

## Welcome to the Nyack Community!

Nyack College seeks to exalt Jesus Christ and fulfill its mission by being:

- Academically Excellent** Pursuing academic excellence in the spirit of grace and humility.
- Globally Engaged.** Fostering a global perspective within a multi-ethnic and multi-cultural Christian academic community.
- Intentionally Diverse** Providing educational access and support to motivated students from diverse socioeconomic backgrounds.
- Personally Transforming** Emphasizing the integration of faith, learning and spiritual transformation.
- Socially Relevant** Preparing students to serve in ministerial, educational, healing and community-building professions.

### From the Statement of Nyack College: Core Values

The best way I can welcome you to the Nyack College community is to remind you that you are not here by accident. God brings you here for a purpose. What is that purpose? Making that discovery is what the Nyack experience is all about – that's what makes being a part of the family here such a wonderfully life changing experience! As you begin your journey, know that the entire faculty and staff consider it our purpose to help you discover yours. We are praying for you. And we will work to make your time here a period of tremendous growth, both academically and spiritually. We can't wait to get started!

**Michael G. Scales, Ed.D.**  
**President**

### Welcome from Wanda Velez, Dean of Students, Rockland Campus

It is my joy to welcome you to the Hillside, Nyack College on the Rockland Campus. We at Nyack are passionate about serving our students. We are excited about this New Year as we experience all the Lord would have for each of us here on campus. Your college years you will only get to experience once. As you engage in this new academic year, my prayer is that you exhaust every opportunity and resource Nyack would have to offer you.

May you experience on a daily basis life-changing moments as the eyes of your heart are fully illuminated by His Holy Spirit. "Receive from Him, so that you can give unto Him!"

### Welcome from Shaun Jacobs, President, Student Government Association, Nyack Campus

Greetings, Nyack Community! What a year we are going to have. It is an honor to serve you as President of your Student Government. I am more than confident that for the next two semesters, myself and my team will work hard to be a voice to the administration, carry out our core values, and make ourselves readily available to serve you. You are the reason this organization exists, and it is a blessing to be part of it. I wish you all a wonderful year filled with much success. Remember, I would not be able to do this without first being a student. We can be contacted by email at [student.government@nyack.edu](mailto:student.government@nyack.edu).

## GENERAL INFORMATION

### HISTORY OF NYACK COLLEGE

Nyack College's founder is widely recognized as one of the foremost figures in the American missionary movement. Dr. A. B. Simpson resigned a prestigious New York City pastorate to develop an interdenominational fellowship devoted to serving unreached people. Simpson's view was shared by a wide group of men and women, including mainline church leaders, laborers, and theological scholars. This ever-growing alliance was bound together by a desire to inspire the church to fulfill its Great Commission of world evangelization.

An important step towards making their vision a reality was the founding of the Missionary Training Institute, the first Bible College in North America. This school was the forerunner of Nyack College. Thus, from its beginning in New York City in 1882, Nyack College has been devoted to the concept of education as preparation for service.

Today Nyack College, a fully accredited liberal arts college, continues to fulfill the vision of its founder. Located twenty miles north of New York City, and having branches in New York City, Puerto Rico and Washington D.C., it is an educational institution rooted in the historic Christian faith, serving The Christian and Missionary Alliance, the church, the community and the world. Nyack College seeks to produce broadly educated persons who are prepared for advanced study, careers, and civic responsibility. It is committed to promoting Christian knowledge, moral maturity and spiritual development in its students, and to preparing them for lives of ministry and service. To achieve these objectives, the institution offers traditional and non-traditional undergraduate programs to a co-educational, ethnically diverse student body. Graduate programs are offered through Alliance Theological Seminary, Alliance Graduate School of Counseling, the Schools of Business & Leadership and Education.

### NYACK COLLEGE MISSION STATEMENT

Nyack College, a Christian liberal arts college of the Christian and Missionary Alliance, seeks to assist students in their spiritual, intellectual and social formation, preparing them for lives of service to Christ, to His Church and to society, in a way that reflects the Kingdom of God in its ethnic diversity.

### NYACK CORE VALUES

Nyack College seeks to exalt Christ and fulfill its mission by being:

- ***Academically Excellent***  
Pursuing academic excellence in the spirit of grace and humility.
- ***Globally Engaged***  
Fostering a global perspective within a multi-ethnic and multi-cultural Christian academic community.
- ***Intentionally Diverse***  
Providing educational access and support to motivated students from diverse socioeconomic backgrounds.
- ***Personally Transforming***  
Emphasizing the integration of faith, learning and spiritual transformation.
- ***Socially Relevant***  
Preparing students to serve in ministerial, educational, healing and community building professions.

### STATEMENT OF FAITH

- We believe...There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His Kingdom of righteousness and peace.
- The Holy Spirit is a divine person sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment.
- The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of man. They constitute the divine and only rule of Christian faith and practice.
- Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God,

and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.

- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
- It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.
- Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the church in this present age.
- The church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations.
- The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper.
- There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
- The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and pre-millennial. This is the believer's blessed hope and is a vital truth that is an incentive to holy living and faithful service.

### **COMMUNITY ETHOS**

Nyack College is a Christian liberal arts college committed to a Christian lifestyle that is in keeping with the basic behavioral standards of the evangelical tradition.

It is understood that there are many lifestyle issues that are viewed by sincere Christians with contrasting views of acceptance and conviction. What one believer may feel free to do in Christian liberty, another may refrain from as a matter of conscience.

In pursuit of truth and preparation for service, Nyack College challenges students to develop a value system of personal ethics and behavior that will be glorifying to God and most effective in drawing others to Christ. Because Nyack College serves the Christian and Missionary Alliance and over thirty other denominations, guidelines are established in keeping with the concerns of our broad-based constituency.

### **CAMPUS DIVERSITY**

Nyack College is a community that is comprised of persons from many different denominational, cultural, racial, and ethnic backgrounds, one of the most ethnically diverse among Christian colleges. Living, working, and fellowshiping together in such a diverse community provides a rich environment for personal growth and an excellent preparation for service in an increasingly diverse world. It is also a foretaste of the heavenly blessing the Apostle John saw in his revelation: "I looked and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb" (Revelation 7:9).

### **NOTICE OF NONDISCRIMINATORY POLICY**

Nyack College admits students of any race, color, sex, age, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. Students, faculty, and staff of a varied background make up the College community. Nyack College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability in admission, participation, or employment in campus programs or activities. The programs are operated in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and all other relevant statutes and regulations.

### **DISABILITIES SUPPORT SERVICES**

It is the policy and practice of the institution to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled but

otherwise qualified student shall be denied access to or participation in services, programs and activities at Nyack College and Alliance Theological Seminary.

Nyack College and Alliance Theological Seminary are committed to the student as a whole person and believe that each student has infinite value to God. The institution desires that all students realize their full potential and recognize the distinctive value of others. In this spirit, the institution provides reasonable accommodations to disabled students to help optimize their learning experience, while encouraging them to develop and maintain independence.

The Disabilities Support Services Office is available with information about:

- Student eligibility for support services
- Student rights and responsibilities
- General accommodations/services

All communications between students and Disabilities Support Services (DSS) staff are confidential, as is any supporting documentation maintained on file. DSS staff is contacted in the Division of Academic Success.

#### **CONTACT**

Elona Collins  
(845) 675-4440  
Elona.Collins@nyack.edu

#### **GRIEVANCE PROCEDURE**

Nyack College utilizes a grievance procedure that complies with the Higher Education Act of 1965, Section 494C(j). This procedure applies to all cases dealing with discrimination by race, handicap or gender, including harassment, or to any other grievance. In no case will any adverse action be taken against a student for filing a legitimate grievance. However, any student found to be fabricating a grievance might be subject to the appropriate judicial process. Moreover, this policy does not preclude taking action against a student for reason other than the act of filing a grievance. The final determination of each formal grievance will be made by a person or persons not directly involved in the matter.

A student who has a grievance relative to academic policies, grades given or other academic judgments, should first seek to resolve the complaint with the professor or the department head. If this does not resolve the problem, a formal complaint may be made in writing to the Dean of the respective school.

A student who has a grievance relative to any area of student life other than academic affairs should first seek to resolve the complaint with the individual involved (i.e. the AD/RA, the staff person in charge of the area of concern). If such discussion does not resolve the problem, a formal complaint may be made in writing to the Office of the Dean of Students.

## 2011/2012 Academic Year Nyack Fall/Spring At A Glance

### Fall 2011

August 31.....	Faculty Assembly @ Manhattan Campus
September 2 – 5.....	New Student Registration Check-In/Launch
September 5.....	Residence Halls Open to Returning Students
September 6.....	Returning Students Registration Check-In
September 7.....	Classes Begin
September 14.....	Last Day to Add/Drop Courses
September 19 – 21.....	Deeper Life Series
September 28.....	Nyack Scholars Symposium
October 10 – 14.....	Advisement Week
October 13-14.....	Board of Trustees
October 14 – 16.....	Homecoming Weekend
October 17 – 21.....	Spring Registration (Jr/Sr)
October 24 – 28.....	Spring Registration (Fr/So)
November 18.....	Last Day to Withdraw from a Course
November 20 – 27.....	Thanksgiving Break – No Classes
November 28.....	Classes Resume
December 13.....	Last Day of Classes
December 14 – 20.....	Final Exams
December 20.....	Fall Semester Ends
December 21 - January 16.....	Christmas & Between Semesters Break

### Spring 2012

January 2 – 13.....	Winterim
January 13.....	Faculty Assembly
January 16.....	Residence Halls Open
January 17.....	Registration Check-In (All Students)
January 18.....	Classes Begin
January 25.....	Last Day to Add/Drop Courses
January 30- February 1.....	Deeper Life Series
February 9-10.....	Board of Trustees
March 5 – 9.....	Advisement Week
March 10 – 18.....	Spring Break – No Classes
March 19.....	Classes Resume
March 12 – 16.....	Fall Registration (Jr/Sr)
March 19 – 23.....	Fall Registration (Fr/So)
April 5.....	Last Day to Withdraw from a Course
April 6 – 8.....	Easter Break – No Classes
April 9.....	Classes Resume
April 24.....	Last Day of Classes
April 25 - May 1.....	Final Exams
May 4.....	Baccalaureate Service
May 5.....	Commencement
May 9.....	Faculty Assembly

**Student Resources & Services on the Nyack Campus**  
**NYACK CAMPUS**  
**845-675-4400**

**ATHLETICS.....x4776 (4SPO)**

To develop Christian character in a competitive atmosphere, Nyack College supports both intramural and intercollegiate athletic programs.

Intercollegiate competition for men includes soccer, golf, basketball, cross-country, cheerleading and baseball. For women, intercollegiate competition is offered in soccer, cheerleading, cross-country, volleyball, basketball, and softball. Nyack College is a member of the National Christian College Athletic Association (NCCAA), the National Collegiate Athletic Association - Division II (NCAA), and competes according to policies formulated by these national organizations and conferences.

Please contact the Athletic Department at x4776 if you have any questions regarding eligibility for intercollegiate competition.

The intramural program provides recreation for students through various individual and team sports. The intramural and intercollegiate programs offer additional opportunity for students to learn the skills of various games, to develop qualities of sportsmanship, and to understand the basic principles of athletic competition.

Moseley Field, Bowman Gymnasium, the Student Life Center, and the Fitness Center are available for use by all Nyack College students, at set times throughout the academic year. To inquire about specific time slots, call x4770. Shoes and shirts are required when using these facilities. A college ID must be presented at the request of the Facilities Monitor on duty.

**ATM.....x4500**

An ATM is located in the main lobby of Boon Campus Center for withdrawals from personal bank accounts.

**AUXILIARY SERVICES.....x4500**

The Department of Auxiliary Services serves the Nyack College community and beyond in a variety of ways. Auxiliary Services offers support through the Campus Bookstore, Copy and Vending Machines, Conference Services, Information Center/Switchboard, Media Resources, the Post Office and the posting of Emergency Procedures. Auxiliary Services also plays a critical role in facilitating the placement of new and returning students in on-campus residence halls.

For more information on housing, please refer to the Housing Section.

The Auxiliary Services Office is located next to the Post Office in Boon Campus Center. For further information, please visit the website at [www.nyack.edu/auxiliaryservices](http://www.nyack.edu/auxiliaryservices) or contact the department at [auxsvs@nyack.edu](mailto:auxsvs@nyack.edu) or x4500.

**BUSINESS**

**OFFICE.....x4612**

The Business Office is located in the office building behind Bailey Library and is open Monday through Friday from 8:00 am - 4:30 pm. The Business Office services student organization accounts. Payments on individual student accounts can be made in Student Financial Services located on the lower level of Shuman Hall or in the Business Office.

**CAMPUS BOOKSTORE.....x4505**

The college bookstore is operated under Barnes & Noble College Book Sellers. The bookstore carries new, used rental and e-textbooks for all courses, greeting cards, Nyack College sportswear and merchandise, as well as school supplies, personal items, snacks and gifts. Special orders are accepted. You may also order from the bookstore on the web at [www.nyack.edu/books](http://www.nyack.edu/books). During finals week of each semester the bookstore also has a Buyback program, where students can sell their textbooks back for cash (Note: Textbooks are bought back only if there is a need for them the following semester. There is an allotted amount of textbooks for each course during Buyback. Students may need to wait until the following semester for classes offered every other semester.). Store hours and the return policy are posted on the web site.

**CAMPUS SAFETY DEPARTMENT.....x4507 /4595**

Security on campus is provided by the Campus Safety Department, which is managed by the Nyack College Facilities Department. Campus Safety conducts security checks of campus facilities, including residence halls. A Campus Safety Officer is on duty 24 hours a day, 365 days a year. The Campus Safety Department works closely with the Residence Life Staff and local police to deter, detect, report and investigate criminal activity and other activities on

campus that are related to safety and security. The Campus Safety Department will provide upon request all crime statistics as reported to the United States Department of Education – this information is also available from the US Department of Education at [www.ed.gov](http://www.ed.gov). The Campus Safety Department Office is open for business weekdays from 8:00am to 4:30pm.

Designated areas of campus facilities and surrounding grounds are monitored by continuous video surveillance, for the purpose of enhancing the security and safety of the campus community. This includes residence hall entrances, exits and parking lots.

Campus Safety Officers enforce campus policies concerning the possession and consumption of alcoholic beverages, the use of controlled substances, weapons use or possession, and all applicable laws. The use of alcoholic beverages and illegal drugs by students is prohibited. Firearms and dangerous weapons of any type are not permitted anywhere on campus. This includes swords and knives over four inches long and pellet or “BB” guns. Intentional use, possession or sale of firearms or other dangerous or deadly weapons by unauthorized persons on campus is strictly forbidden.

Criminal activity and other emergencies on campus can be reported to the Campus Safety Department 24 hours a day by any person by dialing “ex. 7191” from any campus system telephone or by dialing 845-222-8812 from a private or public telephone. Safety officers have sufficient authority to enforce campus rules and regulations. Members of the campus community are subject to disciplinary action for failing to obey the instruction of Safety Officers.

Officers are trained in accordance with the New York State Security Guard Act and receive additional on-the-job and annual in-house training. Training includes crisis response, emergency procedures relating to criminal activities, arrest authority, report writing and patrol techniques. Safety officers are not armed and they are not sworn law enforcement officers. But the department cooperates with other law enforcement agencies regarding crimes, reports of criminal activity, and investigations.

Information on safety and security is provided to students and employees through brochures, newsletters, the student newspaper and other means as appropriate.

The Facilities Department maintains the college’s physical plant and property with a concern for safety and security. The Department is responsible for fire safety, key and lock control. It inspects campus facilities and promptly makes repairs in areas that may affect safety and security.

**Student, Faculty, and Staff Responsibility:** The cooperation and involvement of students, faculty and staff in campus safety and security are essential. All members of the campus community must assume responsibility for their personal safety and the security of their property by taking simple, common sense precautions. Room and apartment doors should be locked at night and when unoccupied. Valuable items such as stereos, cameras and televisions should be marked with engraving instruments. Bicycles should be secured with a sturdy lock. Persons with vehicles must display a registration permit, park in their assigned area and should always keep their vehicles locked. Valuables should be locked in the trunk. Suspicious persons or situations on campus, especially in and around the residence halls, should be reported to the Campus Safety Department.

**CAREER COUNSELING & SERVICES.....x4584**

Career Counseling & Services exists to assist students in pursuing their calling while discovering an educational and occupational fit.

Career counseling and various inventories are available to help students: to understand their personality, identify possible majors and career direction. Internships and mentor relationships are strongly recommended for students to gain practical experience in their occupational direction. Career Connections at [www.nyack.edu/career](http://www.nyack.edu/career) – Career Counseling & Services’ online job and internship system - help complete the process of obtaining employment.

Career Counseling & Services provides students with individual career counseling, classroom career development workshops, career resources, internship information, graduate school resources, and on-campus recruiting. A comprehensive Career Services website that includes a multitude of services is available via the Nyack College home page. Career Counseling & Services is located on the lower level of Boon Campus Center on the Rockland Campus.

**COMMUTER STUDENT SERVICES.....x7132 /4790**

Commuter students add a special flavor to the Nyack College community. Though their actual presence on campus may be limited, they are a vital part of the campus community.

Even though commuting students do not live on campus, adherence to the Community Lifestyle Expectations set forth in this handbook is expected. This pertains to activities both on and off campus.

The following information applies specifically to commuting students:

**Commuter Lockers:** Lockers and locks are available for commuter students for a refundable \$5.00 deposit per year. Please inquire in the Student Development Office.

**Commuter Parking:** Once Commuter students have registered their vehicles with the Facilities Department, they must refer to the parking instructions in the Facilities Department publication entitled "Vehicle and Parking Regulations."

**Commuter Chapel Policy:** Commuter students with no class before Chapel or directly after Chapel (no 8:00, 9:05 or 11:10 class) may be exempted from chapel for that semester. The Commuter Chapel Exemption Form is available in the Student Development Office. The completed form, with a copy of the student's class schedule attached as verification, must be submitted to the Student Development Office at the beginning of each semester. When a partial exemption is granted, it reduces the number of allowable absences.

**Change of Address/Vehicle:** All changes of address and phone numbers should be reported to the Registrar's Office, so that accurate records can be kept. Also, a change of vehicle and/or documentation pertaining to the vehicle must be reported to the Facilities Department.

**Residence Hall Visitation:** All residence hall visitors must provide photo ID and after 7:00pm register at the respective front desk before proceeding to visit a resident student. Any non-resident who is in the building prior to 7:00pm must register at 7:00pm when the front desk begins operations. When staying in the dorm as an overnight guest, commuter students are subject to the same Guest Policy as other overnight guests (see Room Guests in the Residence Life section).

**Weather Policy:** Communication on school emergencies and closings will be provided through the Nyack College emergency hotlines, as well as the Nyack website, [www.nyack.edu](http://www.nyack.edu). Up dates will also be sent via the Nyack College School and Emergency Notification Facebook Group. To sign-up for the Facebook group notification. Please stop by Auxiliary Services Department, located in Boon Center. Commuters may access the Rockland Campus hotline by dialing the main campus number (845-675-4400) and choosing option "6". Updates will also be sent via the Nyack College School and Emergency Notification Facebook group. To sign up for the Facebook group notification please stop by the Auxiliary Services Department, located in Boon Center.

**COMPUTER SERVICES.....x4357**

For the convenience of students, the college operates four general use computer labs in various locations across the campus. In addition to the general use labs, there are two other specific use labs, Education and Computer Science. Each lab maintains appropriate scheduled hours. All labs provide Internet access via a filter service through which all requests are processed.

In addition, the lab near the library has been set aside as an Academic Success Center to provide a variety of free support services to students, including help with writing skills (see Academic Success & Writing/Research Center for a description of services).

Computer Labs are located in the following locations:

- |  |   |
|--|---|
| x7124 Boon Center: 4 <sup>th</sup> floor             | x7227 Education Annex                     |
| x7153 Academic Success Center: 2 <sup>nd</sup> floor | x7126 Moseley Hall: 1 <sup>st</sup> floor |
| x7228 Simpson Hall: bottom level                     | x7127 Sky Island: 2 <sup>nd</sup> floor   |

It is assumed that lab patrons are familiar with and agree to abide by the general Nyack College computer policies found on the web at <http://www.nyack.edu/it>. The following are policies specifically targeted for Nyack College computer labs:

The computer labs are not student lounges; they are places of quiet study. General conversations not pertaining to group project work is discouraged. Cell phone conversations and persistent texting alerts are to be taken outside of the lab.

The computer labs are a high traffic environment. To maintain cleanliness, food and drink are not to be brought or consumed in the labs, even if they are bottled, covered or contained.

Disconnecting network cables from any college computer for personal computer use is not permitted.

All faculty, staff and students, as well as lab proctors, are expected to abide by the above rules. If patrons refuse to comply, a report should be made to the Director of Information Technologies immediately. As required, the IT Director may work with the Student Judicial Board or refer to outside legal authorities where violations of local, state or federal law are involved." Penalties imposed may range from warnings to suspension of privileges for a temporary, definite or indefinite period; from termination of employment or expulsion from classes or from the college; from civil suit or criminal prosecution and the penalties resulting from those actions.

**COPY MACHINES.....x4500**

Copy machines on campus are located in various departments and are for departmental use only. Students may access coin-operated copiers located on the first floor of Boon Campus Center and in the Bailey Library. Cost per copy is \$.15 cents. Please report a copier out of order to the Auxiliary Services Office at x4500. Any announcements related to on-campus activities and programs may only be advertised through fliers approved through Student Development and campus wide e-mails. The only departments permitted to send out mass campus mailings will be the Registrar, Admissions, Student Financial Services & Auxiliary Services. This will allow your campus mailbox to be restricted to postal mail, personalized campus mail and announcements from the departments mentioned above.

**COUNSELING SERVICES.....x4564**

**Mission:**

To provide a supportive setting and safe environment which promotes and encourages healing and progressive personal development.

**Objective:**

- To provide temporary emotional and spiritual support during times of difficulty by providing a safe place. In an environment where they are respected and confidentiality is kept to the fullest extent allowable by law.
- To provide an environment where students can feel free to express and explore present and past issues that could be serving as obstacles in their lives and college experience.
- To provide counselors who represent the diverse ethnic student population.
- To provide internship opportunities for graduate students to gain hands on experience in a clinical setting.
- To provide a variety of services such as: workshops—12 hours, group sessions—48 hours, individual sessions—190 hours, pamphlet information, screening test, brochure, internships, referral information.

**Policies:**

- All Services are free to undergraduate student of Nyack College Community.
- All sessions are confidential, except in cases where there is reasonable cause to believe that the welfare or safety of the client or others may be endangered.
- Counseling or psychotherapy sessions are temporary support during time of emotional difficulty.
- All individuals who are on psychotropic medications are mandated to maintain regular monitoring appointments with their own psychiatrist. Nyack College does not assume that responsibility but reserves the right to enforce this policy.
- The client has the option to disclose her/his mental health information and mental health records. However, the counselor and/or College retain the right to disclose or require disclosure of mental health information and/or mental health records in cases where there is a reasonable cause to believe that the welfare or safety of the client or others may be endangered.

Counseling Services is conveniently located on the second floor of Boon Campus Center. Office hours are 9-5 Monday through Friday. Evening hours are available by appointment only until midnight. The Counseling Services Department is staffed by a Director, Drusila Nieves, L.C.S.W., and by eight additional graduate intern counselors and one Administrative Assistant /Counselor, Maggie Labocki, L.M.H.C.

Outpatient and inpatient mental health care is payable as any other sickness by the college insurance program.

