

DOWLING COLLEGE

An institution of higher teaching

2009 - 2010 STUDENT HANDBOOK



1.800.DOWLING

www.dowling.edu

Dowling College Student Handbook

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The information contained in this Handbook is true and correct in content and policy as of the Fall 2009 semester and is effective for the academic year which begins September 1, 2009. Dowling College reserves the right, however, to make changes as it deems necessary. Every effort has been made to make the material presented herein timely and accurate. This does not preclude the possibility of an undetected error. If a change of policy or practice occurs as to a matter required by law to be in the Handbook or as to other significant matters, an addendum or correction will be published and will be available in the Office of Student Services, Racanelli Center.

NON-DISCRIMINATION POLICY

Statement of Policy

Dowling College does not discriminate on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, marital status, mental or physical disabilities, age, veteran/national guard or any other similarly protected status in its program and activities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Ms. Anne Dimola, Executive Director of Human Resources

Affirmative Action Officer/Title VII/Title IX

Room 001, Kramer Science Center

Oakdale, NY 11769

631-244-3020

Ms. Ronnie MacDonald, Assistant Vice President for Student Services

Title IX Coordinator

Racanelli Center

Oakdale, NY 11769

631-244-3362

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BROOKHAVEN CAMPUS MAP 140

RUDOLPH CAMPUS AT OAKDALE MAPInside Back Cover

DOWLING COLLEGE

Dear Incoming Students,

I join Dowling's faculty, administration, staff, and current students in welcoming you. We are extremely pleased that you have chosen Dowling College.

Please be assured that our students are the most important members of the Dowling family. We stand ready to champion you as you develop academically, personally, and professionally.



You will discover that our faculty members demonstrate the highest teaching skills and standards possible. They will remain accessible and available to support you throughout your Dowling years.

A student-centric administration and staff will assist you as you take full advantage of all that Dowling has to offer.

Again, welcome to Dowling and congratulations as you discover the Dowling difference.

Very truly yours,

A handwritten signature in black ink, which appears to read "Robert J. Gaffney". The signature is fluid and cursive.

Robert J. Gaffney

Robert J. Gaffney P R E S I D E N T

Rudolph Campus * phone: 631-244-3200 * fax: 631-244-3388 * email: Robert.Gaffney@dowling.edu

Rudolph Campus, 150 Idle Hour Blvd., Oakdale, NY 11769

Brookhaven Campus, 1300 William Floyd Parkway, Shirley, NY 11967

Melville Center, 145 Pinelawn Road, Suite 350 South, Melville, NY 11747

W W W . D O W L I N G . E D U

Welcome from the Dean



Welcome to Dowling College! This student handbook is a wealth of information to make your experience a positive one, and it also has a daily planner to help you with your day-to-day activities.

The Student Handbook contains important regulations on conduct and policies. Please familiarize yourself with these policies, as you will be held responsible.

I look forward to your involvement around campus, whether it is through athletics, student clubs, community service, committee work, or simply by participating in campus events. If you become involved with extracurricular activities, your college experience will be more rewarding, you will be more invested, and most important, you will have fun! I encourage you, throughout the year, to challenge yourself, engage in stimulating conversation, have debates, and ask questions.

At Dowling College, we are proud of our long standing commitment to personal growth and intellectual development. I hope you discuss and dialogue amongst your peers, work hard on your studies, and take advantage of all the services we offer. Dowling College looks forward to assisting you throughout your years as a student and future alumni.

I personally look forward to meeting each of you and your becoming an integral part of the Dowling College family.

Best Regards,

A handwritten signature in black ink, appearing to read 'Ed Martinez', with a long horizontal line extending to the right.

Edward F Martinez
Dean of Students

General Information

About Dowling College

Dowling College is an independent, coeducational college that serves more than 6,500 students at its historic Rudolph Campus on the banks of the Connetquot River in Oakdale, NY, the 105-acre Brookhaven Campus in eastern Long Island, and a business center located near the Nassau-Suffolk border in Melville. Dowling offers Bachelor's, Master's, and Doctoral degrees in several disciplines through its four schools: Arts and Sciences, Aviation, Business, and Education.

Brief History

Dowling College originated in 1955 when Adelphi College offered extension classes in Port Jefferson, Riverhead, and Sayville. In 1959, at the urging of community leaders, Adelphi-Suffolk College became the first four-year, degree-granting liberal arts institution in Suffolk County, housed in an old public school building in Sayville. In January 1963, Adelphi-Suffolk College purchased the former W.K. Vanderbilt estate in Oakdale and developed into an important educational force on Long Island.

Key Dates In Dowling History

1876: William K. Vanderbilt, grandson of railroad magnate Commodore Cornelius Vanderbilt, purchased 900 acres on the east bank of the Connetquot River, on which to build his summer and holiday residence.

1901: Following a fire that burned the original mansion to the ground, “*Idle Hour*” was rebuilt with a 110-room, gray stone and red brick structure, designed by Richard Howland Hunt.

1968: The College severed its ties with Adelphi and was renamed after its chief benefactor, Robert Dowling, a noted city planner, philanthropist, and aviator.

1974: In response to increased enrollment, the Racanelli Learning Resource Center was constructed to house the library, cafeteria and additional classrooms. Also in 1974, just one month after the Racanelli Center opened, a devastating fire damaged several of the mansion's ceremonial rooms, including the Hunt Room, the Foyer, and Ballroom. A College committee, led by Dowling Trustee Alan Fortunoff, guided the restoration of the ornate woodwork, precious marble, and the elaborately carved stonework. The building was named in honor of Alan's parents, Max and Clara Fortunoff.

1994: The Brookhaven Campus (*originally know as as the Brookhaven Center*) opened for operation. Located on 105 acres in Shirley, it is home to additional classroom facilities, the Brookhaven Residence Hall, and the Stan and Pat Henry Aviation Complex, which houses the administrative offices for the Campus as well as the administrative and instructional center for the School of Aviation, Student Services Center, the Flight School, and the offices of Educational Administration, Leadership, and Technology.

Key Dates In Dowling History (continued)

2000: The campus in Oakdale was renamed in honor of Trustee and Alumnus Scott Rudolph.

2004: Dowling's Brookhaven Campus was designated a campus by New York State.

Academic Structure

The basic academic structure at Dowling College forms the framework within which degree programs are developed. Each area of inquiry constitutes a department, e.g., English, Political Science, Biology. Related departments are grouped to constitute academic divisions.

Divisions are grouped in four schools: The School of Arts and Sciences, the School of Aviation, the School of Business, and the School of Education. The four Schools, with their constituent divisions and departments, are as follows:

School of Arts and Sciences

Division of Arts and Humanities

Visual Arts, Music, English, Foreign Languages & Literature,
Philosophy and Religious Studies, and Speech/Media Studies/
Dramatic Arts/Dance

Division of Social Sciences

Anthropology, Sociology, History, Psychology, Economics,
Political Science

Division of Natural Science and Mathematics

Mathematics and Computer Science, Biology and Natural
Science, Chemistry and Physics, Earth and Marine Sciences

School of Aviation

Aviation

School of Business

Accounting, Computer Information Systems, Finance,
Management & Leadership, Marketing

School of Education

Human Development and Learning (Elementary, Early Childhood and
Secondary Education), Special Education, Literacy Education,
Sport Management and Physical Education, Educational Administration,
Leadership and Technology

Useful Phone Numbers & Office Locations

Emergency	"88" (from any internal Campus phone)	
Security (Rudolph Campus in Oakdale)	244-3060	Post 1-Oakdale
Security (Brookhaven Campus in Shirley)	244-6199 & 244-6020	Post 1-Brookhaven
Health Services (Rudolph Campus in Oakdale)	244-3340	CSC 110
Health Services (Brookhaven Campus in Shirley)	244-1360	BC A 123
<i>Campus Administration:</i>		
Eddie Martinez, Dean of Students		244-3141
Ronnie Macdonald, Assistant Vice President of Student Services		244-3362
Dr. Kevin Jordan, Dean of Academic Support Services		244-3278
School of Education	244-3286	EDB N/S
Dr. Clyde Payne, Dean of the School of Education		
School of Business	244-3190	RC 400
Ms. Antonia Loschiavo, Assistant Dean of the Townsend School of Business		
School of Aviation	244-1303	BC B 200
Dr. John Wensveen, Dean of the School of Aviation		
School of Arts & Sciences	244-3162	KSC 127A
Dr. Paul Abramson, Dean of the School of Arts & Sciences		
Division of Arts & Humanities	244-3155	FH 310
Division of Natural Science & Mathematics	244-3011	KSC 124
<i>General:</i>		
Academic Information Services (Computer Lab-Brookhaven)	244-1307	BC A 202
Academic Information Services (Computer Lab-Oakdale)	244-3301	RC 110
Academic Tutoring	244-3141	RC 333
Athletics	244-3019	CSC 121
Book Store	244-3134	RC 105
Cafeteria (Brookhaven Campus in Shirley)	244-1989	Flight Line Cafe
Cafeteria (Rudolph Campus in Oakdale)	244-3210	Riverside Cafe
Career Services	244-3391	RC
Computer Help Desk	244-3445	FH 032
Enrollment Services	244-3303	FH 225
Hausman Center	244-3144	RC 205A
HEOP (Higher Education Opportunity Program)	244-3262	KSC 012
International Student & Scholar Services	244-5097	RC
Library (Brookhaven Campus in Shirley)	244-1309	A 209
Library (Rudolph Campus in Oakdale)	244-3280	RC LIB
Personal Assistance & Counseling (PAC) (Brookhaven Campus in Shirley)	244-1312	BC A 206
Personal Assistance & Counseling (PAC) (Rudolph Campus in Oakdale)	244-3455	ENB 104A

Useful Phone Numbers & Office Locations (continued)

Registrar	244-3250	FH 106
Residence Hall (<i>Brookhaven Campus in Shirley</i>)	630-6000	Brookhaven RH
Residence Hall (<i>Rudolph Campus in Oakdale</i>)	244-3017	Oakdale RH
Student Employment Program	244-3062	KSC 011
Student Financial Services	244-3013	FH 105
Student Services	244-3141	RC 101
Student Support Services	244-3335	RC 209
Student Activities	244-3153	CSC 114
Weather (<i>Cancelled Classes</i>)	244-3001	

Campus Services

Bookstore

The Bookstore is located near the entrance of the Racanelli Center on the Rudolph Campus in Oakdale, and in the “B” Building on the Brookhaven Campus. The Dowling College Bookstore orders and stocks textbooks, school supplies, snacks and candy, and clothing sporting the Dowling name and logo.

You can reach the bookstore at: 631-244-3134. American Express, Visa, Discover, and Master Card are accepted.

Dowling College uses *Barnes and Noble* to manage its bookstore. Our Distance Graduate Studies-MBA in Management and Leadership students will be able to order textbooks online from various vendors or they may use the Dowling College bookstore, if they prefer. The bookstore staff will ship the books to their home. In addition, any Dowling College logo items, such as clothing, mugs, and book bags can all be purchased from the bookstore online and shipped to the student at his or her home. Go to <http://dowling.bncollege.com>

Food Services

The Riverside Café, located on the first floor of the Racanelli Center on the Rudolph Campus in Oakdale, and the Flight line Café, located on the first floor of “B” building on the Brookhaven Campus, provide a variety of menu items, including hot and cold breakfast foods, deli sandwiches, soups, and hot grilled foods. A salad bar and daily hot and cold specials are available. Prepackaged snack foods and fresh, quick-to-go items are available daily. See our website for daily menus and specials at <http://www.dowling.edu/cafe> (*Riverside Café*) or <http://www.dowling.edu/cafebkc> (*Flight Line Café*). Unless otherwise noted, hours are Mondays - Thursdays: 7:00 a.m. - 9:00 p.m.; Fridays: 9:00 a.m. - 6:00 p.m.; Saturdays: 7:30 a.m. - 6:00 p.m.; and Sundays: 9:00 a.m. - 6:00 p.m. Mondays through Saturdays, breakfast is served until 11:15 a.m. Sunday breakfast is served until 3:00 p.m. (*Summer and Holiday hours are posted as applicable*).

The Cafés always take special requests, so feel free to speak to one of the chefs about your favorite home-style meal or that custom sandwich you love. Use the email link on the website to send requests or recipes you would like to see.



