anything they store, send or receive on the College's email system. The College reserves the right to monitor messages without prior notice. The College is not obliged to monitor email messages. As the provider of electronic mail, the College has the role of carrier and is not responsible for the content of email messages.

**Network and Computer System Password Policy**

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for your account on our network. A poorly chosen password may undermine the safety of the CNR network and put your own online identity at risk. As such, all CNR network users are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Purpose

The purpose of this document is to explain the College of New Rochelle's password policy.

3.0 Scope

This policy applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties.

4.0 Policy

4.1 Creating a Valid Password

The password must be at least 7 (seven) characters

The password must contain characters from each of the following categories

Uppercase characters (the letters A-Z)

Lowercase characters (the letters a-z)

One or more numbers from 0-9 or the following symbols: ! @ # \$ %

The passwords cannot contain 3 or more consecutive characters from your first or last name.

4.2 Password Examples

Create a password you can easily remember. For example, create a password based on a song title or other phrase. If the phrase is "I love to go to the shore", then the password could be: iL2g2tS!

If you use dictionary words or the name of a pet, break up the name with numbers or symbols. For example, if your dog is Lassie and she was born in 1989, your password could be: Las89sie

4.3 Managing your Network Account

Passwords should be changed every 6 to 12 months.

Do not use the "Remember Password" feature of programs on your computer.

Do not share your password, write it down or store it on-line.

If your password is known to others, change it immediately.

#### 4.4 Resetting your Password

An account management program is available to all CNR network users via a web page that is located at: <https://helpdesk/public/public.aspx>. To reset your password, you will be asked to recall the answer to the security question you answered when the account was created. This feature can only be used while you are on campus. After you have changed your password, you will receive an email notification at the alternate email address you provided in account management. Please note: If you receive this notification and you have not requested a change, contact the Help Desk immediately.

If you forget your password and you cannot remember the correct answer to the security question, you must contact the Help Desk to have it reset (Note: CNR does not have access to any user passwords). If your identity cannot be verified over the phone, and you are at the main campus, you will be required to come to the Office of the Information Systems in person and present a valid CNR ID. If you are a SNR student, you are required to go to your campus library in person and present a valid CNR ID. Questions regarding this policy should be directed to the Director of Information Systems.

### Wireless Communication Policy

#### 1.0 Purpose

This policy prohibits access to The College of New Rochelle (CNR) networks via unsecured wireless communication mechanisms. Only wireless systems that meet the criteria of this policy or have been granted an exclusive waiver by Information Systems are approved for connectivity to CNR networks.

#### 2.0 Scope

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, PDAs, etc.) connected to any of CNR's internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to CNR networks do not fall under the purview of this policy.

#### 3.0 Policy

##### 3.1 Register Access Points and Cards

All wireless Access Points/Base Stations connected to the College network must be registered and approved by The Office of Information Systems (OIS). These Access Points/Base Stations are subject to periodic security tests and audits and if it is determined that wireless devices are interfering with the CNR wireless network and/or its users, OIS will require that the device be removed. All wireless Network Interface Cards (i.e., PC cards) used in laptops, desktop computers and other network devices must be registered with OIS.

##### 3.2 Approved Technology

All wireless LAN access must use OIS-approved vendor products and security configurations.

##### 3.3 VPN Encryption and Authentication

All computers on CNR's wireless network must be configured with WPA encryption with PEAP authentication or be configured with the Odyssey Client in order to function on the network. All computers with wireless LAN devices must utilize the CNR Virtual Private Network (VPN) when conducting official College business on an external network. To comply with this policy, wireless implementations must maintain point to point hardware encryption of at least 56 bits. All implementations must support a hardware address that can be registered and tracked, i.e., a MAC address. All implementations must support

and employ strong user authentication which checks against an external database such as TACACS+, RADIUS or something similar.

4.0 Sanctions for Policy Violations

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review by the College as well as a private cause of action. By such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges and dismissal from the College.

**Guidelines for Use of the Web**

**Guidelines** for using the Web are not formal policies but a description of the informal practices that are considered good “netiquette,” standards of behavior that will help make your participation in the digital environment a rewarding and productive experience. For more information on this policy, and policies relating to Computing and Networks, please go online to <http://cnrweb/policies/computingpolicy.html>.