**CREDIT BALANCE REFUND.....x4737**

If a student should have a credit balance on her/his account and the student would like the overpayment refunded, the student must request the refund by completing a credit refund form in the Office of Student Financial Services.

The credit balance refund process normally takes up to 2 weeks. All financial aid awards and grants must be fully processed before a credit refund is given. For a full description of policy, please refer to a Nyack College catalog.

**DINING ROOM.....x4598**

Dining services are located on the third floor of Boon Center and are open to all, including resident students, commuter students, faculty, staff, administrators and visitors. Resident students need to show their ID cards to be admitted to the dining room. All others may purchase their meal with the cashier upon entering. Meal prices are: Breakfast-\$5.00, Lunch-\$6.00 and Dinner-\$7.00. Discounted meal tickets may also be purchased by contacting the Service Manager.

The following policies are to be observed in the college dining room:

- Meal plans are for the sole use of the resident student. No sharing of meal plans is allowed.
  
- All persons eating in the dining room must present a valid college ID card or pay the cashier before entering the dining room.
  
- No food dishes (including beverage glasses) are to be removed from the dining room at any time.
  
- All persons are required to bring their dirty dishes to the conveyor belt after eating.
  
- Any food throwing will result in suspension from the dining room.

When a student's schedule keeps her/him from eating in the dining room, several takeout options are available. A manager must be contacted ahead of time to make arrangements for a takeout meal. Also, if a student is ill, Residence Life Staff may arrange to have meals brought to the dorm room.

**DISABILITIES SUPPORT SERVICES.....x4440**

Nyack College assists students with various disabilities in achieving access to academic, social, spiritual, and cultural programs offered on campus. To inquire about services offered, contact Disabilities Support Services in the Bell Tower, 2<sup>nd</sup> Floor.

**DIVISION OF STUDENT SUCCESS.....X4444**

Gwen Parker Ames,	<b>Associate Dean/Director of HEOP</b>
Suzanne Toliao,	<b>Department Head, Developmental Education</b>
Cheryl Turman,	<b>Director of Support Services/Assist. Director of HEOP</b>
Elona Collins,	<b>Disability Resources Coordinator</b>
Nathaniel Perez,	<b>Academic Advisor/HEOP Counselor</b>
Gina Jacobs-Strain,	<b>Director, Testing &amp; Tutoring</b>
Deborah Spivey,	<b>Instructor, Developmental Education, NYC</b>
Cari Davis,	<b>COMPASS Program Assistant, Rockland</b>
Roosevelt Smith,	<b>COMPASS Program Assistant, NYC</b>

The Division of Student Success at Nyack College administers the following programs: COMPASS Services, Developmental Education, the Higher Education Opportunity Program (HEOP), the College Warm-Up Program, Testing and Tutoring Programs and Disability Services.

**Mission**

The Division of Student Success is responsible for directing students to academic success. The COMPASS program is the primary source within the Division used to help students become motivated, self-directed, successful learners who will achieve good academic standing.

Our fundamental goal is to help students identify their strengths and point them in the direction for success.

Applicants' skills are assessed through the **Testing Program**. The placement tests offered include the ACCUPLACER Placement Test and CLEP. Students whose scores fall below the minimum requirements for entry-level college courses are provisionally admitted through the Division's **COMPASS Services**, designed to help build cognitive and affective skills for successful learning performance.

The Division spans both the Rockland and Manhattan campuses, providing a wide range of services which include strength assessment and analysis, a college warm-up experience, a developmental education curriculum with courses in critical thinking, reading, writing and math, study skill workshops, life skill training, mentoring, tutoring, academic advisement and counseling,

## **Student Learning Goals**

### Academically Excellent

1. Each conditionally-admitted student will be provided assistance in developing and maintaining an individualized college plan during their first year.
2. Each conditionally-admitted student will be provided support services through-out their four years, which will include assessment, placement, advisement, tutoring, and educational intervention strategies to promote academic proficiency.
3. Each conditionally-admitted student will be provided an opportunity to engage in developmental coursework that will strengthen literacy skills, encourage academic success, and life-long learning

### Personally Transforming

4. Each conditionally-admitted student will engage in courses and workshops within the Division specifically designed to help them align academic pursuits with faith and spiritual formation.

### Globally Engaged

5. Each conditionally-admitted student will be encouraged to engage in local, regional, national, and global service learning activities outside the classroom that will foster a sense of community, career awareness, and stimulate retention.

### Intentionally Diverse

6. Each conditionally-admitted student will be provided the necessary assistance in developing strategies to address physical or emotional challenges that might impede academic success.

**Developmental Education** courses are offered in Math, Reading, Critical Thinking, English, Grammar, and Life Skills. Upon completion of COMPASS Services course curriculum requirements for Developmental Education, the Division administers a test to determine the student's ability to succeed at the college level. This facilitates the movement of students from developmental courses into college-level courses. This program is designed to be completed in one year.

Students whose scores fall below the minimum requirements for entry-level college courses are provisionally admitted through the Division's **COMPASS Program**, designed to help build cognitive and affective skills for successful learning performance. The Division of Student Success spans both the Rockland and Manhattan campuses, providing a wide range of services. New students who are provisionally admitted may not take more than 13 credit hours during their first semester and are required to take Academic Life Skills (DEV 110) during that first semester. Provisional students earning a GPA of 2.5 or higher during their first semester may take up to 16 credit hours the following semester. When all requisite developmental education courses, as designated by the Accuplacer Placement Test, are completed and the overall GPA is 2.0 or higher, the provisional status is elevated to regular status and students may proceed with their core and major course requirements.

At the Rockland campus, contact: [Suzanne.toliao@nyack.edu](mailto:Suzanne.toliao@nyack.edu)

At the Manhattan campus, contact: [Deborah.spivey@nyack.edu](mailto:Deborah.spivey@nyack.edu)

Provisionally admitted students will complete a **COMPASS Contract**, outlining their required developmental education courses. Of note, students are not permitted to withdraw (WD) from developmental courses and must complete the developmental coursework within their first year.

At the Rockland campus, contact: [Suzanne.toliao@nyack.edu](mailto:Suzanne.toliao@nyack.edu)

At the Manhattan campus, contact Roosevelt Smith: [smithr2@nyack.edu](mailto:smithr2@nyack.edu)

Nyack College requires participation in **COMPASS Services** for students placed on Academic Probation for the first time. Participation is also required for selected students who have been academically reinstated by the College. This program is designed to meet the needs of students whose overall GPA is below a 2.0, point them in the right direction and improve retention rates using the following modalities: improve study and test-taking skills; improve academic and life management skills. Probation students will complete and adhere to an **Academic Recovery Contract (ARC)**. Regularly admitted freshmen who are on academic probation at the end of the fall semester, earning less than a 2.0 GPA, must take Academic Life Skills in the spring semester, and not exceed 13 credit hours. The Academic Life Skills course is included in this 13-credit limit.

At the Rockland campus, contact: [Gina.jacobs-strain@nyack.edu](mailto:Gina.jacobs-strain@nyack.edu)

At the Manhattan campus, contact: [Adelaide.pabon@nyack.edu](mailto:Adelaide.pabon@nyack.edu)

**Higher Education Opportunity Program (HEOP):** The Higher Education Opportunity Program (HEOP) is a federally funded program that was initiated at Nyack College in the Spring of 1975. It is open only to New York State residents who meet economic guidelines established by the New York State Education Department. The program serves

students who have potential for success at Nyack College, but whose standardized test scores and/or previous academic performance may not fully demonstrate this potential.

At the Rockland campus, contact: [Cheryl.turman@nyack.edu](mailto:Cheryl.turman@nyack.edu)

**The College Warm-Up Program** is an intensive five-week summer session offered at both campuses that orients provisionally admitted incoming freshmen to college life. The program assists them in strengthening their basic academic skills. The program features courses in the areas of math, writing, reading, and academic life skills. Additionally, a variety of workshops and enrichment activities are offered.

At the Rockland campus, contact: [Cheryl.turman@nyack.edu](mailto:Cheryl.turman@nyack.edu)

At the Manhattan campus, contact: [Deborah.spivey@nyack.edu](mailto:Deborah.spivey@nyack.edu)

**The Testing & Tutoring Center** provides one-to-one and group tutoring, as well as organizational learning strategies for selected required academic courses offered at Nyack College. Our tutoring philosophy is consistent with Nyack College's mission and Core Values in that we encourage students to seek academic excellence through consistent effort both inside and outside the classroom. We realize that tutoring often facilitates personal transformation as students begin to raise their expectations and standards and realizing the benefits of being engaged and self-directed. Tutoring also facilitates independent preparation by empowering students with various approaches to study skills, note taking, effective communication with professors, exam preparation and other resources. Tutor requests are responded to promptly and tutors are encouraged to be collaborative by setting goals and objectives with the tutees. Students are tutored by both professional and peer tutors.

At the Rockland campus, please contact: [Gina.jacobs-strain@nyack.edu](mailto:Gina.jacobs-strain@nyack.edu)

At the Manhattan campus, contact Roosevelt Smith: [smithr2@nyack.edu](mailto:smithr2@nyack.edu)

**Disability Resources** It is the policy and practice of Nyack College to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled, but otherwise qualified student shall be denied access to, or participation in services, programs and activities at Nyack College. For the complete policy statement, go to the Nyack College web site at: <http://www.nyackcollege.edu/?page=DSS>

Any student eligible for and requesting academic accommodations due to a disability, is required to provide a letter of accommodation from the Office of Disabilities Support Services within the first six weeks of the beginning of classes. All communications between students and the Office of Disabilities Support Services staff are confidential, as is any supporting documentation maintained on file.

At either campus contact: [Elona.collins@nyack.edu](mailto:Elona.collins@nyack.edu)

**EMPLOYMENT OPPORTUNITIES.....x4584**

Part-time on-campus and off-campus opportunities are posted on Career Connections, [www.nyack.edu/career](http://www.nyack.edu/career).

Campus jobs typically are in areas such as maintenance, food service, bookstore, library and various administrative offices. For questions relating to on-campus work-study eligibility, a student should contact their personal Financial Aid Counselor.

**FACILITIES DEPARTMENT.....x4507 /4595**

Mission Statement: To honor the Lord by providing a safe, clean, beautiful environment for students to learn and faculty and staff to work.

The Facilities Department is responsible for providing the campus with custodial, grounds, maintenance, and security services. The Facilities office hours of operations are 8am to 4:30pm, Monday through Friday.

- **Custodial:** The custodial department maintains the cleanliness of the campus through daily cleaning of the public places, classrooms and offices and routine cleaning of residents' rooms (when not occupied).
- **Maintenance:** The maintenance department maintains physical buildings on campus through routine maintenance in the heating/cooling systems, telephone systems, carpentry, plumbing and miscellaneous maintenance. Maintenance problems in the residence halls should be reported directly and immediately to the Residence Life Staff.
- **Security:** Campus Safety Officers are on duty 24 hours a day, 365 days a year. Their primary responsibility is to patrol and maintain the safety and security of the campus. Safety Officers are Facilities first responders and

should be called in the event of any emergency. Campus Safety is also responsible for maintaining parking safety on campus and issues parking violations to individuals not following the college parking policy.

For more details please refer to our website at [www.nyack.edu/facilities](http://www.nyack.edu/facilities).

**FACILITY SCHEDULING**

Campus facilities used for academic and college-related purposes need to be scheduled through the appropriate person. Compliance with proper scheduling of college facilities will ensure consistent and fair availability. Student groups must involve their faculty advisor when planning events and scheduling facilities.

The following college personnel are the official campus schedulers for the areas listed:

Pardington Hall & Music Annex	Music Department, x4688
Classrooms for scheduled classes, Hilltop Auditorium, and Presidents Hall, Student Clubs, Student Meetings	Adrienne Garcia – Registrar’s Office, x4736
Athletic Facilities	Keith Davie – Athletic Department, x4776
Boon Campus Center Lobby	Ami Martinez – Student Development, x4790
Boon Dining Hall, Hudson & Palisades Rooms, Gazebo, Tennis Court Area	Michele Blanck – Auxiliary Services, x4500

If students desire to use campus facilities for personal use or for events that involve outside individuals, not for academic or college-related purposes, they should contact the Auxiliary Services Office at x4500. For any audio/visual requests, see the Media Resources section.

**HEALTH SERVICES.....x4576**

**Mission:**

Nyack College Health Services exist to provide competent basic medical care, preventative care, and health education to students in a setting that is socially comfortable and spiritually empowering.

**Objectives:**

To ensure competent nursing care by highly trained staff who has maintained regular education and specific skills training related to the needs and responsibilities of the office.

To provide care that will act in a preventative capacity by encouraging early interventions, utilization of outside diagnostic resources, and quick response treatments.

To education students to the general and specific health needs of college age individuals by providing written information, discussion panels, bulletin boards, and classroom education.

To maintain a demeanor that allows students to feel socially comfortable and spiritually empowered by interacting with students outside of the office setting, including meals, student activities, and health-related workshops.

To actively empower students by asking clarifying questions, discussing personal topics, and participating in prayer and edifying conversations with them within the guaranteed privacy of the Health Services Office.

**Health Services Department:** It is located on the first floor of Boon Campus Center (directly below the Post Office). The Department acts as a basic health care service and a channel of referral to other health providers and clinics. Through the process of assessment, analysis and evaluation, the Health Services Department selects the appropriate basic care and provides basic first aid and follow-up.

The Health Services Department is open during posted office hours, Monday through Friday. If an emergency should arise on campus, 9-1-1 is the appropriate number to call to contact the Emergency Medical Service.

### **Health Services Statistics**

In 2009-2010, Health Services treated over 375 students, including residential students, non-residential students, and graduate students. Of the treatments provided, over 100 were for cold and congestion, over 50 for bone or muscle injury, and over 50 for wound care. These injuries and illnesses comprise the top three reasons that students seek attention or care. Also during this time, Health Service acted as the school health insurance administration, providing over 200 insurance referrals or claims for Nyack Students.

**Pharmacy Discount for Medicine:** As part of the student health insurance coverage from Markel Insurance Company which is mandatory for all full-time Nyack College students, when a sickness requires a prescribed medicine the company will pay the expense up to a maximum of \$40 after a \$10 deductible.

**Illness Excuse Policy:** Health Services does not give written excuses for absences from class or Chapel due to illness or injury. Class attendance is an academic issue that each professor addresses in her or his syllabi. In cases of diagnosed major, chronic or debilitating illnesses or injuries, the Health Services Office will provide a written notification to the Administrative Assistant in Student Development. The Administrative Assistant will then notify the professors via email. Each professor determines his/her own attendance policy.

**The Health Maksin Insurance** Policy is called a sickness and injury policy. This means that the insurance is only effective if a student is legitimately ill or injured. It cannot be used in preventative care such as physicals or immunizations.

For a better understanding, please refer to Maksin/USI instruction and information packed supplied in your student mailbox each year. This plan is currently mandatory for all full time Nyack College students. Please be aware that choosing to be seen by a doctor for any non-emergency and medical issues will result in a co-pay and is also ground for payment refusal. It is strongly recommended that you be seen by the school nurse to obtain the appropriate referral and claim paperwork required by Maksin/USI.

If a student is also covered by a primary Insurance under a family plan, it is important to identify the providers for Rockland County in advance. The student must provide Health Services with an updated copy of the insurance card. The college insurance program is an "excess only" policy that provides secondary coverage after the primary company has paid. If a student is not covered by another policy, then the college insurance will be used as their primary health coverage.

The Health Services Office answers questions and provides detailed information about the procedures for a student to follow in case any bill from outside providers is received. Outpatient and inpatient mental health care is payable as any other sickness by the college insurance program.

**Health Insurance Cards:** During the semester all full-time students will receive their ID insurance cards. Students are required to carry this ID card at all times. Students are also required to present their card at the walk-in clinics, hospital or lab & x-ray locations.

**Medical Transportation:** Students are responsible for providing their own transportation to and from the doctor's office, hospital, labs or x-ray center. If a student requires transportation to the Hospital Emergency Room, Residence Life Staff must be contacted (including overnight and weekends). If any emergency occurs on campus after Health Services Office hours, or on the weekends, Residence Life Staff should be contacted immediately. Residence Life will not transport students but will assist in arranging transport.

**Communicable Diseases:** The College will take action to maintain the well-being of the community when a communicable disease is identified on campus. Depending on the nature of the disease, short-term or long-term isolation from the campus may be necessary for the individual with the disease if a physician and/or the Department of Health so advise.

## **MEDICAL AND MENTAL HEALTH WITHDRAWALS**

Nyack College cares deeply about the physical and mental health of its students. Therefore, health and counseling services are available on campus. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The College will support student-initiated self-care plans and/or initiate action that considers the welfare of the individual student and the college community.

### **STUDENT CARE COMMITTEE**

The Student Care Committee, comprised of the Dean of Students, Director of Residence Life, and the Assistant Directors of Residence Life, meets regularly to address student needs. Depending on the emergency or concern, the

Dean of Students may appoint other advisors to the committee (e.g., the Director of Student Wellness Services, the Director of Spiritual Formation and/or the Campus Pastor, the Director of Disabilities Support Services).

Student situations that might be considered by the SCC include, but are not limited to, the following:

- Acute decline in physical health
- Suicidal threat, intent and/or behavior; self-injurious behavior
- Destructive, threatening, or other disruptive behavior
- Drug and alcohol abuse, including overdose or misuse of over-the-counter or prescription medications
- Eating disorders that are not responding to treatment and/or are posing safety concerns
- Any physical or mental health problem that points to possible imminent or foreseeable danger to oneself or another member of the college community, or requires intensive monitoring to prevent such danger

In responding to these situations, the SCC reserves the right to determine appropriate response including, but not limited to, the following options:

- Allow the student to remain in school, but require a specific mental health or physical health evaluation, within a certain period of time (typically 10 days). The student may be referred to Health Services, Counseling Services and/or off-campus options (e.g., licensed mental health or physical health care providers, eating disorder or substance abuse programs/hospitals). The student will be responsible for any cost incurred by the evaluation and/or treatment. In the interest of gaining a better understanding of the student's ability to function in the college community, the College may require the student to sign appropriate release forms allowing designated Nyack College staff to consult with the evaluating and/or treating clinician(s) serving the student. Based on the evaluation results, the SCC will determine appropriate next steps, including the possibility of allowing the student to remain on campus if a commitment is made to the recommended treatment plan.
- Invoke a Medical Interim Suspension; encourage a Voluntary Withdrawal for medical reasons; or invoke an Involuntary Withdrawal for medical reasons (see below).
- Notify the student's parent(s)/guardian(s) and appropriate college officials (e.g., the student's professors, Registrar's Office) about a mental or physical health or safety emergency. Note: College notifications will respect confidentiality, and will share limited information on a need-to-know basis only.

All requirements and conditions determined by the SCC will be outlined in writing in a letter from the Dean of Students, delivered or mailed to the student.

## **PROCEDURES**

### **Medical Interim Suspension**

The SCC may invoke a medical interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to her/his case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the College. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Dean of Students.

### **Voluntary Withdrawal for Medical Reasons**

Students are encouraged to request a voluntary withdrawal for medical reasons when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of college life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary withdrawal may wish to discuss this option with the Director of Student Wellness Services, or they may independently initiate the process through the Dean of Students' Office. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

Students who make this choice after a medical interim suspension must follow the clearance procedures listed below. Students who make this decision independently are not required to follow the clearance procedures. However, these students are encouraged to meet with the Director of Student Wellness Services upon re-entry to ensure that they are aware of on-campus and community services available to address their needs.

### **Involuntary Withdrawal for Medical Reasons**

In rare circumstances, the SCC may determine that a student must be involuntarily withdrawn for medical reasons. Those who are involuntarily withdrawn for any health reason are not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to her/his case.

Examples of situations that might result in an involuntary withdrawal for medical reasons include the following:

- Professional evaluations following a medical interim suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a medical interim suspension;
- A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.

In most cases, these situations can be handled through voluntary withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the SCC may invoke its right to involuntarily withdraw a student. The SCC will recommend assessment and/or treatment conditions needed to return to Nyack College.

The student must follow the clearance procedures listed below.

If a student believes that a decision for an involuntary withdrawal for medical reasons made by the SCC is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the Dean of Community Life & Learning of Nyack College. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary withdrawal, the student has three business days to submit her/his appeal. The Dean of Community Life & Learning (or designee) will respond in writing to the student's appeal within three days. The response will clarify whether the Dean of CL & L concludes that all relevant facts were considered and led to fair and reasonable conclusions.

### **Clearance Procedures**

Any student who has been placed on a medical interim suspension or an involuntary withdrawal for medical reasons will need to complete the following clearance procedures before being allowed to return to the College. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place. Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the medical interim suspension notice while others may wait several months before pursuing a return to the College.

- The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the College. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns, and must be a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation the provider must be given information related to the precipitating events that led to the leave.

This typically would involve the student signing a release allowing the College (e.g., Health Services, Counseling Services, or Dean of Students) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation.

- The outside mental health or medical professional, with the student's written permission, must provide an assessment of current functioning of the student and provide written recommendations regarding: a) given the precipitating events, the student's readiness to return to the academic and co-curricular demands of college life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that the College should impose; and e) the student's readiness to return to competitive sports, if the student is a collegiate athlete.

NOTE: The college team physician, in consultation with the Director of Student Wellness Services, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.

NOTE: Documentation of the assessment (conducted within 30 days of application for re-entry) and documentation of required treatment completion must be provided to the Dean of Students' Office no later than December 1 for the Spring Semester and July 1 for the Fall Semester.

- After the evaluation results and treatment documentation have been provided, the student must meet with an SCC representative (typically the Director of Student Wellness Services). The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will be discussed. Additionally, the representative will consider how the outside evaluator's recommendations fit with the realities of student life at Nyack and services that are available on campus or in the community.
- The SCC will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SCC representative to inform its re-entry decision.
- Students will receive written notification of the SCC's decision.

**Notes:**

- There may be occasions in which the SCC requires additional evaluation.
- The SCC reserves the right to require the student to comply with a treatment plan recommended by the outside and/or Nyack healthcare/mental health professional as a condition of returning to the campus community. Review and monitoring of the student's required treatment plan may be assigned to a college designee assigned by the SCC.
- If a student was living on-campus prior to the emergency, approval for return to the College usually includes approval to return to housing. A student's on-campus housing status may be restricted however, if the student's behavior poses a health or safety threat to her/himself or others.
- If a student was required to complete specific treatment (e.g, eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

**HOUSING OFFICE.....x4502**

The Housing Office is located near the Post Office in Boon Campus Center. The Housing Office oversees all on-campus housing assignments and facilitates the off-campus approval process. For more information please visit [www.nyack.edu/housing](http://www.nyack.edu/housing).

**"THE HUB" Betty Olsen House- .....x4575**

The HUB houses a snack bar, a TV lounge, the SGA office, the Student Activities Board (SAB) office, and The Forum. (Wifi is available).

The HUB is open daily throughout the semester, except for Sundays. For the Hub hours please stop by the Student Activities Office. Any group, organization, or department on the Rockland Campus can request to reserve the HUB for an event by emailing the [Hub.Manager@nyack.edu](mailto:Hub.Manager@nyack.edu). All reservations must be made at least 14 days in advance.

**ID CARDS.....x7132/ 4790**

In order to promote a safe and secure environment on our college campuses, ALL students of Nyack College are required to carry a College-issued ID card at all times. Further, all students are required to present their ID cards upon request to any Campus Safety Officer, faculty, staff, Residence Life Staff (including student RAs and desk proctors), or contract employee of the College.