Library

Welcome to the Dowling College Library:

- Two convenient locations and online access
 - Rudolph Campus in Oakdale
(Racanelli Center; Circulation: 631-244-3280; Reference: 631-244-3282)
 - Brookhaven Campus in Shirley (Bldg. A - Room 208; Circulation & Reference: 631-244-1309)
 - Online (<http://library.dowling.edu>)
- Over 130,000 books for reading & reference; thousands of e-books at the touch of a key; hundreds of periodicals for perusal
- 20 librarians and 20 staff to provide personal assistance
- One mission: TO HELP YOU SUCCEED!
- Access to interlibrary loan via a global network of libraries:
Through the Research Loan Program, you are able to borrow directly from many academic libraries on Long Island.
- Study Areas: *To add to your personal comfort, the libraries permit snacks and drinks, provided the snacks are not messy and drinks are covered.*
- Computers: *Most include Microsoft Word, Excel, and PowerPoint, printing capabilities, and Internet access. Special software is also available to assist those who are visually impaired.*
- Research Assistance
- Library Instruction
- Curriculum Materials Center
- Archives and Special Collections

Visit our website at <http://library.dowling.edu> for

- Library Hours ● Catalog & Databases ● Selected Websites ● And More!

Online databases are available to all students, including those enrolled in the Distance Graduate Studies-MBA in Management and Leadership, to ensure effective access to quality literature. Access to the library, its resources, and help from full and part-time librarians is available through a number of channels online. The library licenses over 100 databases, many of which serve the specific research needs of Business students. These databases are available to registered Dowling students, 24-hours a day, seven days a week with a Dowling ID card. Help with using any of the resources is available online in the form of tutorials, course guides, and selected links to quality sites. The library provides email reference through which students can gain more in-depth help from a reference librarian and, during normal operating hours, there is a chat reference service that provides immediate dialog and feedback from the reference staff.

Computer-Related Services

Academic Information Services

The department consists of both Academic Computing and Media Services. It is our goal that students and faculty have access to our computing facilities and media equipment. We feel that integrating our services and technology can greatly enhance the teaching and learning experience.

Computer Lab Hours (*Rudolph Campus in Oakdale*)

Monday - Thursday 7 a.m. - 11 p.m.; Friday 7 a.m. - 9 p.m.;

Saturday 8 a.m. - 5 p.m.; Sunday 9 a.m. - 4 p.m.

For Oakdale Satellite Labs hours, please call.

Computer Lab Hours (*Brookhaven Campus*)

Monday - Thursday 8 a.m. - 11 p.m.; Friday 8 a.m. - 7 p.m.;

Saturday & Sunday 8:30 a.m. - 4:30 p.m.

Distance students have access to all aspects of technical support during non-traditional hours. Phone support is available Mondays through Thursdays until 9:00 p.m., and Fridays until 5:00 p.m.

The computing facilities at Dowling College are intended for use by students, faculty, and administrators for the express purpose of enhancing and supporting the educational process and function of the College. All computer users are expected to adhere to the copyright law of the United States (Title 17 U.S.C.) both in spirit and practice, and follow all licensing agreements as stated by authors, vendors, and developers.

Students participating in the Distance Management programs must have the following equipment and software available: access to a networked computer with an Internet connection; access to a word processing application (i.e., MS Word); and access to a spreadsheet application (i.e., MS Excel).

Dowling College reserves the right to act against any person(s) who willfully misuses College-owned computing equipment hardware, software, and associated furnishings.

A complete copy of this policy is on file in the Center for Information Technologies and may also be located on the Dowling College Website at:

<http://www.dowling.edu/mydowling/Tech/itpolicy.html>

Campus Safety, Security & Compliance

Right-To-Know

Dowling College is committed to assisting all members of the Dowling community in providing for their own safety and security. The annual security compliance document is available on the Dowling website at www.dowling.edu/security

If you would like to receive a booklet called "Dowling College Right to Know Report" which contains this information, you can stop by the College Security Department at 121 Central Blvd., Rudolph Campus in Oakdale, or you can request that a copy be mailed to you by calling 631-244-3109.

Campus Safety, Security & Compliance - Right-To-Know (continued)

The website and booklet (www.dowling.edu/security/right2know.pdf) contain information regarding campus security and personal safety, including topics such as: crime prevention, security enforcement authority, crime reporting policies, alcohol and drug use, sexual assault victims assistance, disciplinary procedures, and other matters of importance related to security on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Dowling College, and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Dowling College Security Department. The U.S. Department of Education website for campus crime statistics is <http://ope.ed.gov/security>.

The Office of Compliance at Dowling College maintains and provides various informational materials regarding the following:

- Your Personal Safety ● Safeguard Your Auto
- Making Peace & Managing Conflict ● Bias Crimes ● Alcohol & Drugs
- Dating Violence ● Sexual Harassment ● Sexual Assault

Security

Dowling College's Security Officers are trained to provide for the safety and protection of all individuals on campus, 24 hours a day, 7 days a week. Officers are trained in a variety of emergency response procedures, including CPR. The Security Office regulates all parking on campus, including the issuance of parking permits and parking tickets.

The main Security office is located at 121 Central Blvd. in Oakdale, with manned posts located at the entrance to the staff/faculty parking lot and the student parking lot at Oakdale. In Brookhaven, the main office is located on the left side of the lobby of Building B. Officers maintain regular patrols of each campus on foot and in vehicles.

SECURITY FAQ's

Q. *Where is the Security Office located?*

A. The office is at 121 Central Blvd, Oakdale NY 11769

Q. *What are the hours for the Security Office?*

A. The office is open Monday – Friday 9 a.m. to 5 p.m. (closed from 1 p.m. – 2 p.m. Monday – Friday). There are no office hours on Saturday or Sunday.

Q. *What is the phone number for Security?*

A. The number for Security (during business hours) is 631-244-3109. For emergencies at the Rudolph Campus or after business hours, call 631-244-3060. For emergencies at Brookhaven, call 631-630-6199. You can also dial “88” from any internal Dowling College phone on either campus.

Q. *Where do I get my student-parking sticker?*

A. There are two ways to obtain your student-parking sticker:

- Go to the Security Office, located at 121 Central Blvd. on the Rudolph Campus in Oakdale.
- Go to www.dowling.edu and look under “Forms and Polices” to apply for one online.

Q. *What do I need to provide to get my student parking sticker?*

A. You need to provide a valid registration for your vehicle and either your Dowling ID or a copy of your class schedule.

Q. *Where do I park?*

A. You will park in the student parking lot:

On the Rudolph Campus in Oakdale, it is located on Chateau Blvd. If you are a resident student, you will park in the stalls marked with green lines. If you are a commuter student, you will park in the stalls marked with yellow lines.

On the Brookhaven Campus in Shirley: after stopping at the main guard booth, proceed through the campus to the student lot. If you are a resident student, you will park in the stalls marked with green lines. If you are a commuter student, you will park in the stalls marked with white lines.

Q. *What happens if I get a ticket?*

A. You have two choices:

- Go to Student Financial Services, located in Fortunoff Hall Room 105, and pay it.
- Go to the Security Office and fill out an appeal form within 10 days of receiving the ticket.

Q. *Where is the Lost and Found?*

A. The Lost & Found is located at the Security Booth 1 (*Main Entrance*) on both campuses.

Q. *I take night classes and am not comfortable walking to class in the dark. What do I do?*

A. Contact our Safety Escort Program: If you feel uncomfortable walking to a building or to your car at night, please call Security to request an escort. This service is available at Oakdale and Brookhaven from 6 p.m. - 11 p.m. to students, staff, faculty, and guests. Call Ext. 3060 at Oakdale; Ext. 1317 at Brookhaven, or dial “88” from any internal Dowling College phone to request an escort.

If you have any other questions, you can call the Security Office at 631-244-3109.

Financial Aid

Tuition & Fees

Paying Tuition and Fees

All semester charges must be paid, or acceptable arrangements made with Student Financial Services, by the due date. Dowling's policy does not permit a student to register for a subsequent semester when in arrears for a prior semester.

Dowling College offers several convenient ways to make payment. We accept Cash, American Express, MasterCard, Visa, and Discover. Checks and money orders should be made payable to "Dowling College."

For information about our monthly installment plan or employer-sponsored plan visit: www.dowling.edu/mydowling/bursar/deferred.html

- If you would like to make a payment by mail, send a check or money order with your Student Identification number indicated on the face of the check to:
Dowling College
Student Financial Services
150 Idle Hour Blvd.
Oakdale, NY 11769
- If you opt to make a payment in person, bring cash, check, money order, or credit card to Student Financial Services, Office of the Registrar, Students Services, or Enrollment Services.
- If you prefer to pay online via personal checking or savings account, go to www.goldenlionOnecard.com. Under "Friends & Family," choose "Make a payment to Dowling." Payments are posted to students' accounts within one business day from receipt of the payment.
- Call the 24-hour Automated Payment Center with a credit card at 631-244-3055.

Please be aware that bill reminders will be emailed to your Dowling email account. As a new Dowling student, you have an email account the day after you register for classes. For more information on email accounts, visit username.dowling.edu.

Student Financial Services can assist you with any questions pertaining to your payment needs. Student Financial Services is located in Fortunoff Hall, or can be reached at 631-244-3013.

Payment Plan Options

Dowling College Monthly Installment Plan

Dowling College is happy to offer a monthly installment plan to assist students who would like to spread out their payment of tuition, fees, and housing expenses over several months. The installment plan is a written agreement between you and Dowling College. There is no interest charged and your payments are made directly to the College. An agreement must be signed for each semester a student participates and there is an enrollment fee.

Credit Card authorization is required when you enroll in the Monthly Installment Plan. You are authorizing the College to charge a designated credit card on a monthly basis. Debit Cards with a credit card logo are also accepted.

Please be aware that the final monthly payment will be charged for the remaining balance on a student account, whether it is more or less than the agreed upon installment amounts.

Employer Sponsored Plan

If your employer offers tuition reimbursement, you may apply for the Employer-Sponsored Plan. The following is necessary each semester in order to maintain your enrollment status:

- Signed Dowling College Tuition Repayment Agreement specific to the term being deferred;
- Deposit of \$500 or 25% of the tuition charge, whichever is lower;
- Non-refundable service charge;
- Letter on company stationary stating the employee's name, establishing the company reimbursement policy, confirming employee eligibility, and supplying employer contact information to verify such eligibility (if necessary); and,
- An authorization of a major credit card must be submitted along with the completed and signed Repayment Agreement. Only if payment is not received by the due date indicated on the agreement, will the credit card be charged for the deferred amount.

When all of the above has been accepted, the College will defer payment for four weeks after the end of the semester. The student may only defer the amount of the charges the employer has agreed to pay. Additional documentation may be requested.

Employer Voucher Program

Original vouchers must be submitted prior to the bill due date. If the voucher is not submitted by the bill due date, the student will need to make payment arrangements with Student Financial Services.

Golden Lion OneCard

Because Dowling College is dedicated to continuously enhancing campus services, we have improved the way students will be receiving refunds. The College has partnered with *HigherOne, Inc.* to provide disbursement services for financial aid and tuition refunds to our students. Each registered Dowling student will receive a Golden Lion OneCard in the mail. Please do not discard it; you will need this card in order to activate your refund preference and receive all refunds from the College.

The federal government encourages electronic refunding. When you receive your card, you will need to log onto www.goldenliononecard.com, enter the 16-digit card number and choose:

1. Easy Refund: Receive the money immediately into your OneAccount; or
2. ACH Transfer: Have the money deposited within 2-3 days into any bank account you designate.

Some other benefits of the Golden Lion OneCard:

- Additional funds can be electronically transferred from any other bank account 24/7
- Work-study payroll direct deposit
- FDIC-insured online checking account and MasterCard/debit feature
- Fee-free ATM on Oakdale campus, allows a minimum withdrawal of \$10

Important: this is not a credit card. Please visit www.goldenliononecard.com for more exciting information regarding the benefits of this new and faster service for our students!

In order to receive your Golden Lion OneCard, the College must have your accurate address. International students need to ensure that their local address is listed, otherwise the card will be sent to the International Student and Scholar Services Office. Students can verify the address provided to the College at www.dowling.edu/mydowling/registration (select *Verify/Update Directory Information*) or updates can be faxed to 631-244-3252. Requests to re-order a card may incur a fee of \$20.