**Grievance Process**

A **Grievance** is a matter of serious neglect, mismanagement, or mistreatment about which you wish to lodge a formal complaint. Should such a situation arise, the best thing to do is to discuss it with the person immediately involved. If this interview does not resolve the problem to your satisfaction, then make an appointment to review it with the person’s supervisor.

For example, if your grievance is with a faculty member, you should first discuss it with him or her. If this discussion is not satisfactory, you should address the matter with the chairperson of the department of which the professor is a member. If the matter is still unresolved, you must follow the steps outlined in the specific school catalogues. If your grievance is with a non-academic administrator or staff person, you should first discuss it with the person. If this is not helpful, you should inform the supervisor of the administrator or staff member. The area vice president is your final resource person for non-academic grievances.

**College Rules for Maintenance of Public Order**

**Civil laws also affect campus life. Education Law section 6430 of the State of New York requires:**

The trustees or other governing board of every college chartered by the regents or incorporated by special act of the legislature and which maintains a campus, unless otherwise provided, shall adopt written rules for implementing all policies required pursuant to this article and for the maintenance of public order on college campuses and other college property used for educational purposes and provide a program for the enforcement thereof. Such rules shall prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules shall govern the conduct of students, faculty and other staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property in the case of a student or faculty violator his

or her suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescision of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.

**The Board of Trustees of The College of New Rochelle adopted the following statement in compliance with section 6430 of the Education Law of the State of New York:**

**I. Statement of Principles**

The College of New Rochelle has as its purpose the education of its students and their complete development as persons committed to the creative and disciplined use of their intellects and the courageous and constructive use of their freedom. This educational goal demands mutual respect, honest searching, sensitivity to the concerns of others, and a free exchange of ideas. The freedom to speak and to assemble includes the freedom to dissent and to express dissent in an effective and orderly manner. While The College of New Rochelle has developed structures through which disagreement can ordinarily be expressed, recognition is given to the fact that constant efforts are needed to keep the structures open and sensitive to the demands of education today.

**II. Code of Conduct**

The principles and regulations stated here shall govern the conduct of all persons on the campus of The College of New Rochelle or other property owned by it for educational purposes and shall be deemed included in the by-laws of all organizations on campus. Such organizations shall review annually such by-laws with the individuals who are members of such organizations. These principles and regulations shall apply to administrators, faculty, students, employees, on-campus organizations, visitors, licensees, and any other invitees. In acknowledging the right of its members to dissent and to engage in peaceful and orderly activities designed to bring about change, the College community respects the freedoms granted to the citizens of this democracy by the First Amendment. The College also recognizes that if it is to live as a community of scholars dedicated to a worthy educational goal, it cannot tolerate certain kinds of disruptive activities. Such activities include acts of violence or intimidation against persons, destruction or seizure of property, and disruptions which directly attack the vital processes of the College — teaching, learning, and living as a community of free persons committed to humane values.

**All persons on the campus or other property owned by The College of New Rochelle for educational purposes shall comply therefore with the following standards of conduct:**

1. No one shall obstruct, or disrupt, or attempt to obstruct or disrupt teaching activities or other College operations or functions.
2. No one shall interfere with the lawful exercises of freedom of speech, freedom of movement (pedestrian and/or vehicular), or freedom of peaceful assembly.
3. No one shall maliciously damage, misuse, or appropriate College property or the property of any person that is located on College property.
4. No unauthorized person shall possess or use firearms or other dangerous weapons on the campus.

5. No person shall refuse to comply with a lawful order of the President of the College or his designated representative or public official acting in the performance of his duties in the administration and enforcement of these regulations.
6. No person or organization shall perform any action or create or encourage any situation which recklessly or intentionally endangers the mental or physical health of any person or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations.