ID cards are issued without charge to new students during registration. ID cards are non-transferable, may only be used by the student to whom they are issued, and become invalid upon termination of the student's association with the College. ID cards should not be modified in any way (i.e. punching a hole in them), since this damages the card. "Loaning," attempting to falsify, refusal to present the card when asked, or other misuse of the ID card will result in serious disciplinary action. Report the loss of an ID card to Student Development immediately.

The College reserves the right to deny access or ask an individual to leave the premises if they do not present their ID card when asked or are unable to show some form of identification which may be checked against enrollment information.

**The ID card is used in the following ways:**

- To gain access to the Cafeteria for EACH MEAL
- To log attendance at Chapel programs
- To gain admittance to athletic and other events

- To check out books and borrow college-owned materials
- To gain access to various campus buildings and facilities

**Replacing ID cards**

All incoming new students will be issued an ID card free of charge. The only cost is a replacement fee for a lost, stolen or damaged card:

Initial card for incoming new student	FREE
First lost, stolen or damaged replacement annually	\$10
Additional lost, stolen or damaged replacements annually	\$25

ID cards can be replaced at the Student Development Office in Boon Center.

**INFORMATION CENTER.....x4000 or “0”**

The Information Center for the College is located near the main entrance of Boon Campus Center. The Center houses the college switchboard, the college “Lost and Found,” general college information and area maps /bus schedules. Students may also turn in their Traffic Appeals at the Information Center.

**KEYS.....x4507/ 4595**

**Room Keys**

Residents will be issued building and/or room keys upon check-in from the Residence Life Staff. Students are responsible for their individual room keys, and residents should not loan them out to other people. In the event that a resident loses her/his key, the Residence Life Staff should be immediately notified. The Facilities Department will not issue keys directly to a student. The Residence Life Staff of each building will be issued the replacements of all lost resident keys.

**LIBRARY.....x7542**

Located on the north end of the campus, Bailey Library provides resources in a variety of formats to support the curriculum of the programs taught at Nyack College. The online catalog provides access to materials in all three libraries (ATS, Bailey and Wilson). The joint collection consists currently of more than 175,000 books and over 12,000 audio-visual materials. In addition, the libraries subscribe to more than 500 current print periodical titles. Reciprocal borrowing privileges with nearby Dominican College, St. Thomas Aquinas College and the Salvation Army School for Officer Training expand the range of readily available materials in other libraries in Rockland County.

The library webpage ([www.nyack.edu/library](http://www.nyack.edu/library)) provides access to the online catalog of ATS, Bailey and Wilson libraries, access to the collections of approximately 30 regional libraries in the WALDO consortium (including Pace University, St. John’s University, Sarah Lawrence College, Mercy College and others), online forms for reference services and interlibrary loan requests, and access to a host of online subscription databases providing citations, abstracts, and/or full-text to thousands of journals in multi-discipline subject areas. These online resources are available in wireless areas and on all networked computers on campus, and can be accessed off-campus via authenticated password control. Students may print full-text articles at no extra charge at any of the public computers on campus.

During regular school hours, Bailey Library is open as follows:

- Monday - Thursday: 8:00am - 12:00am (midnight)
- Friday: 8:00am – 4:30 pm
- Saturday: 10:30am - 9:00pm
- Sunday 1:00pm – 10:00pm

**LOST AND FOUND.....x0**

The Information Center, located at the main entrance of Boon Campus Center, serves as the primary location for all “lost and found” items picked up around the campus. The switchboard operator there may be contacted to report an item lost, to see if it has been turned in, or to bring an item found. A log is kept of all items lost and found. If an item with identification is found, a note will be placed in the student’s mailbox notifying her/him. Objects of value (wallets, cell

phones, cameras and other electronics) can only be picked up between 9:00am and 5:00pm, as they are kept in a secure location after hours.

#### **MEDIA RESOURCES.....x4503**

The Media Resources Coordinator provides services for sound needs on campus. Any college-sponsored event that requires these services must submit a Sound Request Form at least 10 days prior to the event time. Sound requests not received in a timely manner may result in equipment unavailability. Sound Request Forms can be submitted online at [www.nyack.edu/mediaresources](http://www.nyack.edu/mediaresources). Any questions can be directed to the Media Resources Coordinator at X4503 or [auxsys@nyack.edu](mailto:auxsys@nyack.edu). Prior to scheduling sound equipment and/or services, please be sure to schedule the facilities for the event through the appropriate scheduler (see Facility Scheduling Section). The Media Resources Coordinator is part of Auxiliary Services.

#### **PERFORMING ARTS.....x4mus**

Pardington Hall is Nyack College's home for music and the performing arts, providing world-class performances free of charge to Nyack College and the community.

**Arts Series:** Featuring notable artists and lectures, the Arts Series seeks to assist Nyack College in achieving its broad educational and cultural goals by fostering an appreciation of the fine arts and supplementing the general education program.

**Brass Ensemble:** The Brass Ensemble, a select group of 5 or 6 members chosen by audition, participates in the annual Carol and Candlelight and Sounds of Praise tours, as well as concerts, graduation ceremonies and other events of the College.

**Carol and Candlelight:** Nyack's Christmas tradition since 1948: The Women's Chorale, Handbell Choir and Brass Ensemble present an annual Christmas concert on tour and on campus early in December. The program concludes with a candlelight ceremony.

**Chamberfest:** Students engaged in small ensembles work under the direction of the faculty to present a concert of vocal, instrumental and keyboard music at the conclusion of each semester.

**Chorale:** The Chorale, composed of approximately 65 men and women, sings for Christmas and Spring concerts, Chapel performances, campus and community appearances, choral productions in Carnegie Hall, and domestic and European tours.

**Faculty Recitals:** The School of Music's own faculty, artists trained at such prestigious schools as Eastman, Julliard and Rutgers, present superlative performances, often with colleagues from the New York Philharmonic and the Metropolitan Opera.

**Handbell Choir:** Students have the opportunity to perform on the School of Music's collection of Schulmerich Handbells (5 octaves), choir chimes and Indonesian Angklungs. The ensemble is featured in concerts and Chapel services and forms an integral part of the annual Carol and Candlelight and Sounds of Praise tours.

**New York City Concerts:** Nyack College students have the opportunity to attend concerts at Lincoln Center and other major artistic venues in New York City.

**Opera Theater Workshop:** Vocal students and alumni coach with internationally renowned opera singers in diction, movement and acting. Studies culminate in a presentation of fully staged and costumed operas in the original languages, including "Carmen", "La Boheme" and "La Traviata".

**Piano Competition:** A competition for Nyack College piano majors, culminating in a public performance with orchestra, is presented every year.

**Sounds of Praise Tour:** The Women's Chorale, Handbell Choir and Brass Ensemble participate in an annual Sounds of Praise tour at the end of the Spring Semester. Students travel the Northeast, performing in churches and municipal concert halls.

**String Orchestra:** The Nyack College String Orchestra, composed of musicians from the College and the local community, performs music of all eras on and off campus.

**Student Recitals:** Students have the opportunity several times each semester to perform for peers and faculty in a semi-formal setting. Music majors culminate their studies with a presentation of a professional-level Senior recital; performance majors present Junior recitals as well.

**Wind Ensemble:** The Wind Ensemble is comprised of students, faculty and community musicians, and membership is open to all interested students by audition. The Wind Ensemble performs original works for wind ensemble and concert band in several concerts each year.

**POST OFFICE.....x4504**

The Nyack College Post Office is an official substation of the U.S. Postal Service. Each student, both commuter and resident, is provided with a mailbox located adjacent to the Post Office. Due to the number of students, mailboxes may be shared. A key deposit of \$10.00 is required, which will be refunded at the end of the year upon return of the key. Packages and registered mail may be picked up at the Post Office window during regular office hours. Anyone picking up a package must provide proper identification and signature in accordance with Government Regulations. No packages will be given to students without ID.

**NOTE: U.S. Postal Regulations forbid the handling of mail over the counter – U.S. Postal Reg. DMM 951.72.** Students must not forget their mailbox key. Also, it is a federal offense to open any P.O. Box with anything other than the key assigned to it.

No one other than Auxiliary Services personnel will be allowed in the Post Office area. Exceptions will be made for the delivery of all-campus mailings in which the sender must schedule an appointment to place the mailings in the boxes him/herself. We no longer accept mass notifications of events via inter-campus mail. Students should utilize announcement boards provided by Student Development as instructed below under Posting of Signs in Boon Center. Residents are responsible for checking their mailboxes on a regular basis, especially in the event of mailbox sharing. Important college notices, which can be time sensitive, are placed in the mailboxes during the academic year. The mailing address for residents is:

Name  
Nyack College  
1 South Boulevard  
Nyack, NY 10960-3698

The name of a residence hall, the room number in the residence hall, or a mailbox number should not be used in the campus address and may result in delayed delivery.

Other services the Campus Post Office provides include the selling of money orders between the hours of 8:30am and 2:30pm and the shipping of packages.

Further guidelines may be distributed during the Fall 2011 Semester.

**POSTING OF SIGNS IN BOON CENTER.....x4788**

There are several sign boards strategically placed throughout the Boon Center for posting important information.

**The following groups have sign boards:**

- |                                      |   |
|--------------------------------------|---|
| *Spiritual Formation                 | Contact: Office Assistant at x4455  |
| *Music Department                    | Contact: Office Assistant at x4688  |
| *Career Counseling & Services        | Contact: Office Assistant at x4584  |
| *Health Services                     | Contact: Office Assistant at x4576  |
| *Counseling Services                 | Contact: Office Assistant at x4564  |
| *Athletics Department                | Contact: Office Assistant at x4590  |
| *Global Service Learning             | Contact: Office Assistant at x4419  |
| *Student Activities Event Boards:    | Contact: <a href="mailto:signapproval@nyack.edu">signapproval@nyack.edu</a> |
| -This Week & Upcoming at Nyack Board |   |
| -Clubs & Organizations               |   |
| -On-Campus Events Board              |   |
| -Off-Campus Events Board             |   |

**Protocol for posting signs about any event (on or off campus):**

1. The event must be approved by an official Nyack College Department (ie: Student Activities)
2. Student groups advertising events must be approved through the club or small group process. You can email [student.government@nyack.edu](mailto:student.government@nyack.edu) for information about both of these processes. Small groups can contact the small group coordinator in the Office of Spiritual Formation about this process.

3. Any sign to be posted on a Student Activities Board or a Boon Center entry doorway must be emailed to [signapproval@nyack.edu](mailto:signapproval@nyack.edu) at least 36 hours in advance. The Vice-President of Communications of Public Relations will email you back within 24 hours between Monday and Friday to let you know if your sign is approved or not. Any emails received after 2pm Monday through Friday will be approved or posted the next day. All emails received over the weekend will be responded to on Monday afternoon.
4. Once your sign is approved, it will then be printed and posted for you. Only the VP of Communications and PR teams can post signs on Student Activities Boards and Boon entry doorways. Signs posted on the entry doorways of Boon will only be posted the same day as the event for a maximum of 24 hours. All signs posted on entry doorways must be professional in design, which means no hand-designed signs!

**PUBLIC RELATIONS.....x4430**

If a student is asked to participate in a photo shoot for a specific project by the representatives of the College, it should be assumed that images will be used for print or electronic purposes. Agreement to be photographed is voluntary. If students object to the use of their photographs, they should indicate that to the photographer. Any concerns or comments regarding photo shoots should be directed to Deborah Walker in the Office of Advancement at x4430.

**REGISTRAR.....x4727**

**Graduation Procedures:** Students who intend to graduate must fill out a graduation application. This application will generate a final audit of their academic credit; enable the ordering of a diploma and their inclusion in the graduating class. Graduation applications are available in the Registrar's Office and online. Students may not participate in Commencement without finishing all coursework.

**Procedure for Withdrawing from a Course:** If a student wishes to withdraw from a course, a "Course Change Request Form" must be completed in the Registrar's Office. If a student merely stops attending class, or tells their professor they are doing so without completing the proper paperwork, that student will still be in the class and will receive a failing grade at the end of the semester.

**RESIDENCE LIFE SERVICES.....x4510**

See Residence Life section.

**SPIRITUAL FORMATION OFFICE.....x4455**

The Office of Spiritual Formation maintains daily office hours. Students are welcome to stop in at any time with spiritual needs, concerns, for leadership and ministry opportunities and resources, pastoral counseling and other matters concerning spiritual life.

**SPIRITUAL GROWTH ACTIVITIES.....x4455**

As an evangelical Christian college, Nyack actively promotes the spiritual growth and development of each student. Classroom and community life provides challenging experiences and fosters thoughtful consideration of how the life of Christ is to be integrated with everyday living.

**Chapel:** Chapel services on Mondays, Wednesdays and Fridays provide an opportunity for mid-morning spiritual insight and refreshment as the community draws together to worship God.

**Missions:** Nyack College's commitment to developing world Christians is expressed through the missions Chapels and by making opportunities available for both local ministry and international ministry trips. Any student who wishes to take part in ministry opportunities sponsored by the College should contact Scott Reitz, the Global Service Learning Coordinator. The desire of the College is that Nyack students will be found in every corner of the world, sharing the hope and love of Christ with power and passion.

**Praise and Worship:** Students provide the leadership for worship teams that serve in Chapel. Each Spring Semester the Office of Spiritual Formation accepts applications for leaders for the following year. Leaders meet weekly for training, encouragement and guidance. Students who wish to participate on a worship team should contact Rev. Kelvin Walker at the Office of Spiritual Formation.

**Deeper Life Series:** Scheduled early in each semester, these special Chapel and evening services place particular emphasis on the nurture and development of one's personal relationship with God.

**Discipleship:** The development of small groups (formal and informal) for the purpose of spiritual growth is strongly encouraged by the Office of Spiritual Formation. Students who wish to lead in these areas are encouraged to visit the staff in the Spiritual Formation Office for Small Group Approval.

**Community Service:** There are many different types of Christian service opportunities available to students to promote empathetic character development. Such ministry is encouraged in order to add a practical spiritual dimension to one's educational experience.

**STUDENT AUTOMOBILES.....x4507/x4595**

Students are required to register their vehicles with the Campus Safety Department. Vehicles must be registered the first week of the new school year, or the first day that the vehicle is on campus. A registration fee is required and billed directly to the student's account.

A valid driver's license, state vehicle registration card and insurance card must be provided to register any vehicle. This information must be valid and up to date in order to keep any vehicle on college property.

Parking availability is limited. Students living on campus can only register one vehicle. A student's assigned parking lot may not be immediately adjacent to her/his residence. Students are expected to walk on campus, using their vehicles for off-campus travel. Individuals visiting students on campus must obtain a temporary pass from the Information Center in Boon. To maintain driving privileges, rules and regulations must be followed. Fines will be automatically billed to the student's account.

For more details please refer to our website at [www.nyack.edu/facilities](http://www.nyack.edu/facilities).

**STUDENT DEVELOPMENT OFFICE.....x7132/X4790**

The Student Development Office provides services and supports to the Nyack College student community. It is located on the second floor of Boon Campus Center. The staff offers assistance to students in managing situations ranging from campus life to personal and family matters.

**STUDENT FINANCIAL SERVICES.....x4737**

Financial Aid Counselors are here to assist students in processing their financial aid. Each enrolled student has a Financial Aid Counselor at her or his availability. The office is located on the Lower Level of Shuman Hall, and office hours are Monday – Friday from 8:00am to 4:30pm (Wednesdays from 1:00 to 4:30pm only). The office may also be reached through their web site at [www.nyack.edu/sfs](http://www.nyack.edu/sfs), by email at [nyacksfs@nyack.edu](mailto:nyacksfs@nyack.edu), or on Facebook.

**STUDENT LEADERSHIP OPPORTUNITIES.....X4575**

The Student Development Department is passionate about developing student leaders! It is our belief that each student is unique and strong and therefore is able to make an impact on the Rockland Campus while being developed emotionally, spiritually, interpersonally, and in their strengths.

Each year dozens of student leadership positions are offered for scholarship to the entire student body. Students must participate in the Leadership Selection Process (LSP) that takes place each February in order to receive a position for the following year. LSP includes the following steps to complete the entire process: application, recommendation, 1-on-1 interview, small group interview, and small group process.

The following leadership positions are selected through LSP:

- Resident Assistants
- Small Group Leaders
- Student Activities Leaders
- Student Government Leaders
- Worship Leaders

Several Volunteer leadership positions are also offered throughout the year. For more information about how to get involved in student leadership, you can contact [student.activities@nyack.edu](mailto:student.activities@nyack.edu). Some examples include Student Government assistant positions, Student Activities assistant positions, and Launch Leaders.

Information about LSP and Role Descriptions can be found at [www.nyack.edu/studentdevelopment](http://www.nyack.edu/studentdevelopment) and then clicking on the Student Leadership tab.

If you are interested in creating or joining a small group on campus, please contact the Office of Spiritual Formation at x4455, or go to [www.nyack.edu/spiritualformation](http://www.nyack.edu/spiritualformation) for a complete list of small groups and contact information.

If you are interested in joining the worship ministries of Nyack College, then please contact the office of Spiritual Formation at x4455.

If you are interested in creating or joining a Watchmen Ministry Team, a Club or Organization, a complete list of Clubs and Organizations on campus can be found at [www.nyack.edu/studentdevelopment](http://www.nyack.edu/studentdevelopment) and then clicking on the Clubs and Organizations tab. A few key organizations are listed here:

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

Contact Information: [student.government@nyack.edu](mailto:student.government@nyack.edu) or x7134  
Office Location: Top Floor of the Betty Olsen House  
The SGA President for the 2011-2012 Academic Year is Shaun Jacobs.

SGA acts as a liaison between the student body and administration under the direction of the Student Activities Coordinator. SGA is responsible for the following services:

\*Academic Affairs – To inspire a passion for academic excellence and ensure that programs exist to support students who are in need of additional academic support. If you need any help navigating the academic support services offered at Nyack College, are an international student, or are a student with special academic needs, then please contact this team at [student.government@nyack.edu](mailto:student.government@nyack.edu).

\*Clubs & Organizations - If you are interested in receiving information about joining or starting a club and/or organization, please contact [student.government@nyack.edu](mailto:student.government@nyack.edu) or visit [www.nyack.edu/studentdevelopment](http://www.nyack.edu/studentdevelopment) under the Clubs and Organizations tab and on Facebook.

\*Student Services - Represents students to the following areas: Food Services/Dining Hall; Facilities; Security (Parking Fine Appeals; Campus Safety); Residence Life; Athletics. Please contact this team on Facebook.

\*Community Service- Coordinates all the community service opportunities offered for students on campus. If you have a community service requirement, please contact this team to receive a list of options on Facebook.

### **Student Activities Board**

Contact Information: [student.activities@nyack.edu](mailto:student.activities@nyack.edu) or x7134  
Office Location: Top Floor of the Betty Olsen House

Student Activities Board (SAB) serves as the central planning, organizing, and implementing hub of all non-academic and non-athletic student events. SAB is under the direction of the Student Activities Coordinator. SAB seeks to be a catalyst for community on the Rockland Campus by offering small and large events of various types that are normally free and open to the entire student population. The SAB team also seeks to support clubs and organizations, athletic teams, and Residence Life in planning and implementing events throughout the year.

If you have an idea for an event, then please contact the SA team at [student.activities@nyack.edu](mailto:student.activities@nyack.edu) or by phone at x7134.

### **President's Council**

Each year 8-10 student leaders will be selected to meet regularly with the President to discuss relevant issues facing the student body and to serve as an information resource to the President. The Council will also be a representative voice for the student body at Board of Trustees meetings, faculty committee meetings, and other special events as requested. Each member of the President's Council is selected through the Office of Leadership Development and Student Activities.

### **Clubs, Ministries, Cultural Groups and Organizations**

The list of these clubs, ministries and organizations changes on a yearly basis. For information about Academic Clubs, please contact your Department Head for information. For an update list of all other groups, please go to [www.nyack.edu/studentdevelopment](http://www.nyack.edu/studentdevelopment) and click on the Clubs and Organizations tab or email [student.government@nyack.edu](mailto:student.government@nyack.edu).

Near the beginning of each semester a Festival of Clubs and Organizations is hosted by Student Government in the Student Activities Center. Each group displays their information at this event, so please plan to attend the Festival to find out what is happening on the campus. The dates will be posted around Boon Center a week in advance.

### **Watchmen Ministry Teams**

These ministry teams travel into various parts of Rockland County and New York City on a weekly basis to participate in acts of service and ministry. Some examples are: Queens Team, Hands of Compassion (homeless ministry in Manhattan), Brooklyn Team, and Bronx Team. If you are interested in joining a team, please email your contact information to [student.government@nyack.edu](mailto:student.government@nyack.edu).

## **Literary & Media Organizations**

### ***The Nyack Forum***

The Nyack Forum, the "Student Voice of Nyack College," is the campus newspaper. Under the direction of the editorial staff and the counsel of the faculty advisor, the newspaper is published multiple times per semester. Credit is available to those students who participate.

### ***The Fine Print, Journal of Literature and Art***

This student-edited literary journal serves as a forum for the publication of poetry, short fiction, essays, photography, and fine art created by students, faculty and staff on campus. Submissions are accepted during the Fall and Spring Semesters each year. For more information, go to [www.nyack.edu/content/TheFinePrint](http://www.nyack.edu/content/TheFinePrint).

### ***Advisement of Non-Academic Student Organizations, Clubs, and Ministries***

All non-academic student organizations, clubs, and ministries must be approved and registered with the Student Government Association which is under the authority of the Office of Leadership Development and Student Activities. Registration applications can be received via email by contacting [student.government@nyack.edu](mailto:student.government@nyack.edu).

Each group must have a staff, faculty, or graduate student as an advisor. At times, the SGA representative for Clubs and Organizations will serve as the advisor until one can be found for the group. A core leader from each group must attend a monthly student leadership training night hosted by the Office of Leadership Development and Student Activities. Also, the president of each group must meet bi-weekly with the SGA representative for Clubs and Organizations.

The role of the advisor is to support the club/organization leadership team in order to help them achieve the vision and goals of the group. Specific functions of the advisor include, but are not limited to:

1. Meet monthly with the leadership team to get reports and offer counsel.
2. Attend at least one club/organization meeting per month.
3. Reserve rooms and provide a key for the room so the club can have meeting space.
4. Reserve vans for off-campus activities.
5. Attend all overnight off-campus club/organization activities.

### **VANS.....x4507/x4595**

School-owned vans are available for use by approved college organizations and may be scheduled through the Facilities Department. They are not for personal use. Vans need to be requested by faculty or staff; requests from students will not be honored.

Requests must be made at least one week prior to use and are assigned according to the following priorities: (1) Academics, (2) Athletics, (3) Spiritual Formation, (4) All Others.

In order to drive a college-owned vehicle, a student must be at least 21 years of age and have a clear driving record verified by the college insurance company. This form is available at the Facilities Department and on our website. A set fee per mile is charged to all organizations when borrowing a college-owned van. Each van is assigned a mileage card, and that must be filled out completely and correctly, or the organization will be charged a fee. The van must be returned to Facilities with the inside clean, or the organization will be charged a fee for cleaning. Drivers are to report any accident or damage to the vehicle immediately to the Facilities Department.

For more details please refer to our website at [www.nyack.edu/facilities](http://www.nyack.edu/facilities).

### **WEATHER POLICY.....x4951**

Communication on school emergencies and closings will be provided through the Nyack College emergency hotlines, as well as the Nyack website, [www.nyack.edu](http://www.nyack.edu). Resident students may access the emergency hotline by dialing x4951 from any campus phone. Commuters may access the hotline by dialing the main campus number (845-675-4400) and choosing option "6".