Tuition Adjustments & Withdrawal Policy

Students are responsible for their registrations and withdrawals. Once officially enrolled, students accept financial responsibility for payment of all charges in connection with their registration. Failure to officially withdraw from a course may result in a grade of “WF,” as well as incur financial obligation for the course, and additional collection, attorney, late fees, and interest charges. To withdraw from a course, the student must submit the appropriately completed form to either the Student Services Office or Office of the Registrar. The Office of the Registration is located in Fortunoff Hall on the Rudolph Campus in Oakdale. The Office of Student Services is located in the Racanelli Center on the Rudolph Campus in Oakdale and in the Henry Aviation Complex – Building B, on the Brookhaven Campus. The date of receipt of the formal written notification will be the effective date of withdrawal used to calculate any tuition reimbursement.

Never attending a course(s) without notifying either the Office Student Services or Registrar is not an acceptable means of withdrawal and will result in a tuition liability. Tuition deposit, fees, and room and board are not refundable.

Students should be aware that withdrawal from one or more courses may affect some, or possibly all, financial aid awards; therefore, it is prudent to understand the consequences of the withdrawal before formally submitting the paperwork. Financial aid awards will be revoked upon withdrawal should the withdrawal affect the eligibility enrollment status.

Reimbursement of tuition only will be granted in accordance with the following schedule:

<i>Fall & Spring Semester</i>	<i>Reimbursement/Reduction of Tuition Liability</i>
During the 1 st week of the semester	100% credit of tuition
During the 2 nd week of the semester	80% credit of tuition
During the 3 rd week of the semester	60% credit of tuition
During the 4 th week of the semester	40% credit of tuition
During the 5 th week of the semester	20% credit of tuition
Thereafter: No adjustment of tuition/No refund	
<i>Winter & Summer Terms</i>	<i>Reimbursement/Reduction of Tuition Liability</i>
During the 1 st and 2 nd days of the term	100% credit of tuition
During the 3 rd day of the term	80% credit of tuition
During the 4 th day of the term	60% credit of tuition
During the 5 th day of the term	40% credit of tuition
Thereafter: No adjustment of tuition/No refund	

Dowling College reserves the right to make changes in the adjustment schedule (above).

Upon official withdrawal from the institution, Dowling College will determine the amount of tuition and fee liability, if any. If the student has received any Title IV Federal financial aid, Dowling College will determine the percent of the enrollment period completed. If the student withdraws prior to 60% of the term's completion, the student's eligibility for Federal financial aid will be prorated, proportionately. If the student withdrawal occurs after the 60% point, then the student may be eligible for 100% of that term's Federal financial aid. Dowling College will return any unearned financial aid to the government in the following order: Unsubsidized Student Loans, Subsidized Student Loans, Federal Perkins Loans, Federal PLUS Loans, Pell Grants, and, SEOG. The student may not be eligible for Institutional Awards or State Grants.

International Student & Scholar Services

The International Student and Scholar Services Office (ISSSO) serves a student body that is diverse in scholars, ethnicity, belief, culture, geographic origin, and age. The program enhances the College's cultural and academic diversity.

ISSSO is responsible for maintaining a liaison with the U.S. Immigration and Customs Enforcement Service (USCIS) and the Student & Exchange Visitor Information System (SEVIS) pertaining to visa regulations and the legal requirements for entering, and remaining in, the United States. The ISSSO monitors international student activities during academic studies and post-completion employment. Other responsibilities include:

- International recruitment
- International Enrollment Management
- Exchange student/visitor program
- Student advisory and counseling services
- Orientation and integration programs
- Study Abroad program
- Fulbright Scholarship Program
- Cross-cultural events and activities

If you have an F1 Visa:

Currently, the Department of Homeland Security DHS regulations for F-1 student visas limit online courses to one per semester. As a result, F-1 students would be legally ineligible to participate in the Distance MBA Program. If a student who lives outside of the U.S. has interest in our distance education MBA, he or she could participate. A student with an F-1 visa may apply for our traditional MBA program. Please contact Dowling College's International Office at 1- 631 244-5097 for further information.

Student Services

Student Services Center offers multiple services designed to assist students toward a successful and rewarding college experience.

The following services will be of regular assistance to you throughout your studies at Dowling College:

- Advisement
- Career Services
- Health Services
- H.E.O.P. (*Higher Education Opportunity Program*)
- Personal Assistance & Counseling
- Residence Life
- Student Activities
- Student Support Services
- Tutoring

The Office of Student Services is where any need that you have as a student may be addressed or appropriately directed. The office is located on both the Rudolph Campus in Oakdale (Racanelli Learning Resource Center - Room 101; 631.244.3141) and the Brookhaven Campus in Shirley (Henry Aviation Complex - Room B114; 631.244.1390). The office hours are: Mondays - Thursdays: 8:00 a.m. - 8:00 p.m.; Fridays: 8:00 a.m. - 5:00 p.m.; and, Saturdays (*Rudolph Campus in Oakdale*): 9:00 a.m. - 2:00 p.m.

Academic Advisement and Tutoring

Advisement Policy

All students are assigned a faculty advisor within their major. The faculty advisor is an invaluable resource. Prior to registration, you will receive registration materials via your Dowling e-mail account only. The information includes the name, telephone, office location and hours of your advisor. You are **required** to meet with your faculty advisor before you are able to register at the Student Services Center in the Racanelli Center (RC) 101. You **must** present a signed faculty advisor sheet to the Student Services Associate before you will be registered. Should there be any difficulty with this process, please discuss it with an Associate for further assistance. The Student Services Center can be contacted at 631-244-3141.

The Academic Support Center is designed to help students develop and refine their academic skills. The dedicated professional and tutorial staff offer students free tutoring and personalized instruction that supplements and supports Dowling's formal academic programs. The Center provides tutoring in:

- Accounting
 - Aeronautics
 - Biology
 - Business
 - Chemistry
 - CIS
 - CSC
 - Economics
 - Finance
 - Foreign Language
 - History*
 - Humanities*
 - Management and Leadership
 - Marketing
 - Math
 - NSC
 - Philosophy*
 - Physics
 - Political Science*
 - Psychology
 - Study Skills
 - Visual Arts*
 - Writing
 - Sign Language
- * available upon request*

We provide students with a drop-in tutoring lab for Mathematics at our Rudolph Campus in Oakdale – No appointment is necessary. We also provide tutors for physics and computer science during lab hours. A detailed daily schedule is available in the lab or at Student Services. Distance Learning students have full access to academic tutors via the Internet, phone, and fax.

Call the Student Services Center: 631-244-3141 in Oakdale, or 631-244-1390 in Brookhaven, and ask to make an appointment with a tutor who specializes in your area of interest. Be prepared to give the days and times most convenient for you. Then come to Student Services a few minutes before your scheduled appointment to sign in.

Students with Special Needs

HEOP (Higher Education Opportunity Program)

The Higher Education Opportunity Program assists selected economically and educationally disadvantaged residents of New York State in meeting the challenge of college. Individualized tutoring, as well as academic, financial, and career counseling, is offered as part of the program. HEOP students are required to attend a college preparatory program during the summer prior to their freshman year. The preparatory program consists of coursework in writing, mathematics, study skills, and computer skills. For additional information, write to the Director of HEOP, Dowling College, 150 Idle Hour Blvd., Oakdale, New York 11769-1999, or call 631-244-3262. Necessary materials will be sent directly to the applicant.

Hausman Center

The Hausman Center continuously corresponds with the State Offices of Vocational and Educational Services for Individuals with Disabilities (VESID) and the Commission for the Blind and Visually Handicapped (CBVH). These agencies offer a variety of services including financial assistance to students who are eligible. Other agencies geared towards helping this specific population also work with the Hausman Center. The Center maintains contact between the College, the students, and the agency rendering services. This network insures that the students receive what they are entitled to and maximizes the educational opportunities for students with disabilities.

The Hausman Center will arrange reasonable accommodations that will not compromise academic standards. Among the services for students with physical and learning disabilities at Dowling are:

- Readers for the visually impaired
- Proctored exams
- Scribes
- Interpreters arranged for the hearing impaired
- Working with Suffolk Cooperative Library System for access to books and tapes
- Liaison with outside agencies
- Liaison with professors and other offices of the College
- Coordinate with Residence Life

Student Support Services

Student Support Services offers comprehensive assistance to help all students realize their maximum potential and their desired career. In a confidential, professional, supportive, friendly and caring atmosphere, SSS offers:

- Academic Counseling (*reading strategies; writing assistance; test taking strategies; and, study skills development*)
- Career Counseling (*exploration of career pathways; identification of interests; referrals to Career Services; and, assistance with resumes and interview skills*)
- Academic Advising (*assistance in course selection; recommendations for adding and/or dropping classes; and, selection of a major*)
- Personal Support (*adjustment/transition assistance; advocacy; time management; and, stress management*)
- Technology (*MS Office skills; Internet research; E-mail and Blackboard; laptop loan; and, individual & group instruction*)
- Financial Aid Services (*assistance with FAFSA; scholarship searches; and, attention to special needs*)
- Cultural Enrichment (*entertainment events; theater events; and, networking events*)
- Other Services (*mentoring; contact with SSS alumni; assistance with graduate school selection and application; and, referral services*)

Eligibility Requirements: U.S. Citizen or registered permanent resident; first-generation college student (*neither parent has received a 4-year college degree*); full-time undergraduate student; and, academic need. Other criteria may apply.)

For additional information, please call 631-244-3335.

Health Services

The College maintains a Health Services office in the Racanelli Center at the Rudolph Campus in Oakdale, as well as in Classroom Building A at the Brookhaven Campus in Shirley. A licensed nurse is available on both sites. Health Service provides initial care in all emergencies occurring on campus, including triage, and counseling to provide optimum health care of all College members. The Student Health Service maintains a current listing of medical practitioners, with their listed specialties, in the Nassau/Suffolk area.

Immunization: New York State Public Health Law requires that post-secondary students attending colleges and universities demonstrate proof of immunity against measles, rubella, and mumps and requires all students to read and return a response regarding the meningococcal disease & vaccine. Students who have not furnished proof of vaccination against meningitis or turned in a signed refusal for the vaccine will not be permitted to attend class or to live in the dormitory building. You can find printable versions of the Dowling College Proof of Immunization forms on our website at www.dowling.edu. For additional information, contact the Health Services Office at healthoffice@dowling.edu or call 631-244-3018 (Rudolph Campus in Oakdale) or 631-244-1360 (Brookhaven Campus in Shirley.) *Students registered for online courses ONLY and who do not meet on campus are not required to meet immunization requirements.*

Insurance Plans: All students must participate in the accident plan maintained by the College. Accident coverage is maintained on a twenty-four-hour basis. This policy insures students for on- and off-campus accidents. Information, policies, enrollment forms and phone numbers can be found online at www.dowling.edu/studentinsurance

Internships & Career Counseling

Career Services is here to help you to achieve your career aspirations from the day you enter Dowling, through your graduation and as an Alumnus! The mission of the office is to help students identify, assess and effectively map out a career path, plan and execute organized job searches, obtain/secure full-time or part-time employment, and/or internship positions. Career development is a life-long process, and as such, it is our goal to educate and empower students and alumni to achieve their career goals.

Career Services resources available include:

- Alumni Mentors, Employment Assistance & Support
- Career Counseling
- Career Development Workshops
- Fall & Spring Job Fairs
- College Internship Opportunities
- Internship Placement Assistance
- Interest Inventory Tests & Career Assessments
- Web-based job, internship, and resume postings (*free*) at www.dowling.edu/careerservices

These services extend beyond your time at Dowling College. As an alumni, you will receive the same services absolutely free. In addition, Brian Jeran, the Assistant Director of Student Services/Career Services, can be contacted, via email or by phone, for a personal consultation. Resume review can be established via fax or email.

Personal Assistance Counseling Services

A FREE & confidential program for enrolled Dowling College students

The Personal Assistance and Counseling Program provides individual and group counseling, focused problem-solving, consultations, and workshops at two convenient locations: Dowling's Brookhaven Campus in Shirley (Bldg. A, Room 206A) and Rudolph Campus in Oakdale (*Education North Building, Room 104A*). Problems are identified, options are reviewed, and assistance is offered. Referral services are available as needed. We offer a safe environment to confidentially discuss any problems or issues that you may experience.

If you are feeling confused or overwhelmed, stop by and meet with a counselor. We can help with:

- adjustment to college life
- peer pressure
- identity issues
- anxiety
- alcohol and other substance abuse issues
- stress/time management
- relationship issues
- depression/suicidal feelings
- self-confidence
- any conflicts or emotional concerns

Dowling College and the PAC Program hope that, if needed, you take advantage of this service. No problem is too small if it affects you!