**III. Enforcement and Penalties**

The College acknowledges its responsibility to distinguish among various kinds of disruption, to determine the relative seriousness of each instance of disruption, and to respond appropriately. The President of the College, or in his absence the senior administrative officer present, shall be responsible for initiating the enforcement of these regulations. To assist him in the appropriate response, the President normally will seek the advice of a Special Commission formed of the following members: the Executive Staff of the President, the Executive Committee of the Council of the Faculty (an elected faculty committee), the Executive Committee of the College Senate, and two additional students elected by and from the student members of the Senate. The President and the Special Commission shall be responsible for prompt enforcement of these regulations, the application of remedies (e.g., ejection), and the initiation of appropriate disciplinary proceedings.

The College can imagine certain dire situations in which the President must act immediately. At such times the College recognizes the responsibility of the President to act unilaterally and affirms his right to do so.

**Ejection**

Any student, faculty member, administrator, employee, visitor, or invitee violating these regulations may be ejected from the College premises when such conduct constitutes a substantial danger to personal safety, to the educational activities of the College, or to property. The campus security force will normally be used to effect the ejections (cf. Section IV of this Statement - Relation to Civil Authorities).

**Proceedings and Penalties**

When informed that a student, faculty member, administrator, or employee may have violated these regulations, the President of the College, and when possible the Special Commission, will promptly investigate the charges. If reasonable cause is shown to exist, written notification of the charges shall be delivered to the person(s) involved, in person or by registered mail, and a copy of the charges handed to the appropriate board or College authority for prompt disciplinary proceedings according to the following plans:

- A. In the case of a student, judicial procedures with appropriate penalties, including restitution for any damages inflicted and sanctions up to and including probation, suspension, and expulsion.
- B. In the case of a faculty member, procedures in conformity with recognized principles of AAC and AAUP and described in the Appendix of the Faculty Handbook shall be followed.
- C. In the case of other employees, the appropriate College official shall take administrative action subject to College grievance procedures.

D. In the case of any organization operating on College property, the violation of these provisions shall result in the rescission of permission for that organization to operate on College property.

In the above case, the appropriate board or authority may impose suitable penalties, including suspension, expulsion, termination of contract, or dismissal from the College. None of the above proceedings shall be construed to preclude sanctions under the penal law.

**IV. Relation to Civil Authorities**

The College community is a fragile and vulnerable embodiment of an ideal, and must therefore continually cultivate its development by renewing its commitment to justice and freedom in accordance with its special nature. The College, therefore, resolves to use reason and moral suasion as its primary means of maintaining order on campus. Only when the most severe threats occur and lead to an unquestionable possibility of violence against persons, destruction or seizure of property, or disruptions which directly attack the vital processes of the College, may an appeal to outside agencies (e.g., the courts, local or state police) be made to assist in the restoration of order.

**V. Amendments**

These regulations may be amended in whole or in part from time to time by action of the Board of Trustees.

**Noise Control Ordinance**

Another civil law which impacts on campus life is the City of New Rochelle **Noise Control Ordinance**. Under the provisions of this City of New Rochelle law, undue and prolonged noise can result in the imposition of a fine on the person responsible. Yelling, the screeching of cars and gunning of motors, stereos, etc., are all areas that can cause complaints and resultant fines.

**Non-Discrimination and Anti-Harassment Policy**

The College of New Rochelle is committed to maintaining a learning and working environment for all students, faculty and staff that is fair, humane, and responsible—an environment which supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. The ethical obligation to provide an environment that is free of bias, prejudice and harassment and from fear that it might occur is implicit.

**Definitions of Harassment**

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for

sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, marital status, national origin, age, disability, citizenship, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Further information, including information on how to file a complaint, is available in the Office of the Vice President for Student Services.

**Programs**

Education and awareness are the best tools for the elimination of sexual harassment. The College will conduct regularly scheduled sexual harassment education workshops for the faculty, staff and students of the College. The Counseling and Career Services staff is also available to provide workshops for individual departments, student organizations, etc.

**Procedures for Dealing with Student Complaints of Sexual Harassment by Faculty and Staff**

The College of New Rochelle has established procedures for handling complaints of sexual harassment by faculty or staff, and you are strongly encouraged to promptly make use of these procedures if you feel you have been the victim of sexual harassment. Further information is available in the office of the Vice President for Student Services.

**Procedures for Dealing with Student Complaints of Sexual Harassment by Students**

Student complaints of sexual harassment by another student(s) follow the process outlined under Student Judicial Process.