Students and staff can also join the Facebook group, Nyack College School and

### ***Emergency Closing Notification:***

<http://www.facebook.com/group.php?gid=305092820163> , which will send a Facebook message to all group members in case of a closing or cancellation.

### **WRITING/RESEARCH CENTER.....x4442**

The Writing Center locations are in NCMC, NCRC and ATS. The NCRC Writing Center is located above the Bailey Library. Designed to assist students with the necessary tools for academic success in college, service is provided in Writing and Research Assistance.

### **NYACK CAMPUS ADMINISTRATION**

President.....Dr. Michael Scales  
Executive Vice President & Treasurer.....Dr. David Jennings  
Provost & Vice President for Academic Affairs.....Dr. David Turk  
Assistant Provost.....Dr. Bennett Schepens  
Vice President for Admissions and Marketing.....Dr. Andrea Hennessy  
Vice President for Advancement.....Mr. Jeff Cory  
Dean of Alliance Theological Seminary .....Dr. Ronald Walborn  
Undergraduate Registrar.....Ms. Evangeline Couchey  
Dean of Students.....Mrs. Wanda Velez  
Dean of Library Services.....Mrs. Linda Poston  
Associate Dean for the Division of Student Success.....Dr. Gwen Parker-Ames  
Dean of the College of Arts & Sciences.....Dr. Fernando Arzola Jr.  
Dean of the School of Business & Leadership.....Dr. Anita Underwood  
Dean of the School of Education.....Dr. Joann Looney  
Dean of the School of Music.....Dr. Glenn Koponen  
Director of Admissions.....Mr. Dinesh Mahtani  
Director of Information Services.....Mr. Kevin Buel  
Director of Student Financial Services.....Mr. Steven Phillips

# RESIDENCE LIFE ON THE NYACK CAMPUS

## WELCOME

We're glad you're here! Whether you are just starting your education at Nyack College, transferring in from another school or returning to continue your education, we as a Residence Life Staff want you to know that we have looked forward to your coming. We are committed to providing a safe haven for Godly living while allowing our residents to pursue academic and spiritual excellence.

We want you to feel at home. A big part of feeling comfortable here will be your room and your hall (of course, this includes your roommate!).

As you read through this Residence Life section, we hope that you will find this guide helpful in explaining residence life. Before long, we hope you will feel that this is more than a place to go to school. We hope that you will feel it is a place to call your second home! On behalf of the Residence Life Staff, welcome...or welcome back! We look forward to serving YOU!

## MISSION STATEMENT

Residence life seeks to provide a safe Living, Learning, and a Loving community experience.

Nyack College Core Values;	Program Goals;
Intentionally Diverse	Living is enriched by learning to live and coexist in a diverse community thru experiences and relationships that will develop all members
Academically Excellent Globally Engaged Socially Relevant	Learning is understood to be an interactive, process thru classroom, campus life, and residential life. The involvement of these three very important areas will be provided by programming in dorms and partnership with student activities
Personally Transforming	Loving is strengthened by living in a community which challenges and strengthens relationships and personal growth beyond the collegiate experience

## STUDENT LEARNING GOALS

-A residential student will reflect the Nyack College core values in the following ways;

A residential student will take responsibility for their living space and take personal ownership to ensure safety for themselves and the community at hand.

A residential student will learn to live among a multi- ethnic student environment and be willing to learn to understand, respect, and demonstrate responsibility for one another.

A residential student will have the opportunity to engage and participate in extracurricular activities within the dorm and within campus life.

A residential student will have the opportunity to participate in service projects outside of campus supported by professional staff.

A residential student will develop as young adults to prepare them for residential living upon graduation.

The following assessments are used to assess the effectiveness of residential programming and residential staff.

Assessment	Context	Location in Program
Residence Life Student Evaluation	All residential students	Every resident at the end of fall semester

## **HOUSING POLICY**

**ON-CAMPUS:** All full-time Freshman and Sophomore students under the age of 21 are required to live on campus, unless living at home with a parent or guardian. This policy offers students the opportunity to get the best possible academic start while developing social contacts and becoming more involved with college life. Students who have been sanctioned at Level 2 Probation or higher are not eligible to apply to live off campus during and within 6 months completion of the probationary period.

**OFF-CAMPUS:** In order to qualify for off-campus housing, students must be at over 21 or a Junior/Senior, fill out the off-campus request form available online at [www.nyack.edu/auxiliaryservices](http://www.nyack.edu/auxiliaryservices) and return it to the Auxiliary Services Office. Community standards that are in place for residential students are also expected of off-campus students. Any Freshman or Sophomore student under 21 years of age seeking permission to live off campus may qualify for exemption if they fall under one of the following categories:

- Will be living with a parent/relative/guardian. Provide a signed letter that includes a statement of Permission, as well as daytime and evening phone numbers from your parent or guardian (a letter from a relative who is not a parent or guardian is not acceptable).
- Have lived in an off-campus apartment for a minimum of 8 months and must remain off-campus to honor the lease. A copy of a signed lease agreement and parent letter giving permission must be submitted with this form. Freshmen and Sophomores under 21 who move to off-campus apartments at the end of the Spring Semester are not eligible for this exemption.
- Are married. Provide a copy of the marriage certificate.
- Have a medical concern. Medical excuses will only be accepted after all reasonable measures to accommodate the student in the residence hall have been exhausted. The student must provide a detailed statement from her/his primary physician stating specific reasons why he/she cannot reside in a residence hall and the estimated duration of this medical problem. The statement must be on the doctor's letterhead, signed and dated. The student's doctor may need to be contacted by Health Services for clarification purposes.

No other exemptions will be made for living off campus.

Moving off campus is only allowed during summer and winter breaks. If the student decides to move off campus during fall or spring semesters, the student will be responsible for full semester room and board charges that will be applied to his/her account. No prorated refunds will be processed during fall or spring semesters. Students who have signed up to be a resident student and then decide to move off campus must fill out the off-campus form, see their student financial aid counselor and be approved by Student Development by August 1st. All full-time students who have not submitted an off-campus form by August 1st or have been denied off-campus residency will be considered as residents and be financially responsible for the semester room and board charges. For further explanation of the terms and conditions, you may visit the college website at [www.nyack.edu/auxiliaryservices](http://www.nyack.edu/auxiliaryservices).

## **EXPECTATIONS FOR STUDENTS LIVING OFF CAMPUS - GOOD NEIGHBOR POLICY**

All students who have been extended the privilege of living off campus remain members of the Nyack College community. They are obligated to honor their commitments to Nyack's community lifestyle expectations as outlined in the Off-Campus Housing Application and the current student handbook. In addition to these college standards, off-campus students are also required to abide by the local laws and ordinances of their communities. It is expected that students living off campus will be good ambassadors of Christ and Nyack College.

In addition to representing Nyack College, as members of this Christian community, we are called to be "salt and light" in the world - this includes our local communities. As such, it is expected that off-campus students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other "courtesy issues," it is expected that students living off campus will always defer to the needs of their neighbors in addition to obeying all state and federal laws and local township ordinances. The use, possession, and/or distribution of illegal drugs or alcohol are prohibited for Nyack College students living on or off campus while enrolled during the academic year. (See Alcohol and Other Drugs Policy) Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by the Sexuality and Relationships policies outlined for all Nyack College students.

## **LOSS OF OFF-CAMPUS HOUSING**

Students determined to be responsible for violating college community lifestyle expectations and/or federal, state, or local laws will have the privilege of living off campus revoked. This will result in the student's mandatory return to on-campus housing and possible additional sanctioning through the discipline process.

**All students are also subject to the Residence Life policies as declared in the undergraduate Student Handbook when on Alliance Theological Seminary property.**

**Students who do not abide by these policies will be subject to the discipline process.**

## **RESIDENCE LIFE PROCEDURES**

Living together always carries a number of responsibilities. The Residence Life Staff and resident students on the Nyack campus have found the following procedures (listed alphabetically) to be the best way of providing a quality living community:

### ***BICYCLE STORAGE PROCEDURE***

Due to limited space, bicycles may not be stored in storage facilities or in respective halls. Bicycles should be parked outside of the residence halls. Due to fire codes, bicycles may not be stored in hallways or dorm rooms or chained to staircases.

## **CARE OF PROPERTY**

***Care of College Property*** – College property **may not be removed from its designated place for any reason** without proper authorization. Unauthorized removal of such property will be considered vandalism and will be subject to disciplinary procedures and monetary compensation to the College.

***Damages to Student Rooms*** – Students are responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Any damage to school property will result in a fine covering the cost of repair or replacement.

Room damages will be assessed by the Facilities Department and charged to the student. The fine is then collected directly by the Residence Life Staff. Students being charged for room damages will be notified in writing by the Residence Life Staff.

***Damages to Public College Property in Residence Hall*** - Students are liable for damages they cause to college property. Damages or items for repair should be reported to the Residence Life Staff as soon as possible, so that repairs may be made. For damages occurring in areas for which the responsible person cannot be determined, the cost of repair or replacement will be billed in the following way: (1) those within specific residence hall floors will be billed to all members of that floor, the cost being equally divided; (2) those occurring in public areas, such as residence hall lobbies and lounges, will be billed to all residents of the hall, the cost being equally divided. Any damages caused as the result of the spread of water within or from a college-owned building by any means will require (1) the cleaning up of the affected area, (2) paying for any damage, and (3) possible disciplinary measures. Additionally, tampering with the elevator in Simpson Hall can result in expensive repairs. The offending student will be charged for the cost of the repairs. All repairs will be made by the Facilities Department or by a contractor hired by the College.

***Care of Personal Property*** - The College is not responsible for damage or loss of personal property stored or used in college-owned buildings or on college-owned property. The College cannot be held responsible for theft, vandalism or damage done to vehicles. Some students' valuables and belongings are covered for loss and theft by their families' home insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "Renter's Insurance Policy" be purchased through a local insurance company.

**Unauthorized removal of either personal or college property will be considered theft and subject to criminal investigation by local law enforcement authorities, as well as the college disciplinary process.**

## **CHECKING IN TO THE RESIDENCE HALLS**

Residence Halls are staffed from 7:00pm-6:00am by Residence Life Staff and/or desk proctors. All guests and visitors, including parents and family members, must provide photo ID. All guests in the building after 7:00pm must be registered with the desk proctor. Any non-resident who is in the building prior to 7:00pm must register at 7:00pm when the front desk begins operations. Residents assume responsibility for their guests' behavior and actions during their visit.

All students, regardless of the number of credits they have completed, are required to check in at the front desk of their residence halls after the front doors are locked at 12:00am. Failure to provide appropriate ID or to sign in at the front desk may result in disciplinary action by the RD. All Residents/ guests are requested to show proper ID to the Desk Proctor.

## **CURFEW POLICY**

The first year of college life is usually a dramatic change for students. Freshmen Curfew assists our younger first year resident students who are adjusting to both the freedom and the responsibility required by college life. Requiring first-year students to comply with a curfew ensures the best possible start for their academic career.

**Note: Information submitted to desk proctor should be accurate and consistent with room assignment by identifying resident.**

Curfew Expectations:

Freshman Residents with fewer than 30 credits completed:

Sunday-Thursday: 1:00 AM.

Friday-Saturday: No curfew

Upperclassmen/Students 20 yrs. or older:

No Curfew

Violations of curfew include failure to sign in to the front desk by the aforementioned times, forgetting to sign in, and refusal to comply with the request of the front-desk staff, and are subject to the following sanctions:

**First offense:** Warning

**Second offense:** Mandatory meeting with RD/AD

**Third offense:** Sanctioned by SDC (Student Disciplinary Committee)

**Subsequent violations:** Sanctions for subsequent violations include extending curfew requirements into a student's second year of residential life and/or revoking eligibility to live off-campus.

## **DROPPING TO PART-TIME STUDENTS**

Only full-time students are permitted to live in the residence halls. If a student drops below full-time status during the semester, he/she must fill out a form in the Student Development Office, explaining the reason for that drop and requesting permission to remain in the residence hall. The Dean of Students must grant such permission. If permission is not granted, the student has a 72-hour period to remove belongings and complete proper check-out. If the student does not vacate by the end of the 72-hour period, room and board charges will continue to accumulate until proper checkout has occurred and items from the room are removed.

## **ELECTRIC APPLIANCES**

In the interest of fire safety, ONLY the following appliances may be used within designated areas: refrigerators, automatic coffee pots, hot pots, hand vacs, small sweepers, compact vacuums, electric curlers, curling irons and blow dryers (in Christie Hall blow dryers may only be used in the bathrooms). Electric irons with automatic shut-off are provided within each residence hall. Vacuums are available for use in each residence. If unauthorized items are found, they will be confiscated by Residence Life Staff.

NOTE: Among the appliances NOT permitted are halogen lamps, microwave ovens, toasters, toaster ovens, crock pots, irons, rice cookers, waffle irons, heaters, air conditioners, hot plates, electrical grills and extension cords. These items will be confiscated by Residence Life Staff.

## **FINE POLICY**

Residents that are issued fines in the dorms are given a two-week period to pay a lesser fine than issued. For example, for failing room inspections the fine is \$25. If the resident pays the fine within two weeks, the fine is \$10. Upon failure to pay the fine within the two-week period, a memo will be sent to the resident reminding them that they owe fine money at the original amount of fine. The fine money is collected by the Residence Life Professional Staff and submitted to the Director of Residence Life. During the school year residents are informed of any outstanding fines.

## **FIRE SAFETY**

Each residence hall will hold fire drills on a periodic basis. Evacuation instructions are posted in each residence room and in public areas. Additionally, each floor is equipped with a fire extinguisher.

When a fire alarm is given, the following procedures are to be followed:

1. All persons must evacuate the building immediately.
2. Doors must be closed (and unlocked) with the room lights turned on.
3. Buildings may only be re-entered when permission is granted by an authorized college or fire department official.

To emphasize the seriousness of fire safety, any person (faculty, staff or student) found violating any provision of these regulations will be charged a fine of \$250. Other disciplinary measures and financial restitution may also be required.

The following are fire safety restrictions for the Nyack campus. Violations of these restrictions will also result in a fine of \$250 and possible suspension or expulsion. These restrictions include, but are not limited to:

- Moving, adjusting or otherwise tampering with any fire safety equipment
- Use or possession of any fireworks
- Use or possession of any candles or incense inside residents' rooms – No candles or incense of any kind is permitted in residence halls (only Glade plug-ins is permitted).
- Use or possession of any open flame or flame-producing device
- Use of prohibited appliances (see section on ELECTRIC APPLIANCES).
- Use of extension cords, Christmas lights (only use of surge protectors is permitted)
- Blocking or restricting passage in a hallway, stairway or doorway (i.e. garbage, shoes, open umbrella, etc.)
- Failure to respond immediately to a fire alarm
- Propping any of the fire doors at any time
- Initiating or reporting a false alarm – The intentional or reckless pulling of a fire alarm is considered a criminal offense. Any student who sets off the fire alarm by neglect will be fined \$250.

### **FLOOR MEETINGS**

Mandatory floor meetings will be held two times per semester to address concerns of the floor, relay campus information, and uphold each other in prayer. These meetings are required by the Residence Life Office. All residents are required to attend. If residents are late or fail to attend, a \$25 fine will be charged.

### **FRESHMEN VEHICLE POLICY**

Freshmen at Nyack College who live in the residence halls are not permitted to have a car (or any other motor vehicle, including motorcycle, moped, etc.) on campus.

Exceptions to this rule are going to be made on a case by case basis. The student will need to submit proof from their job and/or permission from their parent, explaining why they need a car on campus. This must be submitted to the Office of Student Development, attention Dean of Students. Job locations will be considered, any job locations in the area will require public transportation.

Exceptions are made for the following individuals:

- Students with medical situations to allow travel for specialized treatment that cannot otherwise be obtained through the College Health Service or local specialists. (These exceptions are made after thorough review on an individual basis and require medical documentation from licensed physicians. The medical need must be that of the student, not of family members.)

This policy does not apply to non-traditional freshmen. Non-traditional freshmen are students who are 21 years of age or older. Violations of the policy will result in sanctions imposed by campus safety and will result in tickets, fines, and/or suspension of parking privileges during the present and/or future term(s).

### **HALL LOCKUP**

In the interest of security, the exterior entrances of residence halls are locked at 12:00am and unlocked at 6:00am daily. Visitors of the opposite sex must leave the hall at 12:00am and are not permitted to remain outside of the residence hall or in vehicles parked adjacent to the building. Please keep in mind that students with curfews must be in their respective halls before 1:00am.

### **HALL LOUNGES**

Each residence hall has one or more lounges for the enjoyment of residents. Lounges are used by all residents for relaxing, socializing, and entertaining visitors and friends. Movement/misuse of furniture, public display of affection, rowdiness, loud talking, personal use of radios and sleeping are prohibited and will be confronted by Residence Life Staff. Residence hall lounges close at 12:00am to the opposite sex. Simpson Hall 4th floor study lounge is open to male visitors from 6-9:00pm.

NOTE: Dunbar Suite residents are welcome to use the common area in Moseley Hall.

### **HALL MEETINGS**

Mandatory hall meetings will be held at the beginning and the end of each semester to discuss issues relevant to the respective halls. All residents are required to attend. If residents are late or fail to attend, a \$25 fine will be charged. If a student is unable to attend because of an emergency, he/she must receive permission from the Residence Life Staff 24 hours before the meeting. The Residence Life Staff reserves the right to call additional hall meetings if necessary. Hall meetings will be posted in the school calendar, made available to all students.

### **ISSUANCE OF KEYS**

Each resident is given a key to her/his room when he/she moves in. To receive a key, the resident must acknowledge receipt of the key in writing.

To protect residents and maintain proper security on campus, the loss of a key or failure to return the key will result in the cost of having the door lock changed. This cost of \$50 will be charged to the student directly by the Residence Life Staff.

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The College is not responsible for the loss or theft of residents' personal belongings.

### **KITCHEN**

Most residence halls have a kitchen available for resident use. Hours are posted in each dorm. Students are responsible for their own clean up. Residence Life reserves the right to close the kitchen if it is not being used properly by the residents. Microwaves are available outside the kitchen in each dorm.

### **LAUNDRY**

Laundry facilities are available for your convenience in each residence hall. If students have a problem with a machine, they should make note of the machine's number and report it to the Residence Life Staff. If money is lost while attempting to use the machines, contact the Residence Life Staff. The hours for Simpson Hall facilities are from 8:00am-12:00am.

### **LOFT POLICY**

Lofts are not permitted, except for rooms previously designated by the office of Auxiliary Services. Beds or any other furniture may NOT be mounted or elevated on top of any furniture or cinder blocks. Bed risers purchased from a manufacturer are permissible.

### **OCCUPANCY OF ROOMS**

Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of each semester.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the Residence Life Staff will set a date and time when the residence halls must be vacated. For a listing of the official college breaks please see the College Calendar or call Student Development.

### **OPEN DORM POLICY**

At the beginning of each year the Residence Life Staff will establish and post an open dorm schedule for each residence hall. This is an opportunity for residents to receive visits from students of the opposite sex. All residents participating in open dorm are required to keep their lights on and room doors open at all times (even if residents are watching a movie). Any failure to comply with this policy may result in disciplinary action.

NOTE: Members of the opposite sex are not allowed in the dorm rooms, restrooms on floors or in any other restricted area at any time other than during open dorm. Violations will result in disciplinary action that may include expulsion.

### **PETS**

Students are not permitted to have pets of any description in any of the residence halls. The only pet allowed in residence halls are fish. No water turtles are permitted. Well-maintained fish tanks with filters are allowed. All exceptions (i.e. Seeing Eye dogs) to this policy must be approved by the Dean of Students.

### **QUIET HOURS**

It is the policy of the college that the residence halls be reasonably quiet at all times. A 24-hour courtesy policy exists throughout the campus community. Therefore, students are not permitted to display excessively loud volume of music or voices.

It is expected that the residence halls be especially quiet during "quiet hours." These designated quiet hours exist between 11:00pm and 8:00am. During these hours no noise should be heard outside your room or suite; violators of this policy will be subject to disciplinary action. These hours represent a minimum requirement to ensure residents quiet time to sleep and study. Violations of quiet hours will result in disciplinary action.

There is a 24-hour quiet hour policy in effect during finals week.

PLEASE NOTE: Persons affected by noise have the right, as well as the responsibility, to approach the person(s) responsible and request that the volume be lowered. Residence Life Staff is available to assist in the resolution of these situations. It should be noted that the College gives top priority to the activities of study and sleep.

## **RESIDENCE HALL CHECKOUT PROCEDURES**

**Students must check out no later than 24 hours after their last final exam, or they will be charged per day to remain on campus (unless graduating or cleared as a summer worker by the Auxiliary Services Office).** The residence halls will officially close at 6:00pm on the day after the last day of final exams. At such time, all non-graduating students must be checked out of their residence hall rooms. Graduating seniors may remain in the residence halls until 12:00noon on Commencement day. Summer workers will check out as scheduled by Residence Life. Residence Life Staff will post times when seniors and summer workers can sign up for a check-out time. Students must remember to give themselves enough time slotted to go over the condition of the room. It is important for rooms to be cleaned properly and turned over according to checkout procedures.

To assist students in the checkout process, a few weeks before the closing of the residence halls the Residence Life Staff will distribute a checkout checklist that will include, but is not limited to, the following procedures:

To check out:

1. Each resident must schedule an appointment with her/his RA 24 hours in advance to check out.
2. Roommates should discuss prior to checkout who is responsible for any damages. Otherwise, the damages will be equally divided between the roommates. If one roommate has already checked out and the damages were not discovered, the remaining roommate will be charged for the full amount.
3. Remove all stickers, posters, and adhesive particles from walls, windows, ceiling, floor, doors, and furnishings. Any damages incurred will be charged to the student.
4. Return all furniture to the original position (as it was found in the beginning of the year).
5. Dust all furniture; wipe down window ledges, radiators and blinds.
6. Clean all mirrors and window sills.
7. Wipe out all drawers with a damp cloth.
8. Vacuum floor and under all furniture and radiators.
9. Clean private bathroom.
10. Report to your RA at the time of the scheduled checkout appointment. Please be prompt and ready to be checked out.
11. The RA will inspect the room for cleanliness, damages, collect keys, and complete necessary paperwork.
12. Failure to turn in key results in a fine.

**NOTE:** Improper checkout during the school year (prior to a break period or at the end of the Fall Semester) will result in a \$50 fine for students returning back to the residence hall following the break period. For non-returning students, improper checkout will always result in a \$250 fine. Failure to comply with checkout procedure at the end of a school year will result in a \$250 fine, whether a student is returning in the Fall or not. This includes failure to clean room to satisfactory condition set by Residence Life Professional Staff. Failure to sign up 24 hours in advance to do checkout is considered a failure to adhere to all checkout policies.

## **ROLLERBLADES/ SCOOTERS/ SKATEBOARDS**

Due to safety and building maintenance, there is to be no rollerblade/scooter/skateboard usage within any indoor facility on campus. These items are to be used outside only. Failure to abide by this policy may result in disciplinary action.

## **ROOM CHANGES**

Room changes may be requested between the Fall and Spring Semesters. Room changes may occur at any time at the discretion of Residence Life Professional Staff for extenuating circumstances. However, students are encouraged to use mediating procedures between roommates such as the roommate contract and Residence Life Staff intervention prior to requesting a room change.

## **ROOM CONDITION REPORT**

The residents of each room will sign a room condition report immediately after moving into their room. Any damages or missing furniture not indicated on this form will be charged to the room occupants at the time of room change or final checkout. For the protection of the residents, the room condition report should be filled out with as much detail as possible. Any damage occurring during the school year should be reported to the floor RA and updated on the room condition report.