Services are available by appointment:

Rudolph Campus in Oakdale: 631-244-3455
(Monday through Friday: 9:00 a.m. - 5:00 p.m.)

Brookhaven Campus in Shirley: 631-244-1312
(Monday & Thursday: 10:00 a.m. - 6:00 p.m.;
Tuesday: 12:00 p.m. - 8:00 p.m.)

Walk-ins seen based on staff availability.

Residence Life & Housing

Living on campus is a unique experience at Dowling College, a place where people “connect.” Students not only build strong bonds of friendship with each other, but with the staff and faculty as well. You will discover a wonderful diversity of people that will become life-long friends. You will encounter the common spirit and goals that make Dowling a community.

Each residence hall has carefully trained student-peer leaders, known as Resident Advisors (R.A.s), who plan social and learning programs. R.A.s work to provide a safe, personal, and respectful environment for the student residents. In addition, there is an administrative staff which manages the daily operation of the residence halls. Together, the professional and student residence life staff support students' educational and emotional needs.

The opportunity to live on campus is a positive, fun, and educational experience. We are here to support you in your transition to independent living. Please don't hesitate to ask us for assistance!

Residence Life & Housing (continued)

The mission of the Office for Residence Life is to provide students with a well-maintained, comfortable, and secure community that offers many educational opportunities to enhance the college experience.

Residence Life accomplishes this by:

- fostering a welcoming residential community that emphasizes civility, responsibility, and mutual respect;
- offering support services to meet individual student needs;
- providing integrated academic and co-curricular learning opportunities to promote personal growth and development;
- selecting and training a quality student staff of Resident Advisors to serve as peer leaders and peer educators in the residence halls; and,
- working collaboratively with Facilities, Security, and other College departments

Residence Life at Dowling College has two offices to better serve the students living on campus. At Oakdale, the office is located within the Residence Hall (631-244-3017). At Brookhaven, the office is located within the Residence Hall on the first floor (631-630-6000). It is through these offices that the entire residence hall staff is given direction and support to effectively operate our residence life program.

Registration

Registration & Student Records Central: www.dowling.edu/mydowling/registration
Everything a Dowling student needs to know...

- View Final Grades ● View Midterm Grades ● View Registration ● View Transcript
 - Verify/Update Directory Information
 - View the current & upcoming Schedules of Classes
 - Register Online ● Drop/Add/Withdraw ● Transcript Request
 - Course Suggestion Form ● Academic Advisement
 - Guide to Graduation ● Forms & Policies ● Teaching Calendar

Quick Links to:

- Student Services Center ● Tuition & Fees ● Payment Plans
 - Financial Aid ● Make a Payment ● Bookstore
- Important Phone Numbers ● I.D. card & Parking Permits
- User I.D. and Passwords ● Notification of Rights Under FERPA
- Crime Statistics/Right to Know Report ● Useful Forms ● Catalogs

To access your student records, visit the **My Dowling** intranet site for **Current Students**, click the "Registration & Student Records Central" link in the upper right corner, click the link that describes the function you would like to perform, and log in using your username & password.

Registration (continued)

Notification is sent to your Dowling College email account advising you when grades and/or current registration and student information are available for viewing, so be sure to log in to your Dowling email account now!

Visit the "*Registration & Student Records Central*" web page for immediate access to your student records!

- Email registrar@dowling.edu
- Visit us in Fortunoff Hall on the first floor
- Call us at 631.244.3250

The Dowling College course catalogs are located online at:

www.dowling.edu/admissions/catalog.php

Student Employment

Dowling College Student Employment Program

Dowling College supports and encourages participation in the Student Employment Program. Participation is a convenient and excellent way to build work experience and current and credible references for future career endeavors. The Student Employment Program enables students to work on campus and in some instances, off campus at local not-for-profit organizations. The College Federal Work-Study Program is a program funded by the federal government and supplemented by Dowling College. Graduate and under graduate students who demonstrate financial need may be eligible to participate in this federal program; students must file a FAFSA to determine eligibility. Recipients must maintain satisfactory academic progress to participate in the employment program. Students participating in the Student Employment Program may elect to participate in the Tuition Reduction Program (TRP), wherein a portion of their net earnings are posted to their account to help offset current or future tuition charges.

Graduate Assistantship

Graduate students who have been accepted into a Master's Program at Dowling College can apply for an opportunity to work on campus and receive tuition credits in exchange for services performed, calculated at the rate of one graduate credit for each thirty hours of services rendered. Students continue to be responsible for College and course fees. To continue eligibility, students must maintain a grade point average of B (3.0) and satisfactorily perform their assigned responsibilities.

For further information about the Student Employment Program, Tuition Reduction Program, Graduate Assistantships, and a list of all available positions, visit the Student Employment Office located in the Human Resources Department, Kramer Science Center, Rm 011.

Student Activities

Student Governance

Dowling College students are self-governing through an elected representative system in which each student has the opportunity to elect peers as representatives in the Student Government Association (S.G.A.). All full-time and part-time undergraduate students are automatically members of the Students' Government Association of Dowling College and are entitled to attend and participate in all of its sponsored functions and activities. Student activities are organized and directed by S.G.A.-sponsored groups, clubs, or organizations, and are funded by the student activity fee.

Student Government Association

All undergraduate Dowling College students are entitled to all benefits of the Student Government Association, whose main purpose is to meet the needs of the student body.

Executive Board: The Executive Board constitutes the official representative body of the Student Government Association. The Board meets regularly with members of the College administration to discuss and act upon issues directly affecting the welfare and policies of the students of Dowling College.

The Executive Board consists of the President, V.P. for Administration and Secretary, V.P. for Finance and Treasurer, and V.P. for Activities of the S.G.A.

Student Senate: The Senate is empowered to establish, administer, and maintain responsibility for all policies and transactions of the Student Government Association. Senate membership consists of the Executive Board and the presidents of each established club (defined as clubs which have been in existence for more than one semester).

Student Review Board: The Student Review Board is the judicial branch of the S.G.A. and is comprised of seven members: a chairperson, vice chairperson, secretary, and a representative from each School.

The Board presides over cases involving student-to-student disputes which do not involve infractions of campus rules and regulations. Students are required to know and abide by the rules and regulations contained in the Handbook of Personal Safety and Fire, which can be obtained from the Office of Security.

Student Representation on Faculty Committees: The Student Government Association has been invited to appoint representatives to four standing faculty committees as follows:

1. The Academic Standards Committee
This Committee develops and implements academic policy and standards, and makes recommendations on matters pertaining to advisement, grading, and academic procedures to the Faculty-Administrative Senate. There is one student representative.

Student Governance (continued)

2. The Curriculum Committee
Charged with developing and recommending policies regarding the curriculum to the Faculty-Administrative Senate, this Committee recommends new courses, proposes long range curriculum planning and scheduling, acts as a liaison for student input, and identifies academic priorities. There is one student representative.
3. The Faculty Personnel Committee
The Committee recommends full-time faculty members for appointment, reappointment, promotion, tenure, leaves of absence, etc. Additionally, this committee conducts faculty evaluations, including student evaluations of teaching. There are two student representatives.
4. The Long-Range Planning and Development Committee
The purpose of this Committee is to examine the curriculum and the facilities of the College and to make recommendations consistent with the philosophy and educational goals of the College, and to promote long-range faculty development. This Committee helps plan and develop the future of the College. There is one student representative.

Committee Appointment Criteria: Students who are interested in serving on these Committees should go to the S.G.A. office for full Committee descriptions and requirements for serving as student representatives.

1. Applicants must be a member of the Students' Government Association.
(See Constitution, Article 4, Sec. 1)
2. Appointees may serve on only one committee at any given time.
3. A minimum G.P.A. of 2.3 is required.
4. Applicants must have earned at least 24 Dowling College credits prior to appointment.
5. An application must be submitted to the V.P. for Administration and Secretary of the S.G.A.
6. Appointees must submit a letter to the President of the S.G.A. within five days after each committee meeting. Failure to submit a report within the given time frame without the approval of the Senate will result in automatic removal from the committee.
7. Appointment to a committee is final, following the approval of the Student Senate.

Rules for S.G.A. Elections

1. There shall be no one at the polls except Election Committee members.
2. There shall be no campaigning within the designated polling areas. If no areas are so designated, no campaigning shall take place within 25 feet of the polls.
3. Ballots may not be destroyed until 10 school days after an election referendum.
4. Ballots and other voting materials must be kept in a specified area during times when voting is not in session.
5. Signs, posters, banners, or fliers are not permitted on any painted surface, in the lobby, on cars in the parking lots, on trees, in the Library, or on any windows.
6. Candidates may not display more than 15 posters during their campaign. (Posters may not be larger than 24" x 36".)
7. Positions on the ballot for all elections will be determined by the order in which each candidate submits a nominating petition.
8. All candidates will be responsible for literature released and posters distributed and displayed on their behalf; all campaign materials must be approved by the Dean of Students before release, with \$35 maximum allowed for campaign spending. Candidates may not accept support from an outside group, and receipts for expenditures must be presented to the Dean of Students.
9. Election challenges must be made in writing and presented to the Dean of Students within five days after the close of the election.
10. Any candidate violating these rules will be subject to review by the Elections Committee, with penalties up to, and including, forfeiture of election and removal from office.

Student Government Association Constitution and By-Laws: Copies of the S.G.A. Constitution and By-Laws are available to students by contacting the S.G.A. Office in the Student Center or by calling (631) 244-3068.



Overview of Athletics at Dowling

Intercollegiate Athletics

Dowling College recognizes the physical, social, and recreational values to be gained through participation in intercollegiate athletics for both student-athletes and spectators. Dowling College is a proud member of the National Collegiate Athletic Association (NCAA) Division II and the East Coast Conference (ECC), and is guided by the standards established by these organizations. In recent years, Dowling College has become one of the most successful NCAA Division II athletic programs in the Northeast and has risen to prominence on the national scene. Dowling sponsors 17 sports, 15 of which compete under the NCAA umbrella. Dowling's NCAA sports include baseball, men's and women's basketball, women's rowing, men's and women's cross country, men's golf, men's and women's lacrosse, men's and women's soccer, softball, men's and women's tennis, and volleyball. In addition, Dowling also sponsors a very successful men's crew team and co-ed equestrian team. At each semester's completion, Dowling College grants 0.5 academic credits per sport to participating students.

The 2007-2008 season saw five Golden Lions teams advance to NCAA Tournament play. The women's volleyball team competed in their sixth straight NCAA Tournament and reached the National Quarterfinals for the third straight year. Additionally, the women's rowing team battled to a 3rd place team finish in their 3rd straight appearance at the National Championship Regatta, while the baseball team advanced to the NCAA Regional Tournament.

The women's soccer team made their first NCAA appearance in only their 3rd year of existence, advancing to the second round. Meanwhile, the 2006 Division II champion men's soccer team advanced to their 7th straight NCAA Tournament, reaching the Final Four for the fifth time in six years. Overall, the Golden Lions placed 37 student-athletes on all-conference teams, while 9 were placed on All-American teams. In addition, coaches Chris Celano, John DiRico, and Alex Koszalka all received conference coach of the year honors in their respective sports. The Dowling College athletics program cracked the top 50 in this year's NCAA Division II Sports Academy Directors Cup for the second year in a row, placing 45th out of 231 schools. The National Association of Collegiate Directors of Athletics (NACDA), United States Sports Academy, and USA TODAY presents the Sports Academy Directors Cup annually to the top collegiate athletic program in NCAA Divisions I, II, III, and the NAIA.

The Dowling College Athletic Program prides itself in *Building Champions* in academics, athletics, community, and life for all student athletes. Off the field, four student-athletes earned the East Coast Conference (ECC) 2007-2008 Scholar Athlete of the Year award in their respective sports, while four more were named to the 2008 ECC Spring Scholar-Athletes Honor Roll. Dowling athletes pride themselves, not only by excelling on the field and in the classroom, but also in the community by raising money and awareness for various causes. For the 3rd straight year, all 15 Golden Lion teams participated in the Dowling College Fall and Spring Blood Drives. Also, the Dowling College Golden Lions teamed with *Keep Islip Clean* (KIC), an affiliate of *Keep America Beautiful*, to complete the Clean Teams program, a year-long community service initiative adopted by all seventeen athletic teams at Dowling College. The initiative kicked off with over 250 student-athletes cleaning areas in the community. Over 80 bags of litter and debris were removed from this cleanup alone!