**Posting Regulations**

On the main campus, signs promoting student organizational, educational, or cultural events being held either on or off campus must be stamped "approved to post" by a member of the Office of Student Development. Bulletin boards and tack strips in campus buildings are available for display of such notices.

Signs must conform to the size, text, and location specifications. The purpose of these regulations is to ensure adequate posting space for all campus departments and student organizations. If a sign mentions the serving of alcohol, then the sign must conform with the advertising regulations noted in the Alcohol Policy and Guidelines.

Notices may not be posted on the following: trees, walls, woodwork, doors, windows, painted surfaces, automobiles, or on other notices. The purpose of this regulation is to prevent damage to College property. Bulletin boards designated for the use of specific departments or organizations cannot be used for other purposes without permission.

Notices found in violation of the above regulations will be removed and disposed of without prior notification. The sponsoring organization is responsible for removing signs at the conclusion of the event. Complete copies of this statement are available in the Office of Student Development.

## **Policy Regarding Workplace Violence**

### **Purpose**

The College of New Rochelle has a policy of zero tolerance regarding workplace violence. Our goal is to create and maintain an environment free from threatening behavior, acts of violence, and harassment. The College of New Rochelle will not tolerate violence, threatening behavior or harassment of any type, from any source. It is the responsibility of all college employees to create and maintain a workplace free from threats and acts of violence.

### **Policy**

#### **A. Statement**

Any and all forms of violence, threatening behavior, and/or harassment which involve or affect employees of The College of New Rochelle or which occur on any of the College's campuses are prohibited by this policy. This includes, but is not limited to, threatening behavior, violent actions, and harassment by college employees directed against other employees, by employees directed against students, or visitors, and by students, or visitors directed against college employees. The College will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus. The College will respond promptly and decisively to violence, threatening behavior, and harassment on campus. This response may include termination of employees or dismissal of students and will include timely involvement of law enforcement agencies, when appropriate. All disciplinary measures taken against students shall be taken in accordance with the procedures of the campus judicial system. This policy does not alter any codes of student conduct or procedures of the campus judicial system. The College's response may also include removal of third party vendors/contractors from campus or termination of contracts with such vendors/contractors. Engaging in violence, threatening behavior, and/or harassment is considered a form of employee misconduct.

#### **B. Definition**

"Violence, threatening behavior, and harassment" includes, but is not limited to, conduct against persons or property that is offensive, intimidating, hostile, injury producing, and/or abusive. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees and students, employees and employees, and visitors and students or employees, that are acceptable to both parties are not considered to be violent, threatening, or harassment.

#### **C. Application of Policy Regarding Workplace Violence**

The College's prohibition against threatening behavior, acts of violence, and harassment applies to all persons involved in the operation of the college and all persons who attend the college, including, but not limited to all college employees, all college students, third

party vendors, and anyone else on any of the campuses.

1. Violations of this policy will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The College will seek severe disciplinary penalties, up to and including termination, against employees of the College who are involved in the commission of threatening behavior, violence, and/or harassment.
2. The College will seek severe disciplinary penalties, up to and including dismissal, against students of the College who are involved in the commission of threatening behavior, violence, and/or harassment. Student violations of this policy will be adjudicated by the campus judicial system.
3. The College may support criminal prosecution of those who threaten or commit violence or engage in harassment against its employees, students, and visitors to its campuses.
4. This policy shall be deemed supplemental to all applicable State and Federal Laws, all personnel rules, regulations and procedures contained in staff and employee handbooks, and all student codes of conduct.

**D. Employee and Student Obligations**

Each employee and student of The College of New Rochelle is required to report all incidents of harassment, threatening behavior, and/or acts of violence of which he/she is aware. Visitors to the College are strongly encouraged to do the same. If an employee, student, or visitor believes he/she or others are in immediate danger, the local police department should be contacted by dialing 911 from any campus phone.

1. When the reporting individual is a campus employee, student or visitor against a campus employee, the report is to be made to one of the following persons:

MAIN CAMPUS: Director of Safety/Security, Director of Human Resources, Immediate Supervisor

BRANCH CAMPUSES: Director of Security/Security Coordinator, Campus Director, Immediate Supervisor

Note: The person receiving the report must then inform the others.