## **ROOM DAMAGES**

Students are responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Any damage to school property will result in a fine covering the cost of repair or replacement.

Room damages will be assessed by the Facilities Department. Students being charged for room damages will be notified in writing by the Residence Life Staff.

## **ROOM DECORATIONS**

Students are encouraged to personalize their rooms. Wall hangings such as pictures and posters may be hung with Fun-Tack only. S-hooks may be purchased at the college bookstore for hanging items from the molding strips. Students cannot use tacks or tape of any kind on walls, floors, ceilings or college furniture.

Items not in keeping with the college lifestyle expectations are not to be displayed in student rooms or on college property. This includes such items as stolen property, alcoholic beverage containers, advertisements for prohibited products, crude or offensive materials, and pornographic or sexually exploitive materials. In particular, men and women in posters should be wearing attire that would be modest and in keeping with community lifestyle expectations.

Decorative lights are not permitted.

If decorations are not in keeping with college standards, students will be requested to remove such items. The College reserves the right to remove decorations deemed to be inappropriate by Residence Life Staff.

### **ROOM ENTRY, SEARCH, AND SEIZURE**

All college facilities, including the residence halls, are the property of Nyack College. Any area or property located on Nyack College premises and under the control or custody of a full-time or part-time student is subject to search.

Included in the definition are:

- College-owned buildings and residences
- Student-owned, operated, or controlled motor vehicles located on college premises, and
- Any personal property located or contained in these structures or vehicles.

While the College consistently strives to respect the elements of personal privacy, Nyack College Staff reserve the right to enter and inspect residential space at any time under the following circumstances:

1. Regular maintenance, safety and health inspections
2. If there is reasonable cause to believe a violation of college policy, local, state or federal law is occurring
3. Emergencies such as:
  - Incident to and following an arrest
  - For and in pursuit of a fleeing dangerous criminal suspect
  - Under urgent necessity (i.e. persistent loud screaming, medical emergencies)
  - Necessary to prevent loss or destruction by seizing an item (i.e. paintball guns, BB-guns, etc.)

The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bathroom or suite, and seizure of tobacco, alcohol, drugs and pornographic materials.

#### ***Justification for Search***

Any search conducted by Nyack College personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of college policy or local, state or federal law. A search may be authorized under the following conditions:

- **Voluntary Consent.** In most circumstances, it is desirable to obtain the prior voluntary consent of the person having control or custody of the area or property to be searched. While the student housing contract reserves broad authority for a search by college personnel, consent normally is to be sought prior to initiating a search. Consent by one roommate to the search of jointly occupied residential space is adequate, even if other roommates are absent.
- **Reasonable Suspicion.** It is the responsibility of Residence Life Professional Staff to decide if there is a substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This decision may be based on any credible information developed during ongoing investigation, received through indirect means, or reported by Residence Life personnel or other college students or employees. The Residence Life Professional Staff person is to evaluate all information for reliability and relevancy prior to requesting authorization to conduct a search.
- **Plain View.** Evidence of a violation of either college policy, local, state, or federal law, or which indicates health and safety concerns, may sometimes be observed in plain view within a residential space or vehicle. Evidence that is seen in plain view may be seized and will justify a search of the area in which the evidence is located.
- **Emergency.** Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal or destruction of evidence or unauthorized activity. If it is reasonably believed that a student is concealing evidence of unauthorized or illegal activity on her/his person, it is permissible

for the Residence Life Staff person to ask the student to empty out her/his pockets and/or turn them inside out. If the student refuses, the Staff person is authorized to contact the local police for their assistance with the incident. The Staff person will complete a report articulating the exact circumstances surrounding the situation.

### ***Scope of Search***

The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bathroom or suite, and seizure of any item that is in violation of community lifestyle expectations, including, but not limited to alcohol, drugs and drug paraphernalia, and pornographic materials.

A search by Nyack College personnel that discloses any item reasonably believed to constitute a controlled substance or drug paraphernalia, regardless of quantity or type, will result in an off-campus law enforcement agency being contacted. Residence Life or Campus Safety personnel will secure the site and remain at the scene pending arrival of a law enforcement officer who will assume jurisdiction over the incident.

### ***Searches by Nyack College Personnel***

- No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the On-Call Residence Life Professional Staff person unless emergency conditions are present.
- All searches shall be conducted by at least one Residence Life Professional Staff person. Whenever possible, the Residence Life Staff person shall be accompanied by a Residence Director, Assistant Director or Director of Residence Life and a Campus Safety Officer.
- Whenever possible, the Residence Life Professional Staff person should not search the residence of a student of the opposite sex unless accompanied by a Resident Director or Campus Safety Officer of the same sex as the student.
- A written report describing justification, conduct and results of a search will be provided to the Dean of Students and the Director of Campus Safety within 24 hours of the search.

### ***Searches by Law Enforcement Agencies***

A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. No Nyack College personnel will assist in the search, but a Campus Safety officer or Student Development Staff person will accompany the searching officer. The accompanying Nyack College personnel is responsible to notify the Dean of Students' Office as soon as possible that the search has occurred.

### ***Seizure of Property***

Items which constitute evidence that is discovered in plain view or as a result of a permissible search may be seized for use in college disciplinary proceedings and/or local, state, or federal criminal proceedings. A receipt shall be given to the person from whom the property was seized, or left on the premises in a conspicuous place.

## **ROOM FURNISHINGS**

All residence halls are furnished with single beds, chairs, desks, dressers or drawer space, and clothes closets or wardrobes. Students must provide their own lighting – either desk or floor (no halogen lights are permitted). Students are responsible for the furnishings in their rooms. Unauthorized removal of college-owned furnishings is prohibited and will result in a fine. Unauthorized removal includes removing furniture from a room or taking public area furnishings for personal use. Any outside furniture, including couches, lazy boys, lounge furniture, bookshelves, etc. are not permitted in any residence on campus.

Musical instruments and amplifiers, which cause excessive noise or distraction, are not permitted in the residence halls. Examples include: guitars or keyboards with amplifiers, stereos/televisions connected to amplifiers with high wattage. Drum sets are prohibited in college housing.

## **ROOM GUESTS**

### ***Overnight Guest Policy***

With permission of the roommate, students are permitted to have overnight guests of the same gender. For security reasons and for the convenience of our residents, the following policies have been implemented in regard to overnight guests:

1. All overnight guests must register with the host's RA BEFORE the guest spends the night (slide guest registration card under the RA's door if after midnight). Host will be fined \$100 if this is not done BEFORE the guest's stay.
2. If a guest does not register, the hosting student will ALSO be charged a \$100 fee per night.
3. Maximum of 2 guests in a room at a time.
4. Guests will be allowed a maximum of 2 overnight visits in campus housing per month free of charge, and no more than 6 nights per semester. The maximum number applies to occupying space in ANY on-campus room.

For example, a guest may not stay with one host for two nights and then move to another host's room for two additional nights without being charged.

5. Guests desiring to spend more than two nights in campus housing need to gain special permission from the hall director. A \$7 per night fee will be imposed in such situations.
6. Meals for guests are to be paid for in the Dining Room.
7. Guests are subject to the same behavioral guidelines as resident Nyack students. Guests are expected to abide by Federal, State and County laws. Resident hosts are responsible for the actions of their guests and for ensuring that guests abide by college rules/regulations and Federal, State and County laws.
8. Guest registration cards may be obtained from an RA or from the Residence Life Office.
9. Guests may not share beds with hosts and/or roommates. The host must make sure guest has a sleeping bag and make prior arrangements if guest is to sleep in roommate's unoccupied bed.
10. Parent overnights are subject to all elements of the Room Guest Policy. No parent overnights are permitted during Launch Weekend.

This policy also applies to Nyack College residents. A resident is permitted to be a guest on campus outside of their current room assignment for two nights per month with the approval of the roommate of the host room. Refer to sign-out policy.

**The College reserves the right to refuse permission to house overnight guests.**

#### ***Children in College-Owned Student Housing***

Because Nyack College does not have the permit or coverage for the care and responsibility of children and minors, infants and children age twelve or under are not allowed in any non-public area of the residence halls, including a resident's private room. Undergraduate residence halls are not designed for family living; therefore, residents with children are not allowed visitation in college housing. The only exception to this rule is during family visit days or during the move-in or move-out process each year with the presence of the parent or legal guardian (with the approval of the Office of Residence Life).

#### ***Baby-Sitting***

Childcare cannot take place in the residence hall or other undergraduate housing.

#### **ROOM INSPECTIONS**

Students are responsible for the cleanliness of their rooms. Rooms are not the private property of the student, but rather are "rented" from the college. The following infractions will incur a \$ 25 fine per room occupant:

- Failure to pass the room inspections held once per month to insure that the Health and Fire Safety Regulations of New York are being met
- Failure to leave the room clean at the beginning of a vacation period  
Food stored in a room should be kept in a tightly closed container, in order to keep insects and other pests out of the building. No articles of any kind are to be hung out of residence hall windows or placed on the outside ledges of the windows, including air conditioners and antennae.

#### **ROOM RETAINER FEE**

All resident students, both new and returning, are required to pay a Room Retainer Fee. This fee, along with the Residence Request Form, reserves a student's room for the next year and is applied toward his/her student account once the academic year begins. Students will not be allowed to participate in Room Selection Week unless the \$150 Room Retainer Fee has been paid, the FAFSA form submitted, and clearance from a Student Financial Counselor has been submitted to the office of Auxiliary Services.

#### **ROOM SELECTION**

To request a room for the following academic year, all students must fill out the online Residence Request Form found at [www.nyack.edu/auxiliaryservices](http://www.nyack.edu/auxiliaryservices). Room assignments are only guaranteed for the current Fall and Spring Semester. Priority in room selection is determined by several factors. Residence Request Forms received during Room Selection Week will be given priority according to the cumulative number of academic credit hours and GPA earned by the end of the previous semester. Residence Request Forms received after the end of Room Selection Week will be given priority based on a first come, first serve basis. No priority is given based on current occupation of the room.

#### **ROOMMATE CONTRACT**

All Nyack College residents are required to fill out a roommate contract. The contract is to assist with the living and learning experience within the residence hall. The contracts are submitted to the Residence Life Staff in the dorm to assist with any conflicts that may arise. The contract serves as a tool of communication to foster relationship and life in community.

## **STORAGE**

The College will not be able to provide storage on campus at any time. Students are encouraged to store items off-campus in rental facilities.

## **TELEPHONES**

Most residence hall rooms on campus have been equipped with an individual telephone jack. In-room private phone accounts may be contracted directly through Verizon. Questions regarding private phone accounts should be addressed to Verizon. Residents are responsible to establish a time for Verizon to come and set up phones in rooms. The Residence Life Staff is not responsible for set up.

The campus phone system is also available throughout the campus and in all residence halls for community convenience and service. Additionally, each residence floor has been equipped with one or two campus telephones for resident use. Because many people share the campus phones, calls made on campus phones should be limited to ten minutes and may not be made during quiet hours from 11:00pm – 8:00am. Calls requiring longer time should be made on private phones.

The campus switchboard operator is authorized to interrupt whenever an emergency or outside call requires the use of a particular phone.

Abuse and vandalism of institutional phones in the residence halls and lobbies of the various buildings present a hardship on the whole community. Any form of telephone misuse, including long distance theft and misuse of institutional phones, will lead to a fine and/or disciplinary action. If it is impossible to ascertain the party at fault, a collective fine will be administered to an entire floor or residence hall, depending upon the location of the damaged equipment.

## **TERMINATION OF RESIDENT STATUS**

If a student needs to terminate her/his on-campus residence for any reason other than regular checkout at the end of a semester, the following policy applies:

1. The student has an initial 72-hour period to remove belongings and set up a complete proper checkout time with her/his Resident Assistant. Beyond the 72-hour period a fee of \$25 per day will be assessed up through an additional week.
2. In order for a student to have this change reflected on her/his account and receive any credits or refunds, the student must check out properly with the Residence Life Staff of her/his dorm.
3. If belongings have not been removed at the end of that additional week, the Residence Life Staff will remove and dispose of them.

## **VIDEO SURVEILLANCE**

Designated areas of campus facilities and surrounding grounds are monitored by continuous video surveillance, for the purpose of enhancing the security and safety of the campus community. This includes residence hall entrances, exits and parking lots.

## COMMUNITY LIFESTYLE EXPECTATIONS FOR ALL CAMPUSES

One of the religion scholars . . . put in his question: "Which is most important of all the commandments?" Jesus said, "The first in importance is, 'Listen, Israel: The Lord your God is one; so love the Lord God with all your passion and prayer and intelligence and energy.' And here is the second: 'Love others as well as you love yourself.' There is no other commandment that ranks with these."

-Mark 12:28-31, The Message

Nyack College is a Christian liberal arts college committed to a lifestyle that frees us to dwell in the life God imagines for us. As we pursue truth and learn to serve Christ together, we desire that we would be a community of people whose belief and behavior is inextricably intertwined in order that we might reflect the kingdom of God to the world.

We celebrate that our diversity- ethnic, cultural, socioeconomic, and spiritual - is one of the most powerful ways that our community reflects Kingdom values to the world. We also recognize that this same diversity makes it impossible to establish a set of lifestyle expectations with which every member will agree. Our community lifestyle expectations are intended to create an environment rooted in loving God and loving others, an environment that will nurture the spiritual, intellectual, and emotional growth of each student.

Because each person's story and spiritual journey is unique, some may feel confined by these guidelines. In turn, many others may find freedom and relief in the same guidelines. Our hope is that students who choose to join the Nyack College community will commit to these expectations as a way of demonstrating their dedication to their own development and to the development of others.

While enrolled in Nyack College, each student is responsible for knowing and adhering to all community lifestyle expectations set forth in the undergraduate student handbook, whether on Nyack College/Alliance Theological Seminary property or off campus.

Finally, no set of expectations, no matter how thoughtfully created or rigorously edited, can be exhaustive. In all things, all members of our community guide their decision-making with two questions, "Is what I am about to do (or ask, or say) loving to God?" and "Is what I am about to do (or ask, or say) loving to others?"

### ACADEMIC INTEGRITY

Plagiarism is defined as "the act of using another person's ideas or expressions in your writing without acknowledging the source...to repeat as your own someone else's sentences, more or less verbatim" (MLA Handbook). Plagiarism is not only repeating word-for-word someone else's writing, but also taking ideas or another's work without acknowledgment. Any student caught cheating, including plagiarizing, during her/his matriculation at Nyack College is subject to disciplinary action.

Cases of cheating are to be reported to the Dean of the respective school. Appeals may be made with the provision that the instructor and the academic head are present when the case is considered.

### PERSONAL / SOCIAL

Nyack College seeks to be a kingdom community dedicated to creating an environment where we are free to live the life that God has imagined for us. Because of that deep responsibility, the expectations we have of the members of our community to hold one another to the standards of our community are great. Rising above any ethic imposed by our cultural, ethnic, or social heritages, we have a sacred trust as kingdom people to come alongside one another "with genuine affection," as Paul writes to the Romans, helping one another as we seek to follow the Jesus way.

Given this sacred trust, students are expected to encourage each other to live according to the community lifestyle expectations of Nyack College. Following the principles of biblical confrontation<sup>1</sup>, if a student lovingly confronts another student about behaviors that are in violation of the community lifestyle expectations and the behaviors do not change, the confronting student has a responsibility to report the violation to an appropriate authority, including, but not limited to, Residence Life Professional Staff and/or the Dean of Students' Office.

In accordance with the Violence-Free Campus policy, students, faculty, and staff are required to immediately report any knowledge of behavior that may cause physical or psychological harm to another.

Students who have knowledge of community lifestyle expectation violations and who do not report the violation, and students who withhold information regarding violations of community lifestyle expectations during disciplinary proceedings are subject to disciplinary sanctions, particularly in cases where the behavior is in violation of state or federal laws and/or may cause physical or psychological harm to another.

---

## **INTEGRITY CLAUSE**

In accordance with the Violence-Free Campus policy, students, faculty, and staff are required to immediately report any knowledge of behavior that may cause physical or psychological harm to another.

Students who have knowledge of community lifestyle expectation violations and who do not report the violation are subject to disciplinary sanctions. Students who withhold information regarding violations of community lifestyle expectations during disciplinary proceedings are subject to disciplinary sanctions.

*The above statements include cases where the behavior is in violation of state or federal laws and/or may cause physical or psychological harm to another.*

## **CAMPUS SAFETY EXPECTATIONS**

### **Building Access, including roofs and windows**

For safety reasons, no students are permitted in campus facilities after regular hours of operation. Neither are students permitted on the roof of any building at any time without permission from Student Development or the Facilities Department. Students known to have been on the roofs of any buildings or to have thrown things off of buildings or out of/into windows will be subject to disciplinary action.

### **Cyber-Bullying Policy**

Cyber-bullying involves the use of information and communication technologies (i.e. cellular phones) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

The Information Technology System of Nyack College imposes certain responsibilities and obligations, and is subject to College policies, and local, state, and federal laws. In making appropriate use of Nyack College computing resources students are not permitted to use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail.

If the Student Development Office and/or Chief Judicial Officer is made aware that cyber-bullying/harassment is taking place through the use of Nyack College Information Technology Services, and /or personal technological devices, such actions will result in but not limited to judicial sanctions, Residence Life probation and in some cases housing termination and suspension/expulsion from Nyack College. The disciplinary actions taken by Nyack College does not shield from any criminal charges that may be taken against the harasser.

### **Disruptive or Dangerous Behavior Policy**

In the spirit of pro-active concern and care, Nyack College is committed to maintaining a safe living, working, and learning environment for students, faculty and staff. The College recognizes that situations may arise where a student's behavior is a potential threat to self or others, or where a student's behavior significantly disrupts the ability of other students, faculty, or staff to participate in educational programs, living environments, or employment opportunities. Disruptive behavior may or may not include actions which lead to voluntary or involuntary hospitalization.

We will define Disruptive Behavior as:

1. Behaviors that interrupt or impair a student, faculty, or staff member's ability to carry out their daily activities and responsibilities. Such disruption may be in the form of a single behavioral incident or a series of incidents.
2. Disruptive behavior includes, but is not limited to, students whose behavior potentially may deteriorate to the point of serious harm or dysfunction without assessment, intervention or treatment. When standard assessment is impossible because of the student's resistance, behavioral observations will constitute the basis for such judgment.
3. Students may be administratively removed from student housing assignments, or have disciplinary sanctions imposed as a condition of continued classroom attendance or participation, in situations where their behavior is considered by the university, at its sole determination, to be:
  - A. Potentially dangerous to themselves or others.
4. Danger to self or others includes, but is not limited to excessive use of alcohol, misuse of prescription medications or illegal drugs, gestures or threats of harm to self or others, suicidal ideation or behaviors, self-mutilation, violence or threats of violence, or assaults.
  - A. Significantly disruptive to others, but not an immediate threat to self or others.

### **Implementation**

If a student's behavior is determined by the College to be detrimental to themselves or the Nyack College community, the College reserves the right, at its sole determination, to administratively intervene and impose conditions designed to enhance the student's opportunity to succeed at Nyack College, or to remove the student if the College deems appropriate, and to minimize disruptive influence on the College community.

These measures may include but are not limited to mandatory mental health or alcohol/drug assessment/evaluation, adherence to a treatment plan, removal from or reassignment within student housing, growth contract, or mandatory administrative withdrawal from the College. A growth contract is an agreement between the Office of Student Development and the student, in which certain specified conditions must be met as a condition for the student's continued participation at the College, or the student's return to the College after withdrawal.

Students who are disruptive, but not a threat to self or others may be referred to Counseling Services and may be subject to the university disciplinary process.

### **Firearms, Weapons and Projectiles**

Unauthorized possession or use of the items listed below is prohibited on the campus. Those persons with a special need regarding the storage or possession of a prohibited item should contact the Campus Safety Department BEFORE bringing the item onto campus property.

Prohibited items (Section 265 of the Penal Code) include, but are not limited to:

- All types of firearms or realistic models of firearms
- All types of 'BB' guns, pellet guns, paint ball guns or any similar type of device
- Stun guns
- All types of ammunition or ammunition materials
- Bows, crossbows, arrows, crossbow darts
- Swords, spears and similar types of stabbing or cutting weapons
- Any knife, except a butter knife, with a blade over four inches in length
- All types of police batons, "nightsticks", or "billy clubs"
- Switchblade knives, gravity knives, pillum ballistic knives, daggers, blackjacks, metal knuckles and any form of lead "sap" device, including sap gloves
- All types of slingshots
- All types of chemical mace, pepper mace, and other similar type material, except for the purpose of personal defense

Nyack College understands that some of these materials may be legal in the state of New York. However, the College believes that the potential for the misuse or accidental discharge of these devices outweighs the minimal protective value that they represent. Other less intrusive yet highly effective devices are readily available. An example of such an item is an electronic personal alert alarm. Contact the Campus Safety Department for more information on personal defense options.

### **Liability**

The College recognizes that certain activities voluntarily engaged in by students, such as informal athletic contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage that may result. The College is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

### **Social Networking Policy**

Students accessing "social networking services" such as Facebook, MySpace, Blogger, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Neither Information Technology System nor Nyack College assumes any responsibility for what students place here. Inappropriate material placed on social networking sites is subject to Nyack College's Computer Policy, the Student Disciplinary Process and the College's Harassment and Grievance Procedures.

In addition to violation of College Policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

## CHAPEL AND SPIRITUAL FORMATION EXPECTATIONS

**Mission:**

The office of Spiritual Formation seeks to create a dynamic environment for students to engage in a transformational process by fostering their spiritual, intellectual and social formation, while realizing a capacity for lifelong learning in local and global communities.

**Program Goals:**

The Spiritual Formation program seeks to impart to students the desire to seek God by themselves for themselves. Students will be able to identify and understand the topics of the quadrant and apply these concepts to their personal spiritual formation.

Student will develop through regular attendance and/or participation in some of the following options: Chapel, small groups, community service projects, Introduction to Spiritual Formation class, mentorship from upperclassmen and campus mentor team, spiritual formation input through faculty advisor, worship team/choir, New York City ministry teams, Overseas Winterim Class and leadership development opportunities.

<p><b>BEING</b> <i>Ephesians 4:1-3</i></p> <p>Identity Intimacy Character Brokenness</p>	<p><b>BELONGING</b> <i>Ephesians 4:4-6</i></p> <p>Community Accountability Fellowship Healing</p>
<p><b>KNOWING</b> <i>Ephesians 4:7-11</i></p> <p>Intellect Developing Renewing Authority</p>	<p><b>SERVING</b> <i>Ephesians 4:12-13</i></p> <p>Mission Evangelism Ministry Social Justice</p>

**BEING:** Who we are at the core of our Being must precede everything we do in the process of spiritual formation.

**BELONGING:** We are the “Called Out and Called Together.” Spiritual formation flows best in the Community of the Beloved.