Campus Recreation

Campus Recreation organizes programs for the Dowling community, including wellness programs, sport clubs, informal open recreation, special events, intramural sports, and gaming tournaments. The Department of Campus Recreation's mission is to provide recreational and leadership opportunities to a diverse college community that foster personal growth, wellness, and life-long healthy habits. Our core values include: sportsmanship, inclusive programming, customer service, collaborative relationships, student and staff development, personal growth, motivational, and enjoyable experiences. Dowling students are encouraged to participate in the many recreation programs and events. Dates and times of events are posted at the Curtin Center and on the Campus Recreation website.

Intramurals

The Dowling Department of Campus Recreation and Wellness offers you a full program of organized competition in a number of events throughout the year. Intramurals is the most popular extracurricular activity at Dowling College. We attribute our success to the great Dowling student population and our ability to effectively cater to all of our activities with the everyday-athlete in mind, like you. Our Intramural Program provides each student with the opportunity to participate in their favorite sport activity, and also the opportunity to discover new sport experiences. We have everything from the traditional sports such as flag football and volleyball, to non-traditional sports like European handball and dodge ball. For more information about upcoming intramural sports, please visit our website: www.dowlingcampusrecreation.com.

Student Survey

To better cater towards our undergraduate student constituent group, the Department of Campus Recreation has developed a comprehensive survey for your evaluation. The survey is quick and easy, and should take no more than five minutes to complete. As an extra incentive, the Department of Campus Recreation will be raffling off gift cards to restaurants in the local area. To participate, please log onto: www.dowlingathletics.com, click on the *Campus Recreation* link, and look for the tab labeled "Undergraduate Survey." For more information about the Undergraduate Student Survey, please contact the Department of Campus Recreation at 631-244-1142.

Fit Trail

The Dowling Fit Trail is a timber fitness trail which combines scientifically designed exercises with walking or jogging to provide a well-balanced physical fitness routine for the entire body. Individual exercise stations with apparatus are spaced along the Rudolph Campus, beginning at the main entrance around Racanelli Center, in front of Fortunoff Hall, past the Kramer Science Center, and finishing by the main entrance. Participants proceed from one exercise station of the fitness trail to the next, following "The Paw," and performing the exercises illustrated at each station.

Student Clubs & Organizations

Student Government Association

The Student Government Association (S.G.A) is a democratic student-governed association which exists to provide students with cultural, social, and educational programming. Further, the Student Government Executive Board and Senate serve to act as a liaison between the general student population and the administration. The Senate consists of all clubs and organizations funded through the SGA. All matriculated undergraduate students are members of the SGA. The Student Government Association Office is located in the Curtin Student Center, extension 3068.

Common Hour

Common Hour will take place weekly, every Wednesday from 2:30 - 4:00 p.m. During this time, no classes will take place. Instead, every student will be given the opportunity to network by participating in Student Government Association meetings and events.

Clubs

AAAE	Finance Club	Photography Club
AMBC	History Club	Psychology Club
Art Club	Humanitarian Club	Science Exploration Club
Brookhaven Dorm Council	International Club	Spoken Word
Business Society	La Familia	Sport Management
CEC	Math Club	S.T.A.N.D.
Catholic Club	ODP	TLM
Commuter Council	Oakdale Dorm Council	
Drama Club	Pre-Law Society	

Professional & National Honor Societies

Honor societies exist to recognize the attainment of superior scholarship and to promote the development of leadership qualities, character, and good Campus citizenship. Students are invited to membership based on superior academic qualifications. For further information about faculty sponsors and meeting dates, contact the Office of the Provost at 631-244-3395.

Alpha Chi	Omicron Delta Epsilon	Phi Sigma Iota
Alpha Eta Rho	National Society of Collegiate Scholars	Psi Chi
Delta Mu Delta	Phi Alpha Theta	Sigma Tau Delta
Kappa Delta Pi	Phi Delta Kappa	

Student Publications

Idle Hour: The Yearbook: The College yearbook, *Idle Hour*, provides a pictorial history of events that have occurred throughout the school year, senior pictures, sports photographs, and photos of clubs and organizations.

Lion's Voice: The Student Newspaper: The award-winning *Lion's Voice* regularly features news, commentaries, editorials, and sports information relevant to the Dowling community, as befits a college newspaper. The newspaper offers students a chance to improve their writing, photography, computer, and business skills. The *Lion's Voice* utilizes desktop publishing.

Riverrun (Literary Magazine): The student literary magazine is published annually. The title of the magazine finds its origin in James Joyce's novel, *Finnegan's Wake*. James Joyce portrays Riverrun as the "*river of the energy of life that is ever pouring through us all and all things, on into the void from which it simultaneously rises.*" Our "Riverrun" is published in hopes of channeling this energy into fiction, non-fiction, drama, poetry, photography, and art work which will fill its pages. The magazine provides a practical opportunity to discover how magazines are made, including all phases of publication from the selection of manuscripts to production procedures.



Regulations and College Policies

Academic Honesty Policies

Each Dowling College student shares with the College the responsibility for promoting and maintaining the academic integrity of the College community. The College views all forms of academic dishonesty, including, but not limited to, plagiarism and cheating, as very serious matters, punishable by penalties that may include failure in a course or expulsion from the College.

Plagiarism

Plagiarism is the act of representing someone else's ideas, products, or words as one's own. It is a violation of legal, moral, and educational codes of behavior. Allowing another student to falsely represent one's own work as his or her own is likewise to engage in plagiarism. Materials and works submitted as fulfillment of course requirements must be the student's own work. Students are expected to know and use proper forms of citation when making use of the ideas or products of another. Any direct quotation, regardless of how long, must be accompanied by a reference citation. Paraphrasing another's ideas requires similar documentation. Using "ghost written" or purchased term papers is a form of plagiarism.

Cheating

Cheating of any kind is a violation of the Dowling College policy on academic honesty. This includes, but is not limited to, the unauthorized receiving or giving of information or assistance during examinations, quizzes, or any other evaluative instrument, as well as the use of any unauthorized information or assistance during such tests. Submitting work in one course that has already been submitted for another course, without the consent of the instructor, is also considered academic dishonesty. Any act that improperly deprives other students from equal access to library, media, computer, or other course-related materials is an act of academic dishonesty.

Students who are suspected of academic dishonesty may be questioned by the course instructor. In some cases, academic dishonesty by a student may be handled between the faculty member and the student involved. In other cases, the matter may be brought before the Dean of Students. It is College policy to encourage faculty members to report instances of academic dishonesty to the Dean of Students. The Academic Standards Committee will serve as the appeals body for resolution of such matters, including the extent of the penalties involved. Appeals must be made in a timely manner.

Students who observe cheating are encouraged to report to the faculty member involved that there are instances of cheating taking place in his or her course.

Procedures Concerning Plagiarism and Cheating

In order to deal with repeat offenders in the matter of academic dishonesty, the faculty is encouraged to report to the Dean of Students all instances of cheating on which some action has been taken. This report should be made in writing, with a copy provided to the student involved. The student will have the right to append a statement to the report. Such reports will be kept confidential, and will be used by the Dean of Students and the Academic Standards Committee only for the purposes of dealing with instances of academic dishonesty. They will be destroyed at the time of graduation from the College.

Appeal Procedure in Matters of Violation of the Dowling College Policy on Academic Honesty

1. Students subjected to penalties for violation of the Dowling College Policy on Academic Honesty as determined by a faculty member and/or the Dean of Students may appeal the matter to the Academic Standards Committee. Students wishing to appeal to the Academic Standards Committee must file that appeal in writing within ten (10) calendar days following the action taken by the faculty member or the Dean of Students.
2. Faculty members electing to impose penalties for violation(s) of the Policy on Academic Honesty may impose penalties ranging from a warning to a failing grade of the particular paper, project, or work in question, to a failing grade for the course. Faculty are encouraged to report these actions to the Office of the Dean of Students in order that a confidential file be established for the purpose of tracking possible repeat offenders. Should there be no additional violation of this policy, the student may, upon graduation, appeal directly to the Dean of Students to have this note file expunged.
3. The Academic Standards Committee may initiate proceedings in the case of a very serious violation or an accumulation of reports of academic dishonesty by a student.
4.
 - a. The Academic Standards Committee will, upon student or faculty appeals, within thirty (30) calendar days of notice to the individuals involved that the committee is conducting such investigation, request written statements from all individuals involved. Such statements will be provided to the individuals involved for comment.
 - b. After the receipt of such written statements and comments, the Committee will make every effort to interview the concerned individuals, as well as others who may have relevant information.
5. Within thirty (30) calendar days after the receipt of all information concerning the matter, the Committee will issue its report containing its findings in writing to the parties involved, with a copy to the President. In rendering its judgment, the Committee shall examine the evidence, hear witnesses, and review all relevant documents.
6. The Committee may revoke, mitigate, or increase earlier imposed penalties by the faculty member and/or the Dean of Students. The Committee may also initiate penalties. In case of serious or repeated violations, the Committee may impose a penalty of suspension or expulsion from the College.

7. Records of proceedings will be held confidential by the Dean of Students and/or the Chairperson of the Academic Standards Committee.
8. All decisions of the Academic Standards Committee pertaining to cases of academic dishonesty may be appealed to the President. Such appeals must be submitted, in writing, within ten (10) calendar days after issuance of the decision of the Academic Standards Committee. Such appeal must state the reasons why the Academic Standards Committee should be reversed. The President shall review the decision of the Academic Standards Committee and determine whether it is reasonable to conclude that its decision was based upon the evidence presented to it and consistent with the standards set forth in the Dowling College Policy on Academic Honesty. The President shall issue a decision within thirty (30) calendar days of the date of receipt by him or her of such appeal. The decision of the President shall be final and binding on all parties.

Right of Appeal in Academic Matters

A student who believes that he or she has reason for consideration or redress of an academic problem may appeal to the Academic Standards Committee. Information concerning this procedure is available in the office of the Dean of Students.

Administrative Regulations

To ensure an environment conducive to free inquiry, learning, and personal growth, Dowling has adopted administrative regulations consistent with New York State's Henderson Law. The administrative regulations demonstrate Dowling's dedication to the principle that the rights of all members of the academic community are protected, and that the free expression of opinions, exploration of ideas, and discussion of issues are encouraged on Campus.

Community Courtesy

Dowling College is located within the "Idle Hour" residential section of Oakdale. Within the community, we wish to be a good neighbor and we ask for your cooperation:

1. Do not park on area roadways. Please use the parking facilities in accordance with your designated area parking permit at all times. These include the main student lot off Chateau Drive, the Performing Arts Center lot, and the Visual Arts Center lot.
2. When driving in the Idle Hour community area, obey all traffic and parking regulations. NEVER speed, drive recklessly, or pass vehicles on roadways.
3. When crossing streets or walking on area roadways, always use the crosswalks. Do not impede traffic.
4. Always be courteous and considerate to area residents and motorists.
5. Do not litter. Please respect the property of others.
6. Always be conscious that you are representing Dowling College and that we value our reputation.

Computing/Technology Security & Privacy

www.dowling.edu/mydowling/Tech

The Dowling College Policy for use of computing resources applies to all users including students, faculty, staff, alumni, and guests of the College. Computing resources comprise all computers, related equipment, software, data, and local-area and wide-area networks for which the college is responsible, as well as networks throughout the world to which the College provides computer access. The purpose of Dowling College's computing resources is to support research and education and the general purposes of the College. Use of computing resources must be in support of education and research and be consistent with the educational and other stated objectives of the College. By using the technology resources of Dowling College, you agree to abide by its Policy on Acceptable Use of Computing Resources.

All students registered for classes during the current or next term get an e-mail and network account. Each Fall and Spring accounts are deleted for students who have graduated or left the college. You keep your account for about one year after you leave. The same username and password that you use for email will also give you access into the PCs in the Academic Labs and into Student Records. When you change the password on one, the password on the others are automatically changed. (Blackboard usernames and passwords are handled separately.)

To "activate" your account: visit username.dowling.edu. You cannot use your account until you activate it. It is especially important to activate your account if any of your classes utilize the computer labs. *Note: If your Social Security Number is not in our Student Records System, you will not be able to activate your network/email account.* Visit the *Update Directory Information* page to update your personal information. Your username appears on your Student ID Card; you can also discover what it is by visiting <http://username.dowling.edu>.