2. When the reporting individual is a campus employee or student and the report is against a student, the report shall be made in accordance with the procedures of the campus judicial system.
3. When the reporting individual is a visitor to the campus, the report shall be made to Campus Security.
4. Each person to whom such a report has been made regarding an employee shall immediately refer the report to the Director of Human Resources. Reports against students shall be referred to the Vice President for Student Services.
5. Nothing in this policy alters any other reporting obligation established in campus policies or in State, Federal, or other applicable laws.

**E. Implementation of Policy**

1. The College will attempt to reduce the potential for campus violence by positively affecting the attitudes and behavior of its employees and students by:
  - Making all current and new employees and students aware that violence or threatening behavior on campus will not be tolerated.
  - Creating a low-risk campus environment: All employees in positions of authority are expected to promote positive behavior, and to lead by example, by treating employees and students with the respect and dignity to which each is entitled. Emphasis will be placed on creating a campus where established standards of conduct are clear, communicated, and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
  - Developing procedures for increasing awareness and prevention of threatening behavior, violence, and harassment on campus.
  - Training employees.
  - Encouraging employees and students to use available counseling and assistance services when needed. This includes the referral of employees to the Employee Assistance Program (EAP), or of students to CCS, when deemed appropriate. Both victims of violence and those who commit violent acts or have threatened to do so may be referred for such services.
  
2. The College will deal with threatening behavior, violence, and harassment on campus by:
  - Designating campus representatives to receive campus violence complaints.
  - Requiring all employees and students to report all threatening behavior, violence, and harassment in a timely manner as set forth in this policy and in the procedures of the campus judicial system.
  - Quickly dealing with threatening behavior, violence, and harassment. Supervisors are specifically empowered by this policy to take immediate action to resolve or stabilize violent situations on campus and to protect people from harm.
  - Promptly and properly investigating all complaints of threatening behavior, violence, and harassment.
  - Ensuring that the Vice President for Student Services, Director of Human Resources and/or the Director of Safety/Security take appropriate disciplinary action.
  - Supporting the continuation of a good working relationship between the Department of Safety/Security and local law enforcement.
  - Employing legal remedies that address issues of workplace violence (i.e., restraining orders).
  - Creating and maintaining the highest practical level of physical security on campus.
  - Maintaining accurate records on campus violence.

**Student Judicial Process**

**I. Introduction**

The College of New Rochelle has established the Student Judicial Process to pursue violations of College policies and standards of behavior. Written incident/infraction reports may be submitted to the office of the Vice President for Student Services or designee by any member of the College community.

The Vice President for Student Services or her designee will review the report and notify

the accused student that a report has been filed. The Vice President for Student Services or designee will then meet with the accused student. At the meeting, the student will be advised of the incident/infraction report and her/his rights. If the student(s) accepts responsibility for the reported incident/infraction, a sanction hearing may be held. Otherwise, the case will then be turned over to an administrative hearing, a hearing panel, or referred to mediation as provided in Section IV. The hearing outcome will be reported to both parties in writing within two (2) days of the hearing. The decision of the hearing is final except where an appeal is permitted under Section VI.

**II. Administrative Hearing**

An administrative hearing and/or sanction hearing may be held by the Vice President for Student Services or her designee.

**III. The Hearing Panel**

A hearing panel will consist of no less than three and no more than five members. The panel must consist of at least one student, one faculty member and one administrative staff member from the school in which the accused student is enrolled. The members of the panel, including the chairperson of the panel, will be appointed by the Vice President for Student Services or by her designee. The chairperson will be in charge of the proceedings before the panel.

**IV. Mediation Cases**

In order for a case to be submitted to mediation the Vice President for Student Services or her designee must decide that the matter is appropriate for mediation and the individual or parties must agree to mediation and that they will be bound by the decision or contracts established.

The mediation process will involve a meeting between the student or students involved in the case and the Vice President for Student Services or her designee to negotiate a solution to the concerns of either or both parties. All proceedings of the mediation will be kept confidential and no record, except the contracts between the parties, will result. If mediation is unsuccessful, the hearing process remains available to the parties.