**KNOWING:** The development of our intellect and renewal of our minds is critical to spiritual formation.

**SERVING:** Spiritual formation will include and result in us making an impact on our world for Kingdom of God.

### STUDENT LEARNING GOALS and PROGRAM ASSESSMENT

Student Learning Goals The Student will:	Program Goals	Nyack Core Values	Assignments &/or Assessments Used	Location in Program
1 Take responsibility for his/her own spiritual growth through opportunities available through the Office of Spiritual Formation.	Being portion of SF quadrant covering the topics of Identity, Intimacy, Character and Brokenness	Personally Transforming	Tell your Spiritual Pilgrimage story in PMN 101-Intro to Spiritual Formation class. Mask assignment in PMN 101 class.  Chapel attendance and survey	Fall Semester Freshman Year, or First Semester for transfer students  Every spring semester.
2. Build relationships as they participate in classroom activities and ministry opportunities offered through the Office of Spiritual Formation.	Belonging portion of SF quadrant covering the topics of community, accountability, fellowship and healing	Socially Relevant and Intentionally Diverse	Chapel attendance Chapel Survey  Small Group attendance  Small Group Survey	M,W,F both semesters to reach 27 credits respectively. Every spring semester. As offered through OSF.  Every spring semester.
3. Be exposed to methods of sharing their faith and given an opportunity to develop the discipline of scripture memorization and study of the Scriptures.	Knowing portion of SF quadrant covering the topics of intellect, developing, renewing, authority	Academically Excellent	Attendance at the Alpha Course Small Groups through the PMN 101 class.  Daily quizzes for memory verse in PMN 101 Class  Chapel attendance and survey	Fall Semester Freshman Year or First Semester for transfer students.  Fall Semester Freshman Year or First Semester for transfer students. End of spring semester.
4 Students will engage in cross-cultural learning experiences and participate in serving people.	Serving portion of SF quadrant covering the topics of mission, evangelism, ministry, social justice	Globally Engaged	Rubric for Community Service Project through the PMN 101 class.	Fall Semester Freshman Year or First Semester for transfer students.

#### ATTENDANCE

The College offers approximately 40 regular Chapel services per semester from which students can choose to meet their requirement. In addition, attendance at the small groups approved by the Spiritual Formation Office may also be counted toward the Chapel requirement. In keeping with the basic objective of fostering mature personal behavior, the responsibility for reporting attendance at Chapel rests with the student.

- All students enrolled in 12 or more units of course work during a regular semester are required to attend 27 chapels per semester. Each student should regularly check her or his Chapel attendance on the weekly report posted outside the Dean of Students' Office.
- Seniors in their last semester of college, and who do not have any previous chapel sanctions, must acquire 20 chapel credits in order to walk in graduation.
- Seniors having previous chapel sanctions must fulfill the normal requirements of 27 chapel credits.

- Seniors who do not complete their total number of chapel attendance requirements in their last semester may not be permitted to walk in graduation.

Id scanners are located at the main entrance to record Chapel attendance. Students must scan in at the beginning of the Chapel services to be counted present. Students are responsible to verify that their ID has their correct student information and is scanning properly. A student is considered late after 10:15 am. Students should remain until the Chapel service is concluded.

Because of the large number of attendance opportunities available, **there are no excused absences** except by petition to the Dean of Students (see section on Chapel Petitions below). The number of Chapel attendance options will cover all eventualities: e.g., illness, doctor appointments, academic field trips, extended test session, participation in intercollegiate athletics, death in the family, birth of children, appearance in court, emergencies of any kind (car breakdown, snow days, late arrival on campus from vacation, etc.).

## CHAPEL

Nyack College is committed to provide quality experiences to assist students in their spiritual development. Because spiritual growth is foundational to the intellectual, social, and relational growth that students will experience at Nyack, Chapel is considered to be an important and integral part of the college program. Students must determine their own personal relationship to Christ; however, chapel services are designed to be instrumental in building this relationship. The Spiritual Formation Staff, off-campus ministers and speakers, students and various members of the greater Nyack College community bring spiritual richness to the Chapel services.

## CHAPEL EXEMPTIONS

**Commuter Students** with no MWF class before Chapel or directly after Chapel (no 8:00, 9:05 or 11:10 class) may be exempted from the Chapel requirement for that semester. The Chapel Exemption Form is available in the Student Development Office or the Office of Spiritual Formation. The completed form, with a copy of the student's class schedule attached as verification, must be submitted to the Office of Spiritual Formation by the last day of the add/drop period. When a partial exemption is granted, an appropriately lower Chapel requirement will be imposed. **The Chapel Exemption Form must be submitted to the Office of Spiritual Formation by the last day of the add/drop period of the semester where it applies.**

**Student Teachers** will automatically be exempted from the Chapel requirement during the semester of student teaching. At the beginning of each semester, the School of Education forwards a listing of current student teachers to the Office of Spiritual Formation.

## Resident Students

If it is necessary to be excused from Chapel on a regular basis, a Chapel Exemption Form must be filed each semester with the Office of Spiritual Formation for review by the Spiritual Formation Office. Only those absences that must occur on a regular basis will be considered for exemption. Chapel Exemption regarding employment must include an employer letter on company letterhead verifying the student's work schedule. A Chapel Exemption Form and employer letter (if work related) must be submitted to the Office of Spiritual Formation by the last day of the add/drop period of each semester or within 10 business days of new employment.

An attendance requirement of a minimum of 10 Chapel opportunities will be required of each full-time residential student whose Chapel Exemption is granted.

Exemptions will only be given for the following reasons:

- Employment
- Commuter Class Schedule
- Childcare needs for primary caregiver
- Other: Any unavoidable circumstances, such as a prolonged and severe illness will be taken into consideration. A student should submit a Chapel Exemption Form to the Office of Spiritual Formation giving exact dates and verification of the reason for absences.

The Office of Spiritual Formation will consider each Chapel Exemption Form on its own merit and make the best possible decision based on the information provided. After the application review, notice of the decision will be sent to your campus mailbox. Students submitting a Chapel Exemption Form must do so by the last day of the add/drop period of each semester. **Chapel Exemptions are valid only during the semester they are issued, therefore the Chapel Exemption Form must be filled out EACH semester.**

## CONDUCT IN CHAPEL

The College desires that Chapel becomes one of the highlights of a student's Nyack experience. This can only happen as every member of the community does her/his part in making Chapel a meaningful event. For this reason, students are expected to conduct themselves responsibly, respectfully and politely in Chapel. Talking is not

appropriate during Chapel. Doing homework is not appropriate during Chapel. Excessive talking disturbs others and is disrespectful to those involved in the service. Hats, caps, hoods, bandannas, earphones/headphones and sunglasses are not to be worn in Chapel out of respect for the community coming together in corporate worship of the Lord. An atmosphere of reverence is to be maintained, so that all may receive maximum benefit from these worship experiences.

### **SCHEDULED ON-CAMPUS CHAPEL SERVICES**

Chapel credit is offered for these weekly on-campus experiences:

- 10:10am - Monday, Wednesday, Friday in Bowman Gym
- Participation in small groups previously approved by the Spiritual Formation Office
- Specially scheduled evening events, including the Deeper Life series

### **VIOLATIONS**

If a student fails to meet their Chapel attendance requirement, the following series of sanctions will be imposed:

•**Chapel Warning** – Failing to meet the Chapel requirement in any single given semester will result in a written warning being issued to the student. Since chapel sanctions are cumulative, a student will automatically move on to the next level of violation if he/she fails to comply with the chapel credit requirement.

•**Chapel Probation** – Failing to meet the Chapel requirement in 2 cumulative semesters will result in the student being placed on probation status with Nyack College. The consequences for Probation status last for one semester and include the following: the student may not hold a leadership position or represent the college in any way, including intercollegiate athletics. Only if a student fulfills his/her chapel credit requirement will he/she will be allowed to once again, hold a leadership position or represent the college in any way.

•**Chapel Suspension** – Since Chapel attendance is considered a distinction of a Christian college, continued non-compliance with meeting the Chapel requirement for three cumulative semesters will result in suspension from the college for one semester.

## **INFORMATION TECHNOLOGY EXPECTATIONS**

### **COMMUNICATIONS**

As a Christian institution of higher learning, how we communicate with one another is a primary focus of our college community. To this end, the College has developed communication expectations, procedures, and general guidelines for student use.

In addition to direct means of communication (person-to-person and telephone), the College provides for and expects all students, both residential and commuter, to use these four primary means of internal campus communication: campus mail, electronic mail, voice mail, and the college website. All students are required to set-up and maintain both a campus mailbox and a campus e-mail account.

Official campus communication may be sent by any and/or all of these means. All students are expected, on a regular basis, to accept their mail communication (campus, electronic and voice) within a reasonable time period from the date of receipt. Under normal circumstances a "reasonable time period" is defined as 2–3 business days. The term "accept" is defined as reading campus and electronic mail, and listening to voice mail.

### **COMPUTER LAB ETIQUETTE**

Computer labs are deemed places of student learning and not student lounges for socialization. As such cell phones and other electronic devices should be silenced while in lab.

Cell phone conversations are to be taken out of the lab immediately. Conversations concerning class work should be kept to a low volume and as brief as possible. All prolonged conversations should be taken out of the lab.

Food and drink items are prohibited in the lab in order to maintain the lab in a serviceable condition. The potential of damage to computers, desks, seating and carpet is significant.

A student using the lab agrees to be observed and recorded via camera and that such recordings may be used to determine validity of reported infractions. Inappropriate behavior or violations of computer lab rules will result in the loss of computer account privileges.

### **COMPUTER USE**

Nyack College provides faculty, staff and students with access to network and computing resources as an integral part of the education environment. Users should do so responsibly and consistently with the Nyack mission and

objectives. Nyack reserves the right to define and to enforce appropriate regulations to ensure that the use of these resources is consistent with Nyack's mission. Use of these resources is a privilege, not a right.

As a community that yields to the leadership of Jesus Christ, Nyack expects responsible use of technology by both students and employees. The following policies help define what is meant by responsible use of computer-related technology and complement the values of Nyack. Users of Nyack's accounts are acting as representatives of Nyack and, as such, should act accordingly to uphold Nyack's character and reputation.

### ***Permitted and Appropriate Use***

Access to computing facilities is a privilege granted solely to faculty, staff, and registered students. Users must act responsibly and maintain the integrity of these resources. The regulations and guidelines stated here refer to all access and usage of Nyack College's computers, internet, network and e-mail. Usage must comply with federal, state and local telecommunications and networking laws and regulations. Usage must be ethical, reflect academic honesty, reflect community lifestyle expectations, respect the rights of other users, respect all pertinent license and contractual agreements, and show restraint in the consumption of shared resources.

Occasional and reasonable personal use is permitted, provided that it does not interfere with the performance of work duties and responsibilities. Nyack's internet services may be used for personal improvement, outside of scheduled work hours, provided that such use is consistent with this policy.

An account owner may not lend her/his account(s) to another user. All accounts are required to be protected from unauthorized access by the use of a password. Each user is responsible and liable for all computing activities involving their account. Usage of computer resources is a privilege and not transferable or extendible by members of the college community to people or groups outside the College without the written approval of the Information Services Department. An employee is sometimes given access to confidential or privileged information relating to the institution, students, or other employees. Employees must respect the confidentiality of all information. They must neither divulge confidential information without appropriate consent nor seek to obtain access to information to which they are not entitled.

### ***Prohibited Use***

#### ***Examples of misuse include, but are not limited to:***

Unauthorized use of a computer or network. Obtaining a password for a computer account without the consent of the account owner. Attempting or accessing any account or data not personally owned, regardless of intent and whether or not the material is protected. The only exceptions are for access specifically authorized or assigned by the owner. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner. Any use of the institution's computers, internet, or network to gain improper access to or make improper use of computer systems elsewhere. Sharing information or providing other means of access, encouraging or even enabling use of the institution's computers by anyone not a current faculty member, staff member, or student of the institution. Performing an act that interferes with the normal operation of computers, terminals, peripherals, or networks. Copying, moving, removing or altering hardware, networks and software owned or under license by the institution except by staff of Information Services. Running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms. Forwarding e-mail chain letters or spamming e-mail accounts from Nyack College's e-mail services or institution machines. Attempting to circumvent data protection or uncover security loopholes. Violating terms of applicable software licensing agreements or copyright laws. Deliberately wasting computer resources and consumables. Masking the identity of an account or machine. Posting materials on electronic bulletin boards that violate existing laws or the institution's community lifestyle expectations. Using the institution's computers, internet, or network for unlawful activities, commercial purposes not under the auspices of the institution, personal financial gain, gambling, political solicitation or personal use inconsistent with this policy. Using the computers, internet, or network to plagiarize or cheat on an exam, paper or other assignment. Activities are not considered misuse when authorized by appropriate institution officials for security, performance testing or to promote the general welfare of the college community.

### ***Respect for Community***

Users are required to behave in their use of the technology in a manner consistent with mature Christian behavior and the institution's community lifestyle expectations, as well as federal and state law.

The creation and sending of e-mail or other messages that harass, slur, embarrass, demean or are otherwise harmful is unacceptable. Standards embraced by this Christian community are well known. Usage of the institution's computers, internet, or network for viewing, accessing, downloading, saving, receiving, or transmitting racist, pornographic, harassing, threatening, violent, or otherwise offensive material is unacceptable. This applies to any screen display, printing, or the transmission of images, sounds or messages. Any user, student or employee, caught

accessing such material will be appropriately disciplined. Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability is unacceptable.

### **Confidentiality and Privacy**

The institution gives best effort to keep its systems and data secure. Users should have no expectation of privacy while using institution-owned or institution-leased equipment. Information passing through or stored on institution equipment can and will be monitored. Other than GroupWise Messenger, no instant messaging programs provide any security. Therefore, GroupWise instant messaging for business purposes should be used. Sending sensitive information by email over the internet is illegal. Nyack College maintains the right to monitor and review internet use and e-mail communications sent or received by users as necessary (i.e., for troubleshooting, retrieving business-related information, legal requests, etc.).

Confidential information relative to personnel matters, internal investigations and litigation should not be transmitted. Extra copies of all data are kept in the routine process of backup. Deletion of on-line files by a user does not mean that no other copy remains.

### **Respect for Ownership and Copyright**

All hardware purchased by the institution remains its property. The material contained in those systems is also the property of the institution with the exception of software, which remains the property of third parties while used by the institution under the provisions of licenses and copyrights.

Keeping, using, copying, sharing or distributing software, images or other tangible or intellectual property which one neither owns nor for which one has a valid license is in violation of copyright and is unacceptable. No improperly gained material is to reside on institution computers; if discovered it will be removed. The institution's policies on plagiarism apply to uses of the computers and network in course assignments.

### **Respect for Resources**

Users must be reasonable with regards to impact on all other users. If conflicts of resources arise, priority is given to academic and administrative work.

Users must show regard for the resource by routinely removing duplicate or unnecessary files, or seeking off-line means of storage. Generating chain letters or sending broadcast messages beyond the institution's distribution lists is unacceptable. In public areas such as labs, installing software not owned by the institution and leaving personal files on internal disks are unacceptable. Staff removes all such materials from public machines without notice. Users are expected to save paper. Users provide their own paper for personal printouts, and the institution reserves the right to charge direct fees for paper use in public labs. Users may send and receive e-mail attachments that do not exceed 20 MB in size, provided that all attachments are scanned before they are opened by Nyack College's chosen antivirus software. Staff e-mail boxes are limited to 200 meg. Student e-mail boxes are limited to 20 meg with attachments limited to 2 meg. E-mail messages should be regularly archived by the user. The administrators of the institution's e-mail facility may, within certain limits, block incoming e-mail including unsolicited bulk e-mail or "spam."

### **Web Blocking**

The institution blocks access to web sites categorized as blatant pornography and hatred. The assignment or release of web sites from various categories is within the control of the institution. There is a lack of any technical means to guarantee the total absence of objectionable material from the campus network. Therefore, all members of the community are encouraged to diligently avoid pornographic material and hate sites.

### **Policy Violations and Sanctions**

Computer usage is not an individual right but rather a privilege and users must conform to the guidelines and standards in this policy. Users must cooperate with Information Services in its operation, as well as in the investigation of misuse or abuse.

Persons who feel they are the target of violations are encouraged to bring their concern to the Information Services Department. Persons who discover an unauthorized use of their account should immediately report it to the Information Services Department. Persons who observe any loopholes in the security of the systems should report it to the Information Services Department.

Use of computer systems is monitored and recorded by authorized staff members to safeguard security and smooth operation. The institution may respond to violations of this policy as it deems appropriate. Responses include: investigation and confrontation of violators, suspension of privileges, referral to the judicial process, termination of employment (staff) or expulsion (students), prosecution, and/or civil action. The institution is not responsible for defending users against litigation arising from conduct or content that violates policy.

Violations will be reviewed on a case-by-case basis. Then Information Services may as deemed necessary (and with appropriate approval) disable the account and turn all pertinent information over to the individual's immediate

supervisor (faculty/staff) or the Dean of Students (students). The Dean of Students determines disciplinary actions in matters involving students. Disciplinary actions involving staff members are governed by the procedures set out in the institution's personnel policies. The Vice President for Academic Affairs determines appropriate actions taken in situations involving faculty members. Individuals who disagree with an administrative decision may submit an appeal to the appropriate office as outlined in the appropriate handbook.

This policy may be updated and modified from time to time. The latest approved version of this policy will be posted on the Nyack website at [www.nyack.edu/it/](http://www.nyack.edu/it/).

## STUDENT CONDUCT EXPECTATIONS

### ALCOHOL AND OTHER DRUGS

Because we seek to create an environment that nurtures the spiritual, social, and intellectual growth of young adults, as well as supports the physical and emotional well-being of each member of our community, Nyack College is an alcohol-, illegal drugs-, and tobacco-free campus.

In accordance with this policy:

- Students may not consume or possess alcoholic beverages, on or off campus, regardless of age. Possession of alcohol containers will be considered a violation of this policy. Any evidence of alcohol consumption (e.g., breath that smells of alcohol, disruptive, destructive, hazardous, or offensive behavior that can be linked to the consumption of alcohol) will also be considered a violation of this policy.
- Students may not be in the company of others who are drinking alcohol, using a controlled substance, or displaying alcohol containers or drug-related paraphernalia.
- Alcoholic beverage containers, posters, and other items advertising alcoholic beverages are not permitted anywhere on campus or in conjunction with any activity associated with the College.
- Students cannot for any reason obtain, manufacture, distribute, dispense, possess, or use any controlled substance (a drug or chemical whose manufacture, possession and use are regulated by the government) or drug-related paraphernalia. This includes use or possession of prescription medication by anyone other than for whom the prescription is written. Anyone involved in the sale or distribution of drugs on or off campus may be dismissed immediately and will be referred to local law-enforcement officials.
- Students may not use any substance, even legally obtained, for the express purpose of "getting high." This policy includes, but is not limited to, the psychotropic use of cough medicine (DXM), inhalants, and herbs.
- The possession or presence of any amount of a controlled substance is prohibited. This includes but is not limited to, the presence of marijuana smoke or odor, small "roaches," or residue found in baggies, pipes, or other paraphernalia. The possession or presence of marijuana or other controlled substance, including but not limited to paraphernalia such as baggies, pipes, or "bongs", may result, minimally, in suspension.
- Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence may be permanently dismissed.
- Hosting or in any way assisting or promoting a gathering (on or off campus) that includes drinking or drunkenness may result in suspension. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.
- Any student who encourages another to consume alcoholic beverage or use any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal.
- Any student who sexually assaults or attempts to sexually assault another person who is intoxicated is subject to immediate dismissal.
- The use or possession of tobacco in any form is prohibited by Nyack College Administration on campus as well as within the village of Nyack and the surrounding communities. This includes smoking, chewing tobacco, dipping snuff, openly displaying tobacco, and advertising tobacco products in any form.

*Possession means having the substances or being in the presence of other Nyack College students who are in possession of these substances.* This includes, but is not limited to, residences, vehicles, or in another location on or off campus.

It is expected that while students are enrolled in course work, including breaks during the academic year (e.g., Christmas break, Spring Break), they will be in compliance with the Alcohol and Other Drugs policy.

### Exceptions

Of-age students may responsibly consume alcohol:

- When they are with their parents or guardians.
- When the occasion is consistent with celebrations, rituals, or religious traditions (i.e., toasting at weddings, taking communion) associated with family or a host family.

If a student has questions concerning the alcohol policy and/or its application to certain situations, they are encouraged to contact the Dean of Students' Office.

### **Sanctions**

Violation of the Alcohol and Other Drugs policy may result in sanctions ranging from a letter of reprimand to dismissal. As noted in the Student Handbook, a record of disciplinary sanctions is kept in the Student Development files while the student is at Nyack. In accordance with FERPA, college officials, as well as parents, will be involved or notified when appropriate. The College will also involve local law enforcement officials when appropriate.

Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. Penalties include stringent fines, loss of driver's license, loss of possessions obtained through the profits of or used in the sale or distribution of illegal drugs, and/or imprisonment. Students should also be aware that Title 21 of the U.S. Code, § 845A, provides for increased penalties for those persons who manufacture, sell or distribute narcotics, controlled substances and marijuana within 1,000 feet of a public or private elementary school location or secondary school or public or private college, junior college or university.

Any student who is convicted of violating a criminal drug statute is required to notify the College, including the Student Financial Services Office, within five days of the conviction (including pleas of guilty or nolo contendere).

### **Help in Overcoming Alcohol and Other Drug Abuse**

Students who find that they are struggling with alcohol and other drugs, their use, and the role it plays in the life that God imagines for us are encouraged to seek help under the "Coming Forward Policy." For students who seek help for substance abuse problems, complete confidentiality will be observed to the limit of the law. Confidential counseling and treatment are available to students through campus Health Services and Counseling Services or by referral to appropriate agencies off-campus. Please contact Counseling Services for more information.

### **ATTIRE**

At Nyack College we seek to provide and encourage a personal and academic experience where focus, respect and pride are always on display. One way to enhance the personal and academic experience, without causing a lack of focus and respect is through a dress code. Personal appearance is important and Nyack College students should dress neatly, appropriately, modestly, and tastefully.

The College also requests of parents and friends that they support and observe dress regulations when they are on campus. Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The College also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all college-sponsored activities, including athletics and formal events.

The items mentioned below are not to be worn to classes Monday-Friday from 8am-9pm or anywhere on campus.

#### **Men**

- If wearing a t-shirt as primary shirt, it must be accompanied by an undershirt.
- All pants must be worn at the waist.
- Under garments should be worn at all times, but should not be publicly exposed
- No excessively tight clothing of any type (jeans, shirts, shorts, etc.)  
**\*\*No tights or spandex are to be worn as the primary garment, this includes Under Armor apparel or any other athletic garment of this nature.\*\***
- Tank tops are not to be worn to class, leadership activities, chapel, or meetings
- No pajama pants
- No du rags or stocking caps
- Sunglasses are not to be worn in classrooms

#### **Women**

- Blouses, t-shirts and dresses should not contain plunging neck lines
- Tank tops are not to be worn to class, leadership activities, chapel, or meetings
- No "belly shirts"
- Spaghetti strapped, tube and halter tops are prohibited
- Under garments should be worn at all times, but should not be publicly exposed
- No excessively tight clothing of any type (jeans, shirts/blouses, shorts, etc.)

**\*\*No tights or spandex are to be worn as the primary garment (i.e. spandex or tights as pants,) any item of this nature should be accompanied by an additional item long shirt, shorts, dress or skirt. This includes Under Armor apparel or any other athletic garment of this nature.\*\***

- All shirts or dresses with straps need to have a strap that is at least the width of two fingers
- All skirts and shorts (of all types) may not be any shorter than 3 inches above the knee.
- No pajama pants
- No head scarves
- Sunglasses are not to be worn in classrooms

Other items to remember are:

- In the interest of public health, shirts and shoes are to be worn in all public places, indoors and out
- Hats should not be worn in Chapel.
- Clothing should be appropriate for the occasion.
- Clothing should not depict alcohol, tobacco products, drugs/drug paraphernalia, or depict lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic, occult, or gang-related activities.

The purposes for enacting such changes are to ensure that we prepare you for professional workplace attire. The Mission of Nyack College is to provide a holistic approach to growth and learning. This preparation takes place in many aspects, the least of which is professional dress. Dressing for success is not just a suggestion in practice to start your career, but practice in displaying respect for your career and those that you come in contact with on a daily basis.