Your "[@dowling.edu](mailto:username@dowling.edu)" account is the only reliable means by which Dowling can communicate with you, and is used for all official communication from Dowling. We urge you to activate it and check it frequently. If you still want to use an account elsewhere, you can AUTOFORWARD all email by following the instructions at www.dowling.edu/mydowling/Tech/gw-forward-offcampus. We strongly advise against this, though: any spam you receive in your Dowling account might get forwarded alongside your legitimate mail, and this can cause problems, not just for you, but for all Dowling accounts.

Computer Use Policy: <http://www.dowling.edu/mydowling/Tech/itpolicy.html>

Copyright Policy

Intellectual Property Rights

Since the College may be legally responsible for the violation of intellectual property rights occurring on its premises, any employee or student who engages in conduct which directly or indirectly violates or infringes upon licensing agreements, copyright, or trademark laws, will be subject to disciplinary action up to and including dismissal from the College and legal prosecution.

Dowling College Copyright Guidelines

It is the intent of Dowling College that all members of the College's population adhere to the provisions of the United States Copyright Law of 1976 (Title 17, U.S. Code). Frequently asked questions relevant to the photocopying of materials, are included to provide guidance in interpreting fair use.

Fair Use

The doctrine of "fair use" of a copyrighted work addresses the needs of scholars, teachers, and researchers, and applies to all media. *Fair use* (Section 107 of copyright law) is an attempt to balance an author's copyright protection in creating intellectual works against the public interest in the dissemination of those works. To determine whether the use made of a work is fair use, the law defines four factors to consider:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

All four factors must be examined, weighed, and balanced. Those who willfully disregard the doctrine of "*fair use*" do so at their own risk and assume all liability.

Infringement

There is both civil and criminal liability for infringement of the rights of a copyright owner. An infringer may be sued for either actual or statutory damages and, in addition, may be prosecuted for criminal violations. It is important to understand that the court need not find a willful infringement (that the infringer intended to infringe) in order to award damages.

Printed Materials

The fair use doctrine permits under certain conditions the copying of copyrighted material. In an attempt to clarify interpretation of fair use, Congress endorsed guidelines which state the minimum standards of educational fair use for photocopying printed materials:

Drug & Alcohol Policy

Dowling College recognizes that the physical and psychological health of its students is threatened by misuse and abuse of drugs and alcohol. Commonly abused or improperly used drugs or controlled substances include, among others, alcohol, painkillers, sedatives, stimulants, and tranquilizers, as well as marijuana, cocaine, ecstasy, and heroin. It is the responsibility of both the College and its students to maintain a safe, healthy learning environment. In addition, as a government contractor, the College must comply with the *Higher Education Act of 1965*, as amended by Section 22 of the *Drug Free Schools and Communities Amendment of 1989* (Public Law 101-226). Therefore, the College has adopted a Substance Free Campus Policy for students.

Participating as a student of Dowling College (which includes attending classes, College functions, all activities on College property, participating in College activities, or otherwise representing Dowling College off premises) while under the influence of alcohol, drugs, or controlled substances is strictly prohibited, regardless of when or where the consumption occurred. Students who are found to be under the influence will be subject to disciplinary action, up to and including dismissal.

NOTE: Consumption or sale of alcohol in any form is expressly prohibited on the Dowling campuses. Exceptions to this regulation may only be authorized, in writing, by the Office of the President. Only functions held in Fortunoff Hall ceremonial rooms, the Lion's Den, and, under certain conditions, those specified by the Dean of Students, are exempt from this prohibition.

Enforcement

Students who violate this policy may be subject to criminal prosecution (where applicable) and will be subject to appropriate disciplinary action, up to and including dismissal. In appropriate circumstances, a first offense could result in dismissal.

Governmental Sanctions

Alcohol

Anyone engaged in the illegal manufacture or sale of alcoholic beverages, without obtaining the necessary and proper permits from federal alcohol authorities, is subject to fines of up to \$1,000.

Anyone who acquires alcoholic beverages for someone under 21 years old is subject to a fine and imprisonment.

Anyone under 21 years old who purchases or attempts to purchase alcoholic beverages through fraudulent means is subject to a fine, community service, and/or loss of driver's license.

Anyone under 21 who possesses any alcoholic beverage with the intent to consume such beverage is subject to a fine.

Controlled Substances

Articles 220 and 221 of the *New York State Penal Law* are directly aimed at unlawful traffic in mind-affecting drugs. These articles set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug or amount held or sold.

Section 220.45 makes criminal possession of a hypodermic instrument a Class A misdemeanor.

Section 220.46 makes criminal injection of another person with a narcotic drug with consent of that person a Class E felony.

Section 220.50 makes possession or sale of drug paraphernalia, the use of substances that dilute drugs (like dextrose or mannite), and the use of commercial drug preparation materials (such as gelatin capsules or plastic envelopes) or scales/balances used for drug weighing a Class A misdemeanor.

Section 220.60 makes criminal possession of certain “precursors” of controlled substances used in their preparation and manufacture (such as ergot or diethyl amide), without possession of the drugs themselves, a Class E felony.

It's important to be aware that under the Penal Law, a gift of drugs, including marijuana, is treated as a sale.

New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days, but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

Governmental Sanctions (continued)

Section 220 Controlled Substance Offenses and Sentences

Criminal Possession of a Controlled Substance:

7th degree: Class A misdemeanor (up to one year in prison)

Criminal Possession or sale of a Controlled Substance:

5th degree: Class D felony (up to seven years)

4th degree: Class C felony (up to 15 years)

3rd degree: Class B felony (up to 25 years)

2nd degree: Class A II felony (minimum/maximum set by court)

1st degree: Class A I felony (minimum/maximum set by court)

The degree of possession or sale depends on the amount of the controlled substance provided. All sentences are for first-time offenders.

Health Risks

Alcohol alters judgment, vision, speech, and coordination, and can cause long-term damage to the liver. It severely impairs your ability to function and is a primary cause of vehicular accidents. Binge drinking can lead to alcohol poisoning or death.

Marijuana contains THC, a psychoactive chemical which alters the sensory activities of the brain, including long-term damage to memory capabilities. Inhaling marijuana smoke can cause lung cancer, and chronic use can adversely affect reproductive ability in women.

Cocaine and crack are highly addictive and can lead to heart attacks, strokes, and long-term brain damage.

Ecstasy and designer drugs can lead to short-term memory loss, seizures, paranoia, aggression, or even death.

Alcohol and drug use increase the risk of sexual assault and other violence.

Alcohol/Substance Abuse Counseling and Assistance

Counseling Services, in conjunction with self-help and community-based resources, offers personal counseling for alcohol and substance abuse problems. Counselors can assist you with referrals or help you plan a broad approach to dealing with substance abuse and related personal matters. Personal counseling is also available for students who have been affected by a family member's or friend's alcohol/drug use.

Alcoholics Anonymous and *Narcotics Anonymous* groups in the area can be located using the Internet.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. As described in the law, "Education records" are "those records, files, documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution." FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students certain rights with respect to educational records. They include:

Access to Education Records: Students have the right to inspect and review their education records within 45 days of the day the College receives a written request to access anytime after matriculation. To gain access to education records, the student must submit in writing to the Office of the Registrar the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Request for Amendment of Education Records: Students have the right to request the amendment of their education records if they believe the records are inaccurate, misleading or in violation of their privacy rights under FERPA. (This process cannot be employed to challenge a grade.) A student who wishes to amend a record should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Education Records: Students have the right to consent to disclosure of personally identifiable information in education records, except to the extent that FERPA or any other superseding law authorizes disclosure without student consent. The College discloses education records without student's prior written consent under the FERPA exception for disclosure to school officials. A school official is a person employed by the College 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 College is contracted (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 education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged allegations of failure by the College to comply with the requirements of FERPA should be addressed to the office that administers FERPA at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Notification Regarding The Disclosure of Directory Information

Under FERPA, the College can disclose directory information if the student has not placed a hold on release of directory information. For Dowling College, directory information is defined as:

- Student's name
- Addresses: permanent, campus, local off campus, email and campus IP address
- Associated telephone numbers
- Date and place of birth
- Dates of attendance
- Class
- Major and minor field(s) of study
- Degrees and awards received
- Participation in officially recognized activities and sports
- Previous institutions attended
- Weight and height, if the student is a member of an intercollegiate athletics team

“NO” to the Release of Directory Information: If a student does not wish to authorize the release of directory information, the student must inform the Office of the Registrar in writing. Requests for non-disclosure by the student are in effect from the date received in writing from the student until rescinded in writing by the student.

Fire Safety Rules

Fire drills are held in accordance with New York State Law.

All furniture brought into the Residence Halls should meet NYS-NFPA requirements.

When Fire Alarm Sounds

1. IMMEDIATELY evacuate classes and offices in an orderly manner. Posted instructions identifying the nearest evacuation route are to be followed for safe evacuation.
2. It will be the responsibility of the Faculty or Department Head to assist in seeing that all the personnel in their area are directed to the nearest stairway.
3. In case of an emergency, persons with disabilities shall be evacuated by faculty, College personnel, and/or Fire Department. If you have information, notify security of the location of persons with disabilities.
4. Elevators are not to be used for evacuation purposes during emergencies.

Fire Safety Rules (continued)

In the Event of Fire

- A. Activate the building fire alarm. Notify the Security Office on Extension 88.
- B. If you are aware of the location of the fire, provide the first Security Officer at the scene with that information.
- C. In the event of a heavy smoke condition, stay close to the floor. If the hallway is filled with smoke and you cannot get out the nearest exit, return to your room, close the door, open the window, and indicate to people on the ground that you are there.
- D. During a fire, DO NOT attempt to open any closed doors without first feeling the door for heat. If the door feels excessively hot, do not open it.
- E. For more information, refer to the *Dowling College Right to Know Report*, available at the Student Services Center.

Student Judicial System, Policies, Regulations, and Code of Conduct

The Dowling College academic community has established rules and regulations governing student conduct on campus. The Board of Trustees shall promulgate or review and ratify rules and regulations governing student conduct and behavior in accordance with law. Authority for the administration of such rules and regulations at Dowling College rests with the President or designee.

The Dean of Students is designated by the President to administer the student judicial system. The responsibilities of the Dean of Students include training of all judicial board members, communication with students and parents/legal guardians of all Dowling students, and to oversee and review all cases.

Dowling College faculty, staff, and students actively participate in the formulation and periodic review of rules and regulations governing student conduct to ensure that the College's mission and objectives are supported and accomplished.

Preamble

Dowling College is committed to providing its students with a superior education, as well as helping its students develop character traits essential to the fulfillment of community leadership roles in adult life.

Discipline is an integral part of this process. Discipline that is based on natural and logical consequence is effective in training students to become responsible for their own actions. Discipline is also an essential part of maintaining the order necessary to permit our professors and administrators to focus on what they do best, educate Dowling students.

The code of conduct has been designed, ultimately, to protect and promote the interests of Dowling students, by attempting to ensure them a safe, protective, and nurturing environment.

Article I: Judicial Authority

- A) As the College's Chief Executive Officer, the President reserves the right to review any and all cases and incidents involving the College Judicial System and to solely take such action deemed to be appropriate. Disciplinary authority is vested in the designee of the President of the College, the Dean of Students.
- B) The Dean of Students, Residence Life Administrative Staff or Assistant VP of Student Services has the judicial authority to assess penalties and sanctions.
- C) The judicial system is administered by the Dean of Students whose responsibility is to ensure that all judicial matters function in accordance with College policy and procedures. The judicial board will determine proper disposition of the incident and ensure imposition of an appropriate sanction.

Article II: Jurisdiction and Proscribed Conduct

A) Jurisdiction of Dowling College

Unless otherwise specified in Dowling College's written regulations, jurisdiction and discipline is limited to conduct on the premises, conduct during Dowling sponsored trips or off-campus educational activities, or conduct which adversely affects the College community and/or pursuit of its objectives.

B) Code of Conduct: Rules and Regulations

Violations of the Student Code of Conduct include, but are not limited to, the behavior outlined below. The administration may, at its discretion, bring charges against any student whose conduct is in violation of prescribed code.