**V. Student Rights**

A. The accused student has the right to:

1. read the report containing the charges of misconduct;
2. read the form specifying the provisions of the Code of Conduct he/she is charged with violating;
3. hear all testimony against him/her;
4. appeal the decision if:
  - (i) a procedural error was committed;
  - (ii) new evidence or information becomes available; or
  - (iii) all relevant evidence or information was not considered.

B. All students involved have the right to:

1. a closed hearing;
2. have an advisor present if the office of the Vice President for Student Services is notified at least two (2) business days in advance of the hearing;
3. have witnesses present if the office of the Vice President for Student Services is notified at least two (2) business days in advance of the hearing; and
4. confidentiality.

**VI. Judicial Procedures**

- A. A written statement describing an alleged violation by a student of the Student Code of Conduct or College policy or procedure, signed and dated by the individual initiating the charge, is filed with the Vice President for Student Services or her designee.
- B. The Vice President or her designee then notifies the student that the report has been filed and a meeting is scheduled to discuss the matter. At this meeting, the student reads the report and is informed of its relevance to the Student Code of Conduct or College policy or procedure and her/his rights are explained.
- C. The student is then presented with a form specifying the provisions of the Student Code of Conduct or College policy or procedure the student is charged with violating.

Where the Vice President for Student Services has determined that the case is an appropriate one for mediation the student will be presented with the option of a hearing or mediation. He/she has two (2) business days to choose. If the accused student chooses mediation, a mediation meeting will take place if the accusing party consents. If the accusing party does not consent to mediation, a hearing will take place.

- D. The student is then notified in writing of the date, time and place of the hearing or mediation meeting.
- E. The hearing is held. The case may be heard in the student's absence if he/she failed to give reasonable prior notice of a conflict with the scheduled meeting date.
- F. Within two (2) business days of the hearing, the student is notified in writing of the outcome of the hearing and, if applicable, the sanction(s) imposed. A copy of this notice, together with all the documents and correspondence connected with the case, is kept on file in the office of the Vice President for Student Services.
- G. The hearing findings are final unless the following grounds for appeal exist:
  1. a procedural error was committed;
  2. new evidence or information becomes available;
  3. all relevant evidence or information was not considered.

Appeals must be made in writing within three (3) business days of the date of the sanction letter to the Vice President for Student Services. The Vice President for Student Services will hear the appeal, or forward it to the President or his designee.

**VII. Procedures for Hearing Panels**

**A. Role of the Chairperson**

The Chairperson of the hearing panel is responsible for maintaining an orderly hearing process. Only those persons recognized by the Chair may speak at the hearing. The Chair has the right to exclude persons from the hearing who are disruptive, or to postpone the hearing because of disruptive behavior.

**B. General Guidelines for Hearing Panel**

1. The Chair will inform the accused student of the hearing guidelines and that the hearing will be recorded by a note taker or tape recorded.
2. The Chair will ask each panel member to introduce himself/herself and to relate his/her College affiliation.
3. The Chair will read the incident or infraction report. This may be followed by panel questions.
4. The person filing the report may make a statement, call witnesses, and add any pertinent information. This may be followed by panel questions.
5. Other persons involved in filing the report may make a statement and add any pertinent information. This may be followed by panel questions.
6. The accused student may make a statement, respond to the information presented, call witnesses, and ask questions of the person filing the report and/or the other persons involved. This may be followed by panel questions.
7. The person filing the report makes a summary and final statement.
8. The accused student makes a summary and final statement.
9. The Chair concludes the hearing and explains the remaining procedures.
10. The hearing panel deliberates in a closed session. The Chairperson reports, in writing, the results and sanction(s), if any, to both parties within two (2) business days.
11. If the report of the panel results in sanctions, the student meets with the Vice President for Student Services or her designee to arrange the implementation of the panel's decision or in the event of an appeal, the meeting takes place after the decision on appeal.

**VIII. Residence Hall Violations**

Violations of residence hall regulations such as excessive noise, illegal appliances, violations of guest policy, illegal pets, and propping doors open will be administered by the Residence Director of the hall in which the violations occur.

A student may submit written appeal of the decision of the Residence Director to the Director of Student Development. The Director of Student Development will determine if the appeal is warranted. The decision of the Director of Student Development is final in such cases.