**\*\*Athletic garments like Under Armor or any spandex is only to be worn on campus while engaging in athletic activity or the field of play. Once the activity is over, it is your responsibility to have a change of clothing that is in line with Nyack College policy.\*\***

#### **BEHAVIOR IN CAFETERIA**

Students are expected to follow the rules and regulations set by the cafeteria staff. There are certain realistic expectations that are set that if violated would bar you from restaurant establishments.

***Nyack College students are expected, but not limited to:***

- Show valid Nyack college identification to gain access to the cafeteria.
- Pay for said students own meal, using proper ID card.
- Not fill up outside beverages containers.
- To clean up the table that they or their guests were sitting at prior to vacating the premises.
- Show respect to cafeteria staff, and refrain from disrespectful or abusive language.

The violations mentioned above, as well as any other violations of college policy to take place in the cafeteria may result in loss of cafeteria privileges, as well as disciplinary sanctioning. Loss of cafeteria privileges will be determined by cafeteria staff and upheld by the Student Disciplinary Committee.

#### **CARE OF COLLEGE PROPERTY**

Students are liable for damages they cause to college property. Damage to college property that is a result of vandalism, tampering, other intentional destruction, or student-initiated pranks will result in an assessment for labor and materials costs for replacement and/or repair of the property, and referral to the college discipline process.

College property may not be removed from its designated place for any reason without proper authorization. Unauthorized removal of such property will result in the responsible student being charged for the replacement cost of the removed item and may be subject to additional disciplinary sanctions. Antennae and satellite dishes may not be erected either in the attics or on the ceilings/walls of any building.

#### **CARE OF PERSONAL PROPERTY**

The College is not responsible for loss of, theft of, or damage to students' personal property. Students are responsible for their possessions while on college property and are encouraged to utilize laptop locks and other devices to safeguard their property while using college facilities. The College advises that students carry their own theft and casualty insurance. Often such coverage may exist in parents' homeowners' policies or may be added for an additional fee to existing automobile insurance plans. The College cannot be held responsible for theft, vandalism or damage done to vehicles.

#### **CODE OF CONDUCT FOR SPORTS SPECTATORS**

NCAA Code of Conduct: The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We expect your cooperation by supporting all those participating in this competition in a positive manner. Profanity, racial

or sexist comments, or other intimidating actions directed at student-athletes, coaches or officials will not be tolerated and are grounds for removal from the site of competition. Nyack College students may be the only example of Christ that opposition schools ever see.

Therefore:

**1. As spectators, we will refrain from booing or yelling at officials during a game, because we are aware of the following:**

- Such behavior on our part sets a poor example of sportsmanship and our Christian witness.
- Such behavior reflects negatively on our community, our team, our players and ourselves.
- If officials do make incorrect calls during a game, the following circumstances usually apply: The number of poor calls usually balances out for both teams. No one is perfect. The officials don't have the same observation point afforded spectators sitting in the bleachers. An occasional incorrect call seldom affects the outcome of the game. There are more effective channels for correcting poor officiating than verbal abuse during the contest.
- One warning may be given, further actions will result in removal from facility and/or disciplinary actions.

**2. During a game we will refrain from yelling at players on either team, because we are aware of the following:**

- They are young people, not sports professionals, who due to limited playing experience and great enthusiasm may make mistakes.
- Encouragement and praise should be made in public, and constructive criticism is best made in private.
- The coach is the best equipped to analyze and correct deficiencies in sports skills. Our attempts to be helpful in this respect may only confuse the players.
- The golden rule applies: treat other players with the courtesy, respect and consideration which we want other supporters to show our players.

**3. At athletic events we will refrain from being argumentative or using abusive language toward supporters of players on the opposing team, because we are aware of the following:**

- We are being judged by our actions and our words. We will always strive to insure that the result of this judgment is the verdict of sportsmanship.
- We will conduct ourselves in such a courteous and restrained manner, that if called upon to do so, we could line up in front of the bleachers after the game and shake hands with each supporter of the opposing team in the same way the players are expected to do after each contest.

**4. If our team loses, we will demonstrate our ability to cope with the loss in both deed and word, because we are aware of the following:**

- In athletics, as in other aspects of life, it is not always possible to win, no matter how supreme the effort.
- When victory eludes us, we must learn to accept it as graciously as we do our triumphs.
- It may just be possible that a loss is due to the fact that the opposing team played the game better than our team.
- The real purpose of sport competition is to have fun, to be able to participate to improve skills, to learn sportsmanship, to develop a sense of responsibility and self-discipline, to develop a group loyalty and comradeship, to learn to compete within established rules, to accept decisions of authorized officials, to seek interpretation or change through the proper channels, and to develop sound minds and bodies.

**NOTE: Students who choose to violate this code of conduct will be subject to college disciplinary action and may be referred to local law enforcement authorities.**

## **DANCING**

Nyack College has aligned its dancing policy in accordance to its alcohol policy. Therefore Nyack College has a stance of No Social dancing.

To be specific:

- No Clubbing
- Students are not to host, in any way assist or promote a party/gathering (on or off campus) that includes dancing. Those living at the location where the party is held may be held responsible as hosts.

### **Exception:**

When the occasion is consistent with celebrations, rituals, or religious traditions (i.e. weddings, etc.) associated with family or a host family. Nyack College has reserved the right to permit social dancing on campus in the following formats:

1. Folk dance, ethnic games, and the use of choreography in drama, musical productions, worship and athletic events.
2. Nyack College Sponsored Dances: Dances at Nyack College, including the selection of music, should be done in a way that upholds the scriptural principles of modesty and respect for others.

All dances will be approved, planned and implemented in consultation with the Dean of Students. Students will be held responsible for their own and their guest's behavior/actions and violations will be sanctioned accordingly within the college judicial system. Dances may have specific behavioral expectations that are more stringent than the guidelines currently in the student handbook (for example, a more specific dress code may be put into effect). In the case of changes to the behavioral expectations, students and their guests will be notified in advance of the event and will be expected to comply with any changes in guidelines.

## **ENTERTAINMENT**

*Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things. –Philippians 4:8*

Entertainment plays a huge role in our culture and in the lives of most college students. Our choices in entertainment have the potential to both reflect and shape our character. We encourage students to think carefully about their entertainment choices in terms of content and in terms of the stewardship of their time and money. We ask that students use the following specific questions to evaluate the potential impact of all media choices:

- Does the primary theme encourage or celebrate vices like sensuality, selfishness, or violence?
- Does the music, movie, or television program help you to ask meaningful questions about life?
- Is sexual promiscuity promoted, encouraged, or used for the sake of humor?
- Does the message of this media show a respect for humanity and human life or is violence used gratuitously?
- Does it glorify the use of profane and demeaning language or include excessive crude or obscene language?

Students may not own, maintain in their possession, or view any sexually explicit video games, music videos, X or NC-17 rated or un-rated programming or videos. If found; these materials will be confiscated.

Because copyright laws prohibit the public viewing of movies without "clearance or license for its performance" (17 U.S.C. § 110(1)), videos or DVDs may not be viewed in any public areas on campus except at officially sanctioned college events, where the intent is primarily instructional, and not for recreation or entertainment purposes. Therefore, it is prohibited to connect a video or DVD recorder or player to any college-owned or privately owned television in a public area. Students may view movies with friends in their rooms.

## **FUNDRAISING SALES BY STUDENTS**

Officially sanctioned student campus organizations (or activities) that wish to sell products or services for fundraising purposes on campus must receive approval for the Rockland Campus from the Coordinator of Student Activities and NYC campus approval from the Dean of Students prior to advertising or selling.

Commercial solicitation by students is prohibited on campus grounds. Commercial solicitation is defined as the promotion or sale of products, merchandise or services for the personal benefit or profit of individual students or a group of students. Promotion includes the distribution on campus of advertising materials, e-mails, and telephone solicitation.

## **GAMBLING**

Gambling (the exchange of money or goods by betting or wagering, which includes, but is not limited to, sports pools, most raffles, playing cards for money, and online activity) is an unwise use of God-given resources and can become a psychologically addictive and harmful behavior in some people. Therefore, all types of gambling are prohibited on the college campus. Students who engage in gambling activities on campus will be subject to disciplinary action and, in cases where such activity is illegal under New York State Law, may be referred to local law enforcement authorities.

## **GOOD NEIGHBOR POLICY**

### ***Expectations***

All students who have been extended the privilege of living on and off campus remain members of the Nyack College community. They are obligated to honor their commitments to Nyack's community lifestyle expectations as outlined in the Off-Campus Housing Application and the current student handbook. In addition to these college standards, off-campus students are also required to abide by the local laws and ordinances of their communities. It is expected that all students living on and off campus will be good ambassadors of Christ and Nyack College.

In addition to representing Nyack College, as members of this Christian community, we are called to be “salt and light” in the world - this includes our local communities. As such, it is expected that all students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other “courtesy issues,” it is expected that all students living on and off campus will always defer to the needs of their neighbors in addition to obeying all state and federal laws and local township ordinances. The use, possession, and/or distribution of illegal drugs or alcohol or tobacco are prohibited for Nyack College students living on or off campus while enrolled during the academic year. (See Alcohol and Other Drugs Policy). Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by the Sexuality and Relationships policies outlined for all Nyack College students.

Trespassing is defined as unlawful entry, unwarranted or uninvited incursion, as defined by Webster’s Dictionary. All students are expected to refrain and honor state law and college expectations concerning trespassing. Violation of this policy on or off campus will result in a disciplinary hearing and sanctioning upon determination of the hearing.

### **HARASSMENT**

Nyack College will not tolerate any type of sexual offense committed by students, faculty, staff or any individual not belonging to the campus community. Sexual offenses in the State of New York are outlined under Article 130 of the NYS Penal Law. Of particular note is the definition of the term “sexual contact – any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing.” Committing such offenses can result in lengthy terms of imprisonment and civil action.

### **HAZING AND PRANKS**

All hazing is prohibited, including hazing for engaged couples, Freshman class initiation, athletic teams, personal harassment and all unauthorized physical activities related to initiation. According to New York Penal code S120.16 to 120.18, hazing occurs when “in the course of another person’s initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or third person.” Under New York State Law, hazing carries a \$1,000 fine and a prison sentence of up to one year. Students participating in hazing will be subject to college disciplinary action and may be referred to local law enforcement authorities.

Students will be held responsible for any circumstances that result from a prank, including financial, time or academic commitments. Students involved in initiating a prank run the risk of civil/criminal prosecution and/or college disciplinary action, if they take, use or damage the property owned by others or by the College.

### **LOSS OF OFF-CAMPUS HOUSING PRIVILEGE**

Students determined to be responsible for violating college community lifestyle expectations and/or federal, state, or local laws will have the privilege of living off campus revoked. This will result in the student’s mandatory return to on-campus housing.

### **ROLLERBLADES, SCOOTERS, SKATEBOARDS AND BICYCLES**

Rollerblades, skateboards, scooters, and bicycles are permitted on campus except within any indoor facility and around their entranceways. Any use must also keep in mind the safety of self and others. Any damage caused to college property by these items will result in assessment for labor and materials costs for replacement and/or repair of the property, and will be charged to the account of the student who causes the damage. Failure to comply with this policy may result in the confiscation of the items.

### **SEXUALITY AND RELATIONSHIPS**

”In Him we live, and move, and have our being.”  
-Acts 17:28

God creates us for community and connection. God is constantly reminding us that we - our bodies, our minds, our spirits - are created for relationship with Him and relationship with each other. One of the ways the rift between our selves and our God manifests itself is in tangled, distorted, and altered perspectives of our sexuality, and the roles of physical and sexual intimacy. In the context of marriage for which it was created, sex is a celebration of physical, spiritual, and emotional intimacy and unconditional love between two people who have made a covenant to live together in marriage, and live life “with and for each other” for the remainder of their time on earth.

As a Christian and Missionary Alliance institution, Nyack College affirms the biblical guidelines that sex without marital covenant and commitment (which we affirm to be only within the context of a faithful heterosexual marriage between a man and a woman – see the creation account in Genesis 2; also see Paul’s teachings in 1 Corinthians 7 and Ephesians 5; see also the Christian and Missionary Alliance H-7 at

[www.cmalliance.org/about/beliefs/perspective/homosexuality](http://www.cmalliance.org/about/beliefs/perspective/homosexuality)) is just a physical transaction - no more capable of mending the broken places than a slap in the face. Yet we live in a world that celebrates casual sex and human conquest as normal and necessary.

The Word of God also identifies character qualities and actions that should not be present in the lives of believers such as abusive anger, malice, jealousy, lust, sexually immoral behavior (including premarital sex, adultery, and homosexuality), impure desires, greed, idolatry, slander, profanity, lying, drunkenness, thievery, dishonesty, and prejudice based on race, sex, or socioeconomic status. We desire to be a Kingdom community - a people that recognizes our need for others and honors that connection in ways that create cohesion instead of division. In light of this desire, it is our policy that:

- All students are to respect the personal boundaries of others, including levels of comfort with touch. A good guideline for most friendships is touch that would be appropriate within a healthy sibling relationship.
- Students in dating relationships are expected to uphold our standard that all sexual activity (including but not limited to sexual intercourse) is reserved for the marital relationship between a husband and a wife and are to refrain from participation in such activity, seeking counsel and accountability from mentors, wise friends outside the relationship, and scripture as a means of upholding this standards. In addition, couples are to keep in mind the sensitivities of others and biblical standards of intimacy when showing public displays of affection, which includes extended kissing, intimate embracing and cuddling, sitting on each other's lap, sleeping on top of each other etc. This behavior is not to be displayed by any Nyack College student in any public setting. **Please note that administrators, faculty, staff, and the student life personnel are instructed to correct and counsel couples in this regard.**
- Students who are married are to uphold our standard that all physical, emotional and sexual activity is to be reserved for the marital relationship between a husband and a wife only. Marital fidelity is expected of all married couples. Physical, emotional and sexual involvement with anyone that is not your spouse will not be tolerated. As those in dating relationships, married couples are to keep in mind the sensitivities of others and biblical standards of intimacy when showing public displays of affection, which includes extended kissing, intimate embracing and cuddling, sitting on each other's lap, sleeping on top of each other etc.
- Only married students may share beds (on or off campus) and living accommodations (off campus). Unmarried students may spend the night in the residence of a member of the opposite sex (off campus) only if a parent or guardian is present. Unmarried students are only permitted to visit the on-campus residence of the opposite sex in accordance with residence halls policies pertaining to open dorm. Under no circumstances should unmarried students spend the evening in the on-campus residence of the opposite sex.
- Students are to refrain from using, possessing, distributing, or supporting pornography, pornographic materials, or materials that objectify men or women in any way, including, but not limited to, movies and television programs, video and computer games, print materials (books, magazines, comic books, photographs), and posters. This includes the use of the College's computing and networking resources in the viewing or communicating of inappropriate materials in any form.

We encourage students who struggle with issues of sex and sexuality to come forward for support, guidance, and wise counsel. Students who choose to live outside these expectations will be confronted and are subject to disciplinary action. As with all disciplinary matters, the College seeks to be redemptive and restorative in the lives of the individuals involved.

Any questions regarding this policy should be directed to the Office of Student Development.

### **PREGNANCY**

When an unmarried student becomes pregnant, the College seeks to respond redemptively. Both the father and the mother of the child are to be treated equally. Proper pre-natal care is considered essential, as are appropriate emotional and spiritual support. Because the College places an inestimable value on the health and wellbeing of the mother, father and child, students who are dealing with a pregnancy are required to disclose the pregnancy to the Dean of Students under the "Coming Forward" policy.

The College reserves the right to prohibit any pregnant student from living in its residence halls or enrolling or continuing to attend classes if there is reasonable evidence that such activities might jeopardize the health of the student or unborn child and/or unduly disrupt the normal operations of the College.

Failure to comply with the above regulations and procedures will result in immediate removal from the residence halls and may result in suspension from classes for the remainder of the semester. Failure to comply with growth contract issued by the SDC may result in suspension.

## **SOLICITATION OF INVOLVEMENT AND/OR FUNDS**

The solicitation of student involvement for events and organizations contrary to the standards of Nyack College is prohibited. The Vice President for Admissions & Marketing must approve any solicitation of funds from within the college community.

## **THEFT**

Unauthorized removal of either personal property belonging to someone else or college property will be considered theft and subject to criminal investigation by local law enforcement authorities, as well as the college disciplinary process. This policy extends to acts of theft that take place on or off campus, if the college is made aware any violator will be subject to the disciplinary process.

## **VIOLENCE-FREE CAMPUS**

All students, staff, and faculty at Nyack College have the right to live, work, study, and grow in an environment free from all forms of violence, whether physical or psychological. As kingdom people, members of the Nyack College community are responsible to foster this environment by reporting any behavior in violation of this policy immediately to appropriate authorities, including Campus Safety Officers, Residence Life Professional Staff, and/or the Dean of Students' Office.

"Campus environment," in this case, refers to all property owned or used by the College, as well as all environments where campus activities, such as athletic events, off-campus study trips, and student activities take place. All students, staff, faculty, and visitors to Nyack College are subject to this policy.

The following types of behavior can contribute to an environment that feels unsafe and threatening, will not be tolerated, and will be subject to disciplinary sanctions, including, but not limited to, immediate interim suspension from the College, pending a disciplinary hearing. Some actions may also be subject to criminal prosecution:

- Written, verbal, or physical intimidation, including, but not limited to, any act which intends to frighten or coerce, or interference with a person that prevents that person from conducting her or his customary affairs, or puts that person in fear for her or his safety;
- Disruptive behavior, including, but not limited to, physical assault or threats of physical assault, whether written or verbal and/or any behavior "characterized by unrest or disorder or insubordination"<sup>2</sup> that causes disruption to the day-to-day operations of the campus environment;
- Use of profanity and/or language, offensive statements, materials, or gestures (whether by mail, electronic communication, or personal encounter) that defames the character, dignity, or respect of an individual, ethnicity, or culture;
- Failure to comply with directives of college officials carrying out their assigned duties, including failure to accurately identify oneself when asked by any member of the college staff, faculty, administration or contract employees;
- Possession of hazardous or dangerous materials and/or weapons;
- False reports of fire or other dangerous conditions;
- Creation of a fire hazard or other dangerous condition;
- Bribery or extortion, including any attempt, whether direct or indirect, to persuade others using written, verbal, or physical threats;
- Sexual harassment, assault, or any uninvited behavior of a sexually explicit nature;
- Stalking;
- Any other activity which interferes with campus safety, civility, or environmental health.

## ***Confidentiality***

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

## ***Hostile Environment Harassment***

Hostile Environment Harassment is the most common kind of harassment. It occurs when repeated offensive behavior or comments create an unpleasant or intimidating environment. This includes offensive statements, materials or gestures (whether by mail, electronic communication or personal encounter) that defame the character, dignity or respect of an individual, ethnicity or culture. Such behavior will not be tolerated and will be subject to disciplinary sanctions. Hostile Environment Harassment may also involve sexual comments or inappropriate touching on a one-time basis.

---

### ***Non-Retaliatio***

The College prohibits retaliation against persons who in good faith report violations of this policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts in violation of this policy.

### ***Sexual Assault and Date Rape***

Sexual assault and date rape are extreme forms of sexual harassment. The use of threat or force to obtain sexual contact, including sexual intercourse, includes any of the following: (1) any intentional, nonconsensual touching or threat or attempt to touch an intimate body part of another person; (2) unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another; (3) forcing, or attempting to force, any other person to engage in sexual activity of any kind. By definition, a person who is intoxicated, unconscious, mentally impaired, or threatened is unable to give consent. Sexual assault and date rape are handled under the policies described under SEXUAL HARASSMENT.

### ***Sexual Harassment***

Harassment on the basis of sex is a violation of New York State Law and the Federal Civil Rights Act. It is the policy of Nyack College to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to assert basic Christian precepts, to affirm ethical standards universally accepted in the workplace and classroom, and uphold existing law. No practice or behavior that constitutes sexual harassment will be tolerated.

Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass or degrade another person. Usually the harasser has power over the victim (such as a supervisor over a subordinate or a larger person over one of smaller stature), and seeks to exploit unfairly that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality that Nyack College seeks to foster and is therefore unacceptable.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's employment or academic progress; (2) submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting the student, or (3) such conduct has the purpose or effect of substantially interfering with a student's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment is illegal and immoral.

**Any student who believes that he/she has been the recipient of harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to a representative of the College with whom the student feels comfortable discussing the matter (e.g., Residence Hall Director, Advisor, Student Development Staff member, etc.). The representative will then contact the Dean of Students if the alleged harasser is a student. If the alleged harasser is an employee of the College or a vendor/contractor of the College, the representative will contact the academic head at the respective campus.** Every effort will be made to ensure confidentiality in dealing with the situation, although a strict confidentiality cannot be guaranteed. All allegations of sexual harassment will be taken seriously and thoroughly investigated, with appropriate support for and respect of the alleged victim. If it is determined that an intentionally false accusation of sexual harassment has been made, this too will be investigated thoroughly and treated seriously.

Counseling and other support services are available to any victim of sex offenses through the Counseling Services Department in Boon Campus Center on the Nyack Campus and numerous public and private agencies in Rockland County. Informational resources and materials may be obtained at the Campus Safety Office, Counseling Services Department and Health Services Department.

Any violation of this policy shall result in disciplinary action including, but not limited to, warning, reprimand, probation, suspension, expulsion or dismissal. Retaliation against an individual for bringing a sexual harassment complaint is prohibited by law and will lead to further disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

### ***Stalking***

Nyack College describes stalking as any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threaten her or his safety, mental health, or physical health.

Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face, telephone calls, voice messages, text and instant messages or e-mails, written letters, unwanted gifts, etc;
- Threatening or obscene gestures;

- Pursuing or following;
- Surveillance or other types of observation;
- Trespassing;
- Vandalism;
- Non-consensual touching

*\*These offenses may result in additional charges.*

**Stalking behavior will not be tolerated. Incidents occurring on or off campus are subject to college discipline when such actions materially affect the learning environment or operations of the College.**

Stalking is a crime under New York State law. Incidences of stalking outside New York State may be admissible in court, if it is relevant to the case and may be punishable as a Class B misdemeanor or a class D felony. Legal options available to victims of stalking include reporting to the local police, seeking a remedy through civil proceedings, and/or utilizing the campus disciplinary process.

If you believe you are being stalked, or if you have some questions about behavior that is frightening, even if it has only happened once, follow these steps for assistance:

- Call Nyack College Campus Safety @ x7191 OR 845-222-8812
- File a police report
- If you know the identity of the stalker, inquire about the possibility of obtaining a restraining order
- Keep a journal of everything that occurs, including dates, places and times of events. When the communication is electronic, save voicemails, e-mails, text and instant messages
- Tell your friends, roommates, and employer about the stalking
- If you live on campus, let your Residence Life Staff person know about the behavior
- If you are receiving annoying or threatening phone calls, keep a record of the time, date and message you receive

## **STUDENT DISCIPLINARY PROCESS**

### **PHILOSOPHY OF DISCIPLINE**

What we know about God and what we do for God have a way of getting broken apart in our lives. The moment the organic unity of belief and behavior is damaged in any way, we are incapable of living out the full humanity for which we were created. –Eugene Peterson

It is never too late to be what you might have been. –George Eliot

The word ‘discipline’ has an uneasy reputation. As a culture, we admire people who are physically or mentally or fiscally disciplined: Matthew McConaughey’s abs are a result of his rigorous physical discipline; Oprah’s unprecedented wealth is the result of her ability to discipline the use of her time and talents. But we also tend to react negatively to anyone or anything that tries to help us be more disciplined: our parents or grandparents, our teachers, that annoying supervisor from our first real job. It doesn’t feel good when we get called out on behaviors we know are destructive, or mean, or just plain lazy.