Any student found to have committed the following misconduct is subject to disciplinary sanctions outlined in Article II:

Section 1. Behavior which is threatening or endangers the health and safety of oneself or others, whether actual or implied, or results in personal injury to oneself or others. This behavior includes, but is not limited to, physical conduct, verbal conduct, racial or sexual slurs, threats, intimidation, harassment, hazing, rape, acquaintance rape, other forms of sexual assault, and coercion.

Section 2. Illegal or unauthorized possession or use of firearms, including but not limited to BB or other pellet/air guns, explosive fireworks, combustibles, open flames, knives, or any other weapon or instrument which could be used to inflict injury, or might cause a person to believe he or she may be in danger of being harmed.

Section 3. The possession, solicitation, sale, distribution or use of any illegal drugs. Any controlled substances must be accompanied by a prescription from a licensed health care provider. The possession of drug-related paraphernalia (e.g., bongs, pipes, syringes) and the use of legal substances in an illegal manner is also prohibited. Students may also not be in the company of anyone using illegal substances.

Student Judicial System, Policies, Regulations, and Code of Conduct (continued)

Section 4. Behavior, on or off campus, which would tend to damage the reputation of Dowling College or its students, or which would tend to cause any injury or hardship to anyone. This includes, but is not limited to, misrepresentation of student status.

Section 5. Attempted or actual theft of Dowling property or property of a member of the College or local community. This includes theft of services or unauthorized use of Dowling property, equipment, facilities, or services.

Section 6. Vandalism, defacement, damage to, or careless use of any part of Dowling College's premises or the personal property of any member of the College community.

Section 7. Violations of any federal, state, or local law or regulation. These may result in prosecution and sanctions by civil authorities. However, violations which adversely affect the interest and reputation of Dowling College may result in disciplinary action being taken against any student by the College itself, independent of civil authorities.

Section 8. Violations of the Campus Alcohol Policy, including, but not limited to, the following:

- Consuming alcohol in a public or communal area (e.g. parking lots, athletic fields, halls, and lounges)
- Providing alcohol to minors
- Consumption of alcohol by a minor
- Possession of alcohol by a minor
- Engaging in inappropriate behavior resulting from the abuse of alcohol
- Participating in beer/drinking games (e.g., beer pong, flip cup, funneling quarters)

Section 9. Tampering with any mechanism which is part of the fire alarm system, a fire extinguisher, smoke detector, sprinkler, or any other piece of fire-fighting equipment. This includes willfully causing a fire alarm to sound and failing to adhere to any evacuation procedure. Tampering with or damaging any equipment which is part of the campus safety, security, or surveillance apparatus.

Section 10. Furnishing false information to the College; engaging in forgery, alteration or improper use of any Dowling record, key, identification card, or any other document. The use of false identification is a crime under New York State law.

Section 11. Failure to comply with the directions of, or interference with, any Dowling College official, faculty, or staff member, including the failure to properly identify oneself when requested to do so.

Student Judicial System, Policies, Regulations, and Code of Conduct (continued)

Section 12. Violations of the Residence Hall License Agreement, including, but not limited to, the following:

- Possession of contraband items prohibited by law or Dowling policy (*the presence of such items in a student's room is considered possession*)
- Violation of guest policy
- Violation of quiet hours
- Unauthorized alterations to a room
- Possession of pets
- Possession or burning of candles or incense
- Failure to attend a mandatory meeting
- Violation of a Dowling policy by a guest (*student hosts are responsible for ensuring their guests' compliance with Dowling College policy*)
- Violation of fire/safety regulations
- Improper trash disposal
- Smoking in Residence Halls
- Unauthorized room change
- Failure to check-out and/or failure to return key(s)
- Violations of Dowling College's Code of Conduct in a student's Residence Hall room, whether or not that student is present
- Tampering and/or damage to window screens
- Solicitation on behalf of an outside vendor or other party
- Failure to maintain appropriate cleanliness in your Residence Hall room

Section 13. Unprofessional conduct including, but not limited to, the use of foul language, insulting behavior, or other personal conduct which would tend to demean the reputation of Dowling students, staff, faculty, or guests.

Section 14. Participation in a campus activity or demonstration which disrupts the normal operations of Dowling College and infringes upon the rights of other members of the College community.

Section 15. Abuse of the judicial system including, but not limited to, the following:

- Falsification, distortion or misrepresentation of information before the Judiciary Board
- Disruption or interference with the orderly conduct of a judicial proceeding
- Attempting to discourage an individual's proper participation in, or use of, the judicial system
- Attempting to influence the impartiality of a member of the Judiciary Board prior to, during, and/or after a judicial proceeding
- Failure to comply with the sanction(s) imposed under this code

C. Violation of Law/Off-Campus Conduct

1) All members of the College community are subject to local, state, and federal laws. As a general rule, the College will not institute disciplinary proceedings when a member of the College community has been charged off-campus with a violation of a local, state, or federal law. The College, however, reserves the right to invoke its judicial procedures.

2) Students are subject to such reasonable disciplinary action as deemed appropriate, including suspension and expulsion, for breach of federal, state, or local laws, or College rules or regulations off-campus, when such conduct is likely to have an adverse effect on the College or on the educational process, or affects the student's suitability as a member of the academic community.

Article III: Judicial Policies

A. Purpose

The College Judicial System is designed to adjudicate cases involving infractions of non-academic College policy and procedures and, when necessary, to investigate matters of student conduct in a manner which reflects the academic tradition and the educational mission of Dowling College.

B. Charges

1) Any member of the Dowling community may file charges against any student for misconduct. Charges should be prepared in writing and directed to the Dean of Students' Office. Any charge must be submitted within ten (10) business days of the perpetration and/or discovery of alleged violation, exclusive of holidays.

2) Upon receipt of the written incident report, the Dean will instruct a designee to conduct an investigation by questioning persons thought to have knowledge of the particular incident, including the alleged violator. The person alleged to have committed a violation must be first informed before he/she is being investigated, and of the nature of the related incident. The judgment of violations is rendered on the basis of common sense, where a reasonable belief exists that a violation has occurred and is deemed sufficient to issue sanctions. If this is found to be the case, the investigatory designee will issue a judgment and penalty. The College does not operate under the auspices of "beyond a reasonable doubt." This legal precept is reserved for the criminal courts of the local, state, and federal judicial systems.

3) If it is found that there is a sufficient reason to formally charge the student(s), the accused will be notified of the charges in writing (by mail, return-receipt requested or hand-delivered) with notice of the appeal process included.

4) In cases of an alleged sexual/physical assault incident, the Dean of Students will notify the student making the charge of options for, and available assistance with, changing academic classes and/or schedule, if so requested, and if such changes are reasonably available.

C. Appeals

1) A decision reached may be appealed to the Judiciary Board in writing within five business days, exclusive of holidays, of issuance of the decision. Such appeals will be in writing and will be delivered to the Dean of Students' Office.

2) The Chairperson of the Judiciary Board will decide whether an appeal hearing will be granted. If the appeal is not granted, the student can take no further action to overturn the original decision, unless the sanction is loss of campus housing, suspension, or expulsion from the College. In such cases only, the student may file a written appeal of the Board's recommendation to the Dean of Students or Assistant VP of Student Services, the final step in the appeal process. In cases where the Assistant VP of Student Services issues a sanction that the JRB makes a recommendation on, the Vice President of Student Services will be the final step.

3) The composition and responsibilities of the Judicial Review Board (JRB)

1) The Judicial Review Board shall consist of two (2) students, two (2) administrators, and two (2) faculty members, all appointed by the Dean of Students. A member of the faculty or professional administrative staff shall serve as Chairperson of the Board, and another member will serve as Secretary/Recorder. Each member will serve for a one-year term. At the discretion of the Dean of Students, a member may serve an additional term, but not more than two consecutive years.

2) The JRB will hear all cases involving alleged violations of the student Code of Conduct, College policies, and regulations. The board will serve as the Judicial Officers of the College

3) The Board will be charged ,along with campus security, to review all alleged student infractions, collecting evidence, interviewing all involved parties, and arranging disciplinary hearings

4) The JRB will grant an appeal hearing based on the following criteria:

Whether the decision reached regarding the adjudged student was based on substantial evidence, that is, whether the facts of the case were sufficient to establish that a violation of this code occurred and the adjudged student committed the violation

To determine whether the sanction(s) imposed was appropriate for the violation of this code

The procedure was not followed

The discovery of new evidence

5) Appeals of violations under Article II, Section 12 should be made to the Residence Life Coordinator at the Brookhaven Campus.

Article III: Judicial Policies: C. Appeals (continued)

6) The JRB is empowered to recommend to the Dean of Students or Assistant VP of Student Services the pardon or alteration of the sanctions previously decided. However, the Dean or Assistant VP of Student Services reserves the right for final decision. The Dean will uphold the sanctions or make changes. If necessary, a copy of the amended sanctions will be sent to the student appellant within a few days after the hearing.

7) Appeals are considered based on the merits of the review; however, the College reserves the right to have the student meet with the Dean of Students prior to a decision being made.

D. Student Organizations

Student Organizations officially recognized by Dowling College shall be prohibited from engaging in or authorizing its members to engage in any actions which are considered violations of the Code of Conduct.

If the JRB determines, on the basis of a complaint, that there are reasonable grounds to believe that a violation of the Code of Conduct has occurred by any student organization, the Coordinator of Student Activities shall prepare written charges against the student organization.

These written charges will be served upon the president of the student organization and shall be accompanied by a notice that the organization must respond to the JRB in writing regarding the charges within five (5) school days of the receipt of the notice. Failure to submit a response within the five (5)-day period will constitute admission of the facts stated in the charges and will result in imposition of a penalty. The response period may be extended by the JRB upon request from the president of the student organization.

If the student organization is alleged to be involved in any activity which is judged by the Dean of Students or designee to be detrimental to the safety or well-being of members of the College community or College property, all activities of the organization will be suspended immediately, pending a hearing which will be scheduled no later than twenty (20) days following the suspension.

The JRB will review the charges and response from the student organization to determine whether or not the organization has violated the Code of Conduct and will determine the appropriate sanction.

Sanctions for Student Organization

Any student organization found guilty of violating the Code of Conduct shall be subject to rescission of permission to operate on the Campus or such lesser penalty as deemed appropriate by the JRB. This sanction will be in addition to any penalty imposed by provision of law. The decision to discipline the entire organization or just the executive board of the club is decided by the JRB.

Disciplinary action for a student organization will not preclude disciplinary action for an individual student if he or she is specifically charged in the same incident.

Appeals for Student Organization

- 1) The Dean of Students shall hear appeals for decisions made regarding student organizations using procedures described in the appeal procedures.
- 2) If the case is judged by the Dean to be unusually complex or the sanction unusually severe, the procedure for appeal will be the same as that described for individual student cases.

General Hearings Protocols/Procedures

The Chair of the JRB shall set the date, place, and time of the hearing after they receive the appeal, ideally within the (10) school days after the appeal has been submitted. The accused will be notified of the date, place and time of the hearing in writing (by mail, return-receipt requested or hand-delivered). The hearing shall commence no later than twenty (20) school days after the service of charges. The Chair is responsible for the orderly and proper functioning of all hearings, and is present throughout all phases of adjudication and participates in discussions pertinent to the issues before the Board. The Chair is responsible for the execution of the appellate procedure.

Appellate Procedure

- 1) Hearings are to be private and are not open to the general College population or to the public. The Board's decisions and reasons may be made public, if in the sole judgment of the College, it is deemed necessary to do so. Board members are bound to confidentiality.
- 2) All persons attending the proceedings shall conduct themselves in an orderly and respectful manner. Any person who engages in obstructive, contemptuous, disruptive, or irresponsible conduct in the presence of the JRB will be ejected from the hearing room and may be appropriately charged.
- 3) All hearings are recorded by the College, either by audio tape or other means. No other recordings of the hearings may be made.
- 4) Only the accused may have an advisor present at the hearing that shall serve solely in a consultative role with the accused and may not participate in the hearing. The exception occurs in cases of alleged sexual assault, when the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceedings.

At least two (2) school days prior to the scheduled hearing date, the student must provide, in writing, the name of the advisor to be present to the JRB

The advisor may only confer and is prohibited from direct participation in the hearing. Advisors may not appear in lieu of the accuser or accused

- 5) The College reserves the right to have an attorney present in an advisory capacity.