The following is a general description of Residence Hall incidents/infractions and sanctions:

- A. Low - Violations within this spectrum would consist mainly of minor policy/procedure violations, most of which are adjudicated at the hall level. Examples of this type of infraction include but are not limited to health and safety violations, removal of lounge furniture, most card access violations, illegal room changes, and minor violations of the alcohol policy. Sanctions within this spectrum would consist mainly of automatic, published sanctions, community service, behavioral contracts, fines, restitution, and/or appropriate mandatory referrals.
- B. Medium - Violations within this spectrum would consist mainly of significant policy/procedure violations or those that are repetitive in nature, and may be adjudicated administratively or at the hall level. Examples of this type of infraction include but are not limited to behaviors previously adjudicated but continuing, failure to comply with prior sanctions, major alcohol policy violations, destruction of property, and minor injury or threat of injury to anyone on campus. A referral to the Student Judicial Process may be made at this time. Sanctions within this spectrum may include those imposed for low level violations as well as residence life probation.
- C. High - Violations within this spectrum would consist mainly of very serious policy/procedure violations or illegal activity that would be adjudicated administratively. Examples of this type of infraction include but are not limited to behaviors previously adjudicated at the medium level but continuing, failure to comply with prior sanctions at the medium level, very serious alcohol or drug violations and very serious injury or threat of injury to another on campus. A referral to the Student Judicial Process would be made at this time. Sanctions within this spectrum may include those imposed for low and medium level violations, and/or residence life suspension or expulsion.

“Residence Life Probation” means notification that the student is in jeopardy of losing campus housing unless her/his behavior improves and/or specified criteria are met.

“Residence Life Suspension” means the removal of the student from the residence halls for a brief, specified time period.

“Residence Life Expulsion” means the immediate removal of the student from the residence halls for an extended period of time.

**IX. Judicial Sanctions**

- A. Residence Life Sanctions - Student is sanctioned as outlined in Section VIII.
- B. Restitution - Student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of a violation.
- C. Revocation of Privileges - Student is restricted to certain areas on campus or not able to participate in designated campus activities.
- D. Learning Projects - Student is assigned to a certain community service project for a designated number of hours, or to develop presentations and/or research papers on a particular topic.

E. Disciplinary Probation - Student is barred from all extracurricular activities and can only be on campus to attend classes.

F Suspension - Separation of the student from the College for a specified period of time. Conditions for readmission will be established at the time of the suspension.

G. Expulsion - Permanent separation of the student from the College given in extremely serious or repetitive cases of misconduct.

H. Sanctions for Groups - Groups are liable for the same sanctions as individuals.

**THE ALMA MATER**

Lyrics: C.J.Fields

Melody: Brahms, First Symphony Fourth Movement

*We stand to salute you, The College of New Rochelle,  
The campus, the classes that we've come to know so well.*

*We treasure your past  
Which none has surpassed  
Your banner, the white and blue.*

*Hail New Rochelle for the gifts that will bless us  
Now and forever.*

*For our Alma Mater so proudly we sing in praise.  
She stands as a beacon to light all our future days.  
The truths we have shared with friends who have cared,  
The values we've learned to revere.*