Discipline is meant to be a good thing, “training expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement.”<sup>3</sup> When discipline comes from an internal source, when we are paying attention to the “still, small voice” of God, we make choices that unleash the fullness of the life God has created for us. When we ignore that voice, or fill our lives with behaviors that create so much noise and static that the voice of God is difficult to hear, we must rely on people in our community to help us remember who we are and who God created us to be. If those people don’t step in, our negative behaviors will pull us farther and farther away from “life abundant,” and can destroy not only our own lives, but also the lives of people around us.

The process of discipline at Nyack College is designed to help students connect (or reconnect) to God’s vision for their lives. The faculty, staff, and administration involved in the process of discipline are committed to coming alongside students as they are learning to walk in the ways of Jesus.

While enrolled in Nyack College, each student is responsible for knowing and adhering to all community lifestyle expectations as set forth in the undergraduate student handbook. A committee of Nyack College faculty and staff will periodically review students’ commitment to the community ethos. If a student is found to lack commitment to the community ethos, the committee reserves the right to revoke a student’s registration.

---

## STUDENT RIGHTS

### **Grievance Procedure**

Nyack College utilizes a grievance procedure that complies with the Higher Education Act of 1965, Section 494C(j). This procedure applies to all cases dealing with discrimination by race, handicap or gender, including harassment, or to any other grievance. In no case will any adverse action be taken against a student for filing a legitimate grievance. However, any student found to be fabricating a grievance may be subject to the appropriate judicial process. Moreover, this policy does not preclude taking action against a student for reason other than the act of filing a grievance. The final determination of each formal grievance will be made by a person or persons not directly involved in the matter.

A student who has a grievance relative to academic policies, grades given or other academic judgments, should first seek to resolve the complaint with the professor or the department head. If this does not resolve the problem, a formal complaint may be made in writing to the Dean of the respective school.

A student who has a grievance relative to any area of student life other than academic affairs should first seek to resolve the complaint with the individual involved (i.e. the RD/RA, the staff person in charge of the area of concern). If such discussion does not resolve the problem, a formal complaint may be made in writing to the Office of the Dean of Students.

### **Family Educational Rights and Privacy Act (FERPA)**

In accordance with the provisions of section 438 of the General Education Provisions Act 20 USC 1232g - Family Educational Rights and Privacy Act (FERPA) commonly referred to as the "Buckley Amendment," Nyack College/Alliance Theological Seminary has adopted the following regulations to protect the privacy rights of its students, and to provide students access to their educational records:

#### **I. Educational Record**

The student's primary educational record is located in the Registrar's Office. Items in the educational record include: the permanent record card, grade reports, admission/application materials, and testing data. Other offices maintain student records pertinent to their respective concerns.

#### **II. Inspection and Review of Records**

A. A student may inspect and review her/his educational records upon written request to the Registrar. The request should identify the record(s) the student wishes to inspect. The Registrar will comply within 45 days with notification of the time & place the record(s) may be reviewed.

B. A student has a right to review all documents contained in her/his record except:

- Evaluations and recommendations, if the student has waived her/his rights to see them.
- Parental financial records and statements.
- Documents classified by law as "non-educational."

#### **III. Charge for Producing Records**

There will be a charge of \$1.00 per sheet for reproducing records up to a maximum of \$10.00 for any single request. The College reserves the right to deny copies of an educational record to a student whose financial account is in arrears.

#### **IV. Challenge of Record**

Students who, after reviewing their record, desire to formally challenge information therein, may request that the record be amended. This request must be submitted to the Registrar in writing and should identify the part of the record the student wants changed, and the reasons for doing so. The Registrar will respond in writing with a decision. If the request is denied, the student may request a formal hearing to be conducted by a committee appointed by the Provost/Vice President of Academic Affairs. The Provost/VPAA will notify the student of the committee's decision. All records of these appeals will be kept in the Registrar's Office.

#### **V. Disclosure of Information From Educational Records**

The Registrar's Office will not disclose any personally identifiable information from the student's educational record without the student's written consent, except to the following people or for the following purposes:

1. To parents or guardians of students.

- a. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision (34 CFR 99.31(a)(8)). Neither the age of the student nor the parent's status as a custodial parent is relevant. Nyack will assume that a student not enrolled in the ADCP or a graduate degree program is financially dependent unless the student submits written notification to the Office of the Registrar within 30 days of the start of each term that he or she is financially independent.
- b. In the event of serious health concerns such as illness, injury or hospitalization.
- c. If a student is under the age of 21, Nyack may elect to notify parents/guardians for disciplinary violations related to alcohol or controlled substances, or when a student is suspended or expelled. In disciplinary

matters, parents are notified only after students are determined to be responsible for a violation of Nyack rules or standards. In all matters, the context of individual circumstances is considered when deciding whether to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution's notification (§ 99.31 (a)15 of the FERPA regulations).

2. To school officials with legitimate educational interests in the information. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
3. To officials of another institution in which the student is currently enrolled or seeks to enroll.
4. To any agency to which the student has applied or from which he/she has received financial aid, or which had made decisions concerning eligibility, amount, condition, or enforcement of the terms of financial aid.
5. To certain educational agencies and institutions as permitted by law.
6. To comply with a judicial order or subpoena.
7. To protect the health or safety of the student or others in an emergency situation.

Nyack may also disclose, without consent, directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow Nyack to include this type of information in certain school publications, such as a playbill, yearbook, graduation program, sports activity sheets, etc. Such information includes: the student's name; address; telephone numbers; e-mail address; date and place of birth; major field of study; dates of attendance; full or part-time status; class schedule; photographs; degrees, honors and awards received; school sports or student activities; weight & height of athletic team members; most recent educational institutions attended; and other similar information. Any student who does not want directory information released must give written notification of such to the Office of the Registrar within 30 days of the start of each semester. The form "Non-Disclosure of Directory Information" is available in the Registrar's Office.

#### VI. Right to File a Complaint

Students who believe that Nyack/ATS is not in compliance with FERPA regulations may file a complaint with the U.S. Department of Education.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### **Parental Notification**

Nyack College may elect to notify the parents/guardians of students in the event of serious health concerns such as illness, injury, or hospitalization. The College may also notify parents of students under the age of 21 for disciplinary violations related to alcohol or controlled substances or when a student is suspended or expelled. In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of college rules or lifestyle expectations. In all matters, the context of individual circumstances is considered when deciding whether to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution's notification (§ 99.31(a)15 of the FERPA regulations).

#### **COMING FORWARD**

True holiness is not 'cleaning up our act.' It is the recognition that we are utterly powerless to 'clean up our act,' forcing us to come to Christ in complete brokenness. —Ron Walborn

The process of learning to do what Jesus does is messy. Even those who watched Jesus being Jesus in the flesh had trouble following him: Peter denied, James and John boasted, Judas betrayed. The Coming Forward Policy exists to provide students the space to be messy. Any student desiring to change behaviors or attitudes that are in violation of college community lifestyle expectations or standards has the opportunity to come forward and seek help

in changing her/his behavior. A student, who voluntarily confesses a violation of community lifestyle expectations or standards will not face formal disciplinary sanctions, provided the student:

1. Voluntarily initiates confession to a college faculty or staff member;
2. Puts the confession in writing by completing and signing the "Coming Forward Declaration and Agreement Form;"
3. Commits to a Growth Contract outlined by the Dean of Students or other Student Development professional staff member.

Students must come forward prior to any accusation or other discovery of the violation by the Student Development Staff. Nyack College reserves the right not to consider the confession a mitigating circumstance if the student materially falsifies the confession, does not complete the assigned Growth Contract, or continues to violate college policy. Other mitigating circumstances include behavior that is self-destructive, hazardous to others, or a significant civil or legal issue.

## **COLLEGE DISCIPLINARY PROCEDURES**

### **College Disciplinary Jurisdiction**

The College may exercise disciplinary jurisdiction over student conduct that occurs on or off college premises and which adversely affects the college community and/or the pursuit of college objectives. The conduct may involve a violation of local, state or federal law or violation of college community expectations and lifestyle expectations. A victim (complainant) may file complaints through local law enforcement and/or college process.

### **Violation of Law and College Discipline**

College disciplinary proceedings may be instituted against a student charged with a violation of law that is also a violation of college lifestyle expectations without regard to pending civil litigation or criminal arrest and prosecution. College disciplinary proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings.

### **Residence Life Professional Staff**

When the Director of Residence Life, Assistant Director of Residence Life, Residence Director or Area Coordinator becomes aware of an alleged violation of community lifestyle expectations (via an Incident Report or verbal report), he/she has the opportunity to either meet with the student involved and, if the student is found to be in violation, issue an appropriate sanction, or to forward the case to the Student Disciplinary Committee (SDC).

Typically, Residence Life Staff (ADs, RDs and ACs) will respond to violations of community standards or expectations, including, but not limited to, the following:

- Quiet Hours
- Failure to comply with checking into Residence Halls
- Open House
- Roommate mediations
- Curfew
- Missed hall/floor meetings
- Fire safety
- Remove candles
- Checkout procedure
- Room décor
- Vandalism, pranks, or hazing
- Entertainment
- Tobacco use in residence halls as well throughout campus
- Disruptive behavior (non-violent)/profanity

Any repeated violation of the above standards will be referred to the Student Disciplinary Committee. Students who are disrespectful of the confronting person and/or sanction imposed by Residence Life Staff may also be referred to the SDC.

### **Student Disciplinary Committee (SDC)**

The Student Disciplinary Committee (SDC) will hear cases involving violations of community lifestyle expectations and respond appropriately within the boundaries of due process as outlined in the Student Handbook. All decisions of the committee are considered college responses to violations of community standards.

SDC Members:

- Campus Judicial Officer

- Director of Residence Life
- Judicial Faculty/ Staff Panel

At the beginning of the semester a pool of Nyack College faculty and staff would be invited to learn, be trained and ultimately participate in the SDC process. Individuals will be considered as possible candidates for the Judicial Panel Pool.

Of the group of possible candidates, three or four would be selected and contacted as to their availability. Every member of the pool would be contacted throughout the semester to participate in a day of hearings. This method would help to have different view and opinions in the room, as well as free up schedules of other members of the panel. Another very important aspect that would be covered would be that faculty and staff would be involved and able to speak into the lives and outcomes of student behavior.

The Student Disciplinary Committee is particularly concerned with community standard violations that have a continued negative impact on the college community.

Specific violations the Student Disciplinary Committee (SDC) will adjudicate, include, but are not limited to:

- Disruptive behavior (violent)
- Trespassing
- Violations of social networking policy
- Alcohol possession and consumption
- Drug possession and/or use
- Sexuality and relationships
- Theft
- Any repeated violations of standards that negatively impact the college community

### **Notification**

When an SDC hearing becomes necessary, the student accused of the community standard violation (s) shall receive a written notice specifying the alleged violation(s) as well as the date, time, and place of the hearing. This notice will be given at least two (2) business days in advance of the hearing. If a student who has received appropriate notice fails to appear before the SDC, evidence in support of the violation may be presented and considered even if the student is not present. All reasonable effort will be made to schedule the hearing at a time that does not conflict with a student's class schedule. SDC hearings will no longer take place every Thursday. Hearings will now take place on the first and third Thursday of each month (emergency hearings will be called when necessary). However, the student is ultimately responsible for attending the hearing at the scheduled time; absences from class, athletic practice, work, or other activity will not be excused.

### **Respondent and Complainant Rights**

The respondent may examine relevant incident reports as well as other pertinent evidence. Students who have been the victim of a violation of college community lifestyle expectations have the right to submit their complaint to a college official. The complainant has the right to be kept informed of the status of the proceedings, to have the presence of a non-attorney support person during a hearing, and to submit a statement of personal impact to the SDC.

### **SDC Hearing Procedure**

- The hearing shall be conducted in private. The SDC will admit relevant witnesses. Relevant witnesses are those persons who have firsthand knowledge of the behavior/incident in question (i.e. eye and ear witnesses). Both the respondent and the SDC have the right to call witnesses. Confidentiality will be maintained subject to legal requirements to disclose final hearing outcomes.
- In hearings involving more than one respondent, the chair of the SDC may permit the hearings to be conducted either separately or jointly.
- A member of the SDC designated by the chair shall present the evidence against the respondent.
- The respondent shall have the right to appear in person at the hearing, to be fully informed of and to challenge the charge(s) and evidence, address witnesses' statements, to present relevant witnesses and evidence on her or his behalf, and to remain silent.
- The respondent shall have the right to be assisted by an advisor of her or his choice. The advisor may attend the hearing but may not speak or otherwise participate. Because these are college disciplinary procedures and not legal proceedings, attorneys may not serve as advisors.
- The members of the SDC may question the complainant, witnesses, and/or the accused.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in college disciplinary hearings.
- All procedural issues (e.g., testimony or evidence to be admitted or excluded, question of witnesses, conduct of the hearing, etc.) shall be subject to the final decision of the SDC.

- Dishonesty on the part of the respondent or evidence produced at the hearing that the respondent may have violated another college community lifestyle expectation may be treated as a separate disciplinary violation.
- After hearing all evidence and witnesses, the SDC shall determine whether the respondent is responsible for each disciplinary violation with which he or she is charged. The determination shall be made on the basis of the preponderance of the credible evidence (defined as whether it is more likely than not that the respondent is responsible for the violation).

### **Decision**

Within seven working days of the conclusion of the hearing, the respondent will be provided with the written decision of the SDC. The decision will include a statement of outcomes, including findings of fact and any sanctions imposed, as well as the applicable appeal procedure. Please be advised that if a student is visiting the SDC repeatedly for the same or different violations of college policy, your sanction will increase from the time of the last infraction. In compliance with federal law, the complainant will be provided with a limited notice of outcome (containing the name of the student found responsible, the violation committed, and the sanction imposed) only in the case of a crime of violence or non-forcible sex offense.

### **Sanctions**

The scope for disciplinary sanctions include, but is not limited to, those described below. Additional or modified sanctions may be imposed at the discretion of the SDC and Dean of Students. The application of sanctions will reflect the seriousness of the incident and the student's history of previous violations.

### ***Wise Counsel/Confrontation***

Verbal contact with the student that the student is violating or has violated the college community lifestyle expectations and that continuation of the behavior will result in a referral to the SDC. Documentation of the confrontation will be made but will be used only if the behavior continues and a student is referred to Residence Life Professional Staff or the SDC.

### ***Letter of Reprimand or Warning***

Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the student's file.

### ***Probation, Level 1***

Indicates that a student's relationship with the College is tenuous. Level 1 Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any college community lifestyle expectations during the period of probation. Level 1 Probation also requires that a student meet with Residence Life Professional Staff or the Dean of Students to outline and commit to a Growth Contract, which may include any or all of the actions summarized below. Students must complete the requirements outlined in the Growth Contract by the conclusion of their probationary period in order to avoid additional sanctions.

- Restitution/restoration:** compensation for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
- Loss of privileges:** loss of a privilege of participating in a college activity, in registration of vehicle, in visitation, or other matter.
- Developmental/educational assignments:** may include, but are not limited to, attendance at educational programs, personal essay, written reflection on issues relevant to one's discipline case or involvement in a mentoring relationship.
- Fines:** payment of charges for violation of regulations.
- Community/Volunteer Service**

### ***Probation, Level 2***

Indicates that a student's relationship with the College is extremely tenuous. Notification is made to appropriate college officials: College-based financial aid may be reviewed, and students in leadership positions (e.g., resident assistants, SGA leaders, captains of intercollegiate athletics teams, ministry team leaders) will be required to step down from their position of leadership. Students who have applied to study abroad and/or cross-cultural courses will be subject to further review by appropriate college personnel. Students on Level 2 Probation are ineligible for summer on-campus student employment. Additionally, residential students on Level 2 probation are not eligible to apply to live off campus during, and within 6 months completion of, the probationary period.

Students on Level 2 Probation must agree and commit to a Growth Contract as outlined by the SDC and/or Dean of Students. Failure to follow through on the commitments outlined in the Growth Contract and/or any further violation during the Level 2 probationary period may result in immediate suspension or expulsion.

### **Dismissal from College Housing**

Loss of privilege to live in college housing. Students required to live on campus who are dismissed from college housing may be dismissed from Nyack College. Any student dismissed from the residential community prior to the end of the contractual period may be responsible for any remaining monetary charges, as well as ineligible for reimbursement for any charges already paid. Dismissal from college housing may happen independently of, or in addition to, other sanctions.

### **Suspension**

Temporary separation of the student from Nyack College for a definite period of time, after which the student is eligible to return without re-applying through the Office of Admissions, unless the student is absent for two or more academic years, which does require re-application and readmission by the Office of Admissions, as is the case for all students. Conditions for readmission may be specified.

### **Expulsion**

Temporary separation of the student from Nyack College for a definite period of time, but not less than two semesters, after which the student must re-apply through the Office of Admissions and be granted acceptance before becoming eligible for re-enrollment at the College. Conditions for readmission may be specified, but the student is not guaranteed readmission.

### **Dismissal**

Permanent separation of the student from Nyack College. The student is dismissed from the College and is permanently ineligible to re-enroll at the College at any time in the future.

When students are dismissed, expelled, or suspended for disciplinary reasons, there will be no refund of tuition or room charges for the semester and all financial assistance for subsequent semesters will be reviewed and is subject to cancellation.

### **Disciplinary Withdrawal**

Students may seek permission from the Dean of Students to voluntarily withdraw from the College after involvement in a serious violation of college community lifestyle expectations and standards before official disciplinary action is taken. A permanent record will be kept in college disciplinary files. Academic advisors, Residence Life Professional Staff, and parents are normally notified of the reason for withdrawal. Refunds are issued on a prorated basis. (please see the catalog for full details). Conditions for readmission may include a personal interview, counseling, evidence of satisfactory academic work and citizenship at another educational institution, evidence of satisfactory employment, or other conditions.

### **Interim Suspension**

In certain circumstances, the Dean of Students or designee may impose an interim suspension prior to a disciplinary hearing. Interim suspension may be imposed for any of the following reasons:

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

**Please Note: Students who have been suspended, withdrawn, or expelled for disciplinary reasons are not permitted on campus without prior approval of the Dean of Students.**

### **Student Records**

Disciplinary sanctions other than dismissal from the College shall not be made part of the student's permanent academic record but shall be retained in the student's confidential record. Except in cases that result in suspension, expulsion, or dismissal, disciplinary actions shall be removed from a student's confidential record 3 years after graduation.

### **Appeals**

The College has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Dean of Students.

The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

- Insufficient evidence to support the decision
- New evidence or facts not known to the student at the time of the hearing
- Procedural irregularity that undermined the student's ability to present a defense
- Inappropriateness of the sanction for the violation of community lifestyle expectations

Generally the appeals process does not require a hearing, nor does it require the Dean of Students to make personal contact with the student or the Student Disciplinary Committee. The Dean of Students may, but is not required to, convene an ad hoc appeals committee to assist in making a recommendation to the dean regarding the appeal.

The Dean of Students may affirm, reverse, or modify the sanction. The Dean of Students may also return the case to the SDC for further consideration. The decision of the Dean of Students will be final and effective immediately. There is no appeal beyond the Dean of Students.

If an appeal is denied between the fall and spring semester, students must properly check out of their rooms, return their key, and remove all items before January 16, 2012. Failure to comply will result in accumulated room and board charges.

### Authority of Dean of Students

In extraordinary circumstance, the Dean of Students may initiate immediate disciplinary action without referring a student to a disciplinary hearing. Examples of such situations include potentially inflammatory or dangerous circumstances, violations occurring during breaks or vacations, situations involving off-campus parties, and situations where student or victim privacy rights are of particular concern. The Dean of Students will take such action in consultation with appropriate college officials.

### NC/NYC Disciplinary Procedures

The philosophy of discipline for both Nyack College campuses is the same; however, disciplinary procedures at NC/NYC may be modified at the discretion of the Dean of Student Life. While the processes may differ in form, the sanctions imposed are considered to be corporate; that is, sanctions imposed for a violation of community lifestyle expectations on the Nyack campus will be in effect for that same student at the New York City campus. Therefore, during the period of any student's suspension or expulsion, he/she will not be permitted to attend classes on any Nyack College campus.

Students at NC/NYC should direct any questions regarding disciplinary procedures to the Office of the Dean of Student Life.

### Examples of Standard Sanctions

Community Lifestyle Expectation or Standard	First Violation	Second Violation	Third Violation
<b>Violation of Curfew</b>	Written Warning	Meeting with your RD	Meeting with your RD
<b>Alcohol</b>	Level 1 Probation	Level 2 Probation	Suspension
<b>Attire</b>	Warning	Level 1 Probation	TBD
<b>Chapel Attendance</b>	Chapel Warning	Chapel Probation	Chapel Suspension
<b>Dishonesty in Any Form*</b>	Level 1 Probation	Level 2 Probation	Suspension
<b>Disruptive Behavior</b>	TBD		
<b>Entertainment</b> ( <i>not including use of possession of pornographic materials</i> )	Warning	Level 1 Probation	TBD
<b>Firearms, Weapons, and Projectiles</b>	Level 2 Probation	Suspension	TBD
<b>Gambling</b>	Warning	Level 1 Probation	TBD
<b>Open Dorm</b>	Warning	Level 1 Probation	Level 2 Probation

<b>Other Drugs</b>	Level 2 Probation	Suspension	TBD
<b>Sexuality and Relationships</b>	Level 1 Probation	Level 2 Probation	TBD
<b>Tobacco</b>	Warning	Level 1 Probation	Level 2 Probation
<b>Use or Possession of Pornographic Materials</b>	Level 1 Probation	Level 2 Probation	TBD
<b>Violation of Curfew</b>	Written Warning	Meeting with your RD	Meeting with your RD
<b>Theft</b>	Level 2	Suspension	TBD
<b>Trespassing</b>	Level 1	Level 2	TBD

All sanctions listed above are the minimum standard sanctions. Should a student have a disciplinary history, regardless if past violations are unrelated to current violations, sanctions imposed may be more severe. Sanctions may also be more severe for multiple concurrent violations. The standard sanctions may be reduced by the presence of substantial mitigating or other appropriate circumstances. Reduction in sanctions is at the discretion of the SDC and/or Dean of Students.

\*Dishonesty includes, but is not limited to, misuse of ID card in cafeteria or Chapel; misrepresenting oneself in or purposefully disregarding information pertinent to a disciplinary proceeding; possessing a fake ID. Cases of academic dishonesty are adjudicated through the respective Deans of each school.

#### **WITHDRAWAL FROM COLLEGE**

If a student must withdraw from the College during the semester or at the close of the semester, he/she must go to the Registrar's Office to complete a withdrawal form, have an exit interview with the Registrar, and turn in her/his student ID card. Chapel and class attendance are in force until the date of withdrawal. A resident student must vacate the residence hall on the date of the withdrawal.

If a student is unable to withdraw personally due to illness, written notification may be sent to the Registrar. On the date this written statement is received, the Registrar will process the official withdrawal slip. However, the official date of withdrawal will be the day the student stopped attending classes.

The last day to withdraw is a designated day 75% through the semester – consult the current college calendar.

There are housing and financial implications for a resident student dropping to a part-time status. Refer to the Residence Life section.

#### **ADDITIONAL CONSIDERATIONS**

##### **Financial Hardship**

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Dean of Students.