*Hail New Rochelle for the gifts that will bless us  
Now and forever.*

**TELEPHONE DIRECTORY**

Academic Affairs, Senior Vice President ..... 5547

Activities and Clubs ..... 5326

Admission, Undergraduate ..... 5452

Alumnae/i Relations ..... 5293

Bookstore ..... 5368

Bursar’s Office ..... 5220

Campus Ministry, Director ..... 5357

Castle Gallery ..... 5423

Center for Academic Excellence ..... 5599

Chaplain ..... 5052

College Advancement, Vice President ..... 5289

College Calendar ..... 5234

Communications ..... 5291

Counseling and Career Services ..... 5562

Dining Services, Director ..... 5960

Education Center, Graduate School ..... 5261

Executive Vice President of the College..... 5854

Faculty Secretary ..... 5377

Financial Affairs, Vice President ..... 5939

Financial Aid ..... 5224

General Services, Director ..... 5479

Graduate School - Division of Art & Communication ..... 5279

Graduate School - Division of Education ..... 5330

Graduate School - Division of Human Services ..... 5561

Graduate School - General Information ..... 5320

Health Services ..... 5311

I.D. Cards ..... 5265

Information Booth ..... 5212

Learning Center for Nursing ..... 5511

Library ..... 5340

Lost & Found ..... 5204

Mail Center ..... 5483

Mooney Center, Director ..... 5840

Registrar ..... 5210

School of Arts and Sciences ..... 5248

School of New Resources ..... 5522

School of Nursing ..... 5436

Security ..... 5204

Student Development, Director ..... 5369

Student Services, Vice President ..... 5364

Technology, Help Desk..... 5012

Wellness Center..... 5845

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**FALL 2008 CALENDAR**

**SEPTEMBER 2008**

- 3 Monday Labor Day — All Schools — No classes
- 2 Tuesday SNR — Fall Semester begins
- 3 Wednesday SAS/SN/GS — Fall Semester begins

**OCTOBER 2008**

- 13 Monday Columbus Day — All Schools — No classes
- 15 Wednesday SAS/SN — Follow Monday Schedule

**NOVEMBER 2008**

- 25 Tuesday GS — Thanksgiving recess begins after last class
- 26 Wednesday SAS/SN/SNR — Thanksgiving recess begins after last class

**DECEMBER 2008**

- 1 Monday All Schools — Classes resume
- 12 Friday SAS/SN — Last day of classes, Fall Semester
- 15-19 SAS/SN — Final Exams
- 19 Friday SAS/SN — Last day of Fall Semester
- 22 Monday GS — Last day of Fall Semester
- 21 Friday SNR — Christmas recess begins after last class

**SPRING 2009 CALENDAR**

**JANUARY 2009**

- 5-25 SAS/SN/GS — Intersession
- 5 Monday SNR — Classes resume
- 16 Friday Intersession Snow Day\*
- 17 Saturday SNR — Last day of Fall Semester
- 19 Monday Martin Luther King, Jr. Birthday  
All Schools — No classes
- 26 Monday All Schools — Spring Semester begins

**FEBRUARY 2009**

- 16 Monday President's Day — All Schools — No Classes
- 18 Wednesday SAS/SN — Follow Monday schedule

**MARCH 2009**

- 6 Friday SAS/SN — Spring Break begins after last class
- 6 Friday SAS/SN/GS — Snow Day\*\*
- 16 Monday GS/SN/SAS — Classes resume

**APRIL 2009**

- 9 Thursday All Schools — Easter Weekend begins after last class
- 13 Monday GS/SNR — Classes resume
- 14 Tuesday SAS/SN — Classes resume

**MAY 2009**

- 8 Friday SAS/SN — Last day of classes, Spring Semester
- 11-15 SAS/SN — Final Exams
- 15 Friday SAS/SN/GS — Last day of Spring Semester
- 20 Wednesday SNR — Last day of Spring Semester
- 21 Thursday Commencement
- 25 Monday Memorial Day — All Schools — No classes
- 26 Tuesday SAS/SN/GS — Summer Session I begins

\* Snow Day: no regularly scheduled classes. At the discretion of the Dean, classes cancelled because of weather conditions earlier in the semester or missed for other reasons may be scheduled on this date.

**SUMMER 2009 CALENDAR**

**JUNE 2009**

- 2 Tuesday SNR — Summer term begins
- 26 Friday SAS/SN/GS — Summer Session I ends
- 29 Monday SAS/SN — Summer Session II begins
- 30 Tuesday GS — Summer Session II begins

**JULY 2009**

- 3 Friday Independence Day — Holiday All schools  
No classes
- 25 Saturday SNR — Summer term ends
- 31 Friday SNR — Summer Institute begins

**AUGUST 2009**

- 1 Saturday SAS/SN/GS — Summer Session II ends
- 3 Monday GS — Summer Session III begins
- 3 - 23 Graduate Institutes — four 1-week classes
- 15 Saturday SN Accelerated 2nd Degree — Summer Session ends
- 21 Friday SN Family Nurse Practitioner — Summer Session ends
- 23 Sunday SNR — Summer Institute ends
- 30 Sunday GS — Summer Session III ends

**NOTES**

**NOTES**