Sanctions for Student Organization: Appellate Procedure (continued)

- 6) Should the accused not be present for the hearing at the stipulated time, the hearing will proceed at the discretion of the Board. A minimum of four members are needed to conduct a forum.
- 7) Strict conformity to legal rules of evidence shall not be required. A finding of guilt shall be based upon a fair preponderance of the evidence.
- 8) To determine “*guilty*” of a violation, the number of members voting guilty must be in the majority of those present.
- 9) Both the accused and the JRB must submit a list of expected witnesses to the Chair of the Judicial Review Board at least two days in advance of the hearing date.
- 10) The JRB may request the appearance of any witness it deems appropriate.
- 11) Anonymous information will be dealt with in the following manner:

Information obtained by the Dean of Students’ Office may be anonymous, provided it is not the sole piece of information presented in the case. Such information must be written and signed by the person, the identity of which is only revealed to the members of the JRB.

The Board will have the authority to require the source of the information to appear privately before them. If, in its judgment, it is necessary to ensure ample opportunity for a fair hearing, the Board may require the source to appear at the hearing.

In extraordinary circumstances, the JRB can waive the requirement that the anonymous source appear before the Board or at the hearing.

Hearing Procedures

- 1) The accused person may discuss procedures of impending hearings with the JRB. The accused is not authorized to approach individual members of the Board.
- 2) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the JRB at the discretion of the Chair.
- 3) In hearings involving more than one adjudged student, the Chair, at his/her discretion, may permit separate hearings.
- 4) The adjudged will have the opportunity to challenge any one judge whom he/she believes may be prejudiced regarding the case.
- 5) The adjudged will have the right to present witnesses, subject to cross examination by the JRB.

- 6) Students charged may be accompanied in the hearing by an advisor who may be an attorney at his/her expense. The advisor may only advise the accused and is restricted from participating in the hearing in any other capacity, including as a witness.
- 7) The Chair will call the meeting to order.
- 8) The Chair will explain the function of the hearing, verify that each accused is aware of his/her rights as a student, and inform the accused that he/she and all witnesses will be asked to affirm the truthfulness of their testimony. Providing false information to the JRB is a violation in itself.
- 9) The Chair will ask whether there will be any witnesses testifying on their behalf, advise each accused of the right to be present during all stages of the hearing process, except deliberation, read the charges, and inform the accused that the hearing is being tape recorded.
- 10) The JRB will read the incident report(s), and, as necessary, any statement submitted on the case.
- 11) The accused has the right to question all persons testifying at the hearing.
- 12) The Chair will then offer the accused the opportunity to testify or remain silent. The fact that the accused elects to remain silent is not to be considered by the Board as an indication of guilt. If the accused elects to testify, he/she is obligated to answer relevant questions asked by Board members.
- 13) If testimony is given by the accused, Board members are given the opportunity to question the accused. The accused may call witness(es) on his/her behalf even if he/she chooses not to testify.
- 14) Board members may then question these witnesses.
- 15) Witnesses for the accused will be excused from the hearing room upon completion of their testimony and all questioning. The Chair will advise these witnesses that they are not to discuss their testimony outside of the hearing room, including during any hearing recesses.
- 16) The members of the JRB may recall any witness(es) if needed.
- 17) The accused is personally responsible for requesting a change in the time of the hearing by contacting the Dean of Students' Office.
- 18) For a good cause shown, one adjournment will be granted to the accused, to the Board Chair, and to the JRB.

Deliberation:

- 1) Upon conclusion of all testimony, the Board will meet in private to deliberate and determine guilt or innocence of the accused.
- 2) The deliberation will not be tape recorded.
- 3) In the event of a determination of guilt, the sanction will be determined by the JRB from the list of available sanctions.
- 4) In the event of a determination of guilt, a student's past disciplinary record and previous offenses may be considered in determining sanctions. This information will be provided by the Dean of Students to the Chair for use as needed.

Sanctions for Student Organization: Appellate Procedure (continued)

Hearing Records:

- 1) All written records and tape recordings of proceedings are confidential.
- 2) A copy of all material associated with the hearing will be retained by the Office of the Dean of Students for a period of four (4) years after the student leaves the College.

College Sanctions

Association with Dowling College is intended to promote justice, instill personal and moral value, and create a healthy learning environment. Any combination of sanctions listed in this section may be imposed for any single violation.

Section A. General Provisions

The sanctions listed below are recognized by the College in holding students accountable for misconduct. It is understood that previous offenses may be considered by officials in determining penalties.

At the discretion of either the College President or the Dean of Students or designee, a student may be suspended, pending a hearing, to insure the safety and well-being. A suspended student may not be on College property and, accordingly, is ineligible to attend classes or examinations. Once imposed, this sanction, takes immediate effect. It is understood, if a student is suspended from the College or Residence Hall, they do not qualify for any funds already paid to the College. This stipulation would apply for students who are dismissed from the College as well.

The decision to suspend, pending a hearing, is not subject to review. Continuation of an existing suspension beyond the time specified for a hearing date is appealable to the Dean of Students or Assistant VP of Student Services, in writing, who will decide, after evaluating statements from the student and the JRB.

Students are held responsible for the actions of their guest(s) while on the Dowling campus, and sanctions may be issued to the host when the visitor is a non-Dowling student.

Failure to comply with imposed sanctions subjects the student to further judicial action.

Section B. Sanctions

Formal Warning: Written notification to the student that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action within the period of time stated.

Fines: Sum to be paid by the student to the College or another specified body. Failure to pay fines will result in the denial of a final grade report, denial of registration for the subsequent semester (summer sessions and winter sessions included), and denial of transcript.

Section B. Sanctions (continued)

Restitution: Reimbursement for damages and/or offenses victimizing individuals. Students will be required to settle their account within a reasonable length of time, to be determined by the JRB or Dean of Students. Students delinquent in this process face further action as noted above in “Fines.”

Completion of an Alcohol Education or Rehabilitation Program: Successful completion of an approved alcohol or substance abuse rehabilitation program may be required as a condition for continued matriculation if the violation(s) involves alcohol, illegal drugs, or the abuse or misuse of any legal drugs.

Suspension from Residence Halls: Separation of the student from the Residence Halls for a definite period of time. Students with serious disciplinary records are not permitted to reside in or visit residence halls.

Community Service: Assignment of a specified number of hours of community service work to be accomplished in a specified time.

Disciplinary Probation: Written statement placing the student on notice that further improper behavior may result in the student’s suspension or dismissal from the College. Disciplinary probation continues for a specified period of time, ranging from the duration of an academic semester to a full year. While on disciplinary probation, the student may be subject to the following conditions:

- May not be permitted to receive special funds
- May not be permitted to participate in extracurricular activities (*those which entail authority or involve public recognition*)
- May not be permitted to hold or be elected to office in Student Government
- May not be permitted to participate on teams (*including intramurals*)
- May not be permitted to serve on groups representing the College

Loss of Scholarship or Grants: Scholarships and/or grants which have been awarded from or by the College may be rescinded.

Educational Sanction: The College may impose a student to do an educational assignment.

Termination of Employment: Termination from any work-study or student employment opportunities.

Restricted Suspension: A separation from specific aspects of the College such as, but not limited to, classes, activities, or Campus facilities.

Suspension: Exclusion from class, examinations, and College property for the time specified.

- The student is restricted from the Campuses and may not participate in any College functions on or off the Campuses.
- The period of suspension will not exceed two years.
- Tuition and all fees are forfeited.
- A notice of suspension, either temporary-pending a hearing or continuing for a set period of time, is sent to the Registrar and Dean of the student's school, and a record of suspension is included in the student's official record. A student may be suspended pending a hearing. At the end of the period of suspension, the student may need to meet with the Dean of Students, who will determine reinstatement to the College. A second suspension from the College, which is either not appealed or is sustained by appeal, may be considered as a recommendation for dismissal. If such a recommendation is made, the matter will be referred to the Dean of Students and College President for review, decision, and action.

Expulsion: Permanent severance of relationship between student and College.

The student may not attend classes or take any examinations, and must vacate College property by the effective date of expulsion. The individual may not thereafter visit on College grounds. The sanction of dismissal may be imposed only by the Dean of Students or College President. A record of expulsion is placed on the student's official file. Expelled students are not entitled to any refund of tuition or fees, and are not permitted to reapply to Dowling College.

NOTE: *Other than suspension or expulsion from Dowling College, disciplinary sanctions will not be part of the student's permanent academic record. All disciplinary sanctions, however, are part of the student's confidential record maintained in the Dean of Students' Office. After a period of four years from the student's last day of enrollment in any degree program, all sanctions, except suspension and dismissal from the College, are removed from the confidential record.*

Article IV: Interpretation and Revision

Any questions of interpretation regarding this Code will be referred to the Dean of Students or his/her designee for final determination.

This Code of Conduct will be reviewed from time to time under the direction of the Dean of Students or his/her designee.

Hazing Policy

The Rules for the Maintenance of Public Order, contained in Section 6450 of the *Education Law of the State of New York*, apply to all members and organizations of the Dowling College community, as well as visitors and licensees.

Hazing is both a violation of the *Penal Law* and other laws of the State of New York, as well as of the general regulations of Dowling College. Accordingly, the College reaffirms its policy that it will not condone any action or situation involving physical or mental abuse such as harassment, hazing, or intimidation, the forced consumption of liquor, drugs, or any liquid or solid substance for the purpose of initiation into, or affiliation with, any organization. Any conduct that recklessly or intentionally endangers or threatens the health, safety, or welfare of any person on College-owned property or at College-sponsored activities is prohibited. To this end, persons who engage in hazing may be ejected from the Campus and, where appropriate, shall be subject to expulsion or other disciplinary action. Similarly, the College may rescind permission for an organization which authorizes hazing or whose members engage in hazing, to operate on College property or use the College's name.

No Smoking Policy

Consistent with restrictions imposed by the local law regulating smoking in Suffolk County and *New York State Public Health Law Article 13-E*, smoking will be prohibited in all buildings. Smoking is prohibited at all times in offices, classrooms, and Campus buildings, with the exception of the Lion's Den during specific events.

Smoking is permitted on Campus property, outside of all buildings. Smoking is not permitted within 10 feet of any building entrance.

Enforcement

Any individual can voice an objection to smoke that gathers in non-smoking areas without fear of retaliation by reporting it to their responsibility head. In the event that disputes regarding the scope of designated smoking areas arise and cannot be resolved, the entire College will be designated as non-smoking. With respect to any other smoking-related disputes which may arise under this policy, the rights of the non-smoker will be governed by the rule of reason.

Violation of this policy may result in disciplinary action, up to and including discharge or suspension. New York State may impose a civil penalty of \$1000 per violation of the law, and the Suffolk County Department of Health may levy a fine of \$25 per violation of the law.

The College requests and expects everyone's assistance in helping it to comply with its legal responsibilities under the County and State public health laws.

Non-Discrimination Policy

Dowling College complies fully with the provisions of the *Civil Rights Act of 1964*, with *Title IX of the 1972 Educational Amendments*, and with the *Rehabilitation Act of 1973* in its policies on admission of students, educational programs and activities and access thereto, and employment practices.

Dowling College does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, sex, sexual orientation, or veteran's status. Equal opportunity shall extend to all persons in the recruitment and admission of students and the employment of faculty and staff. The affirmative action program of Dowling College has as its objective equal opportunity in the recruitment and admission of students, as well as recruitment, hiring, rates of pay, promotion, training, benefit plans, and all other forms of compensation and conditions and privileges of employment for all employees and applicants for employment.

The prohibition against discrimination on the basis of sex includes the prohibition against sexual harassment. Harassment on the basis of sex shall include 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 an individual's employment or education;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance by creating an intimidating, hostile, or offensive employment, educational, or living environment. Also, note that sexual harassment is illegal under both State and Federal law and, in some cases, it may result in prosecution under the criminal *Sexual Conduct Law*.

The College will provide a means to assure a prompt resolution of all complaints regarding a violation of this policy and a means to ensure due process to all employees and students who believe that the College's policy of non-discrimination is being violated, or that he or she has been a victim of sexual harassment. Should violations of our policy be substantiated, the College will take appropriate action.

Procedure

Although it is expected that most complaints regarding violations of the College's non-discrimination policy can be handled informally, it is also possible for members of the College community to file a formal written complaint with the appropriate officer of the College. Complaints by faculty, administrative, and staff employees should be filed promptly with the College's Affirmative Action Officer in the Office of Human Resources or an Officer of the College. Complaints by students should be filed promptly with the Dean of Students. Complaints will be investigated by a panel consisting of the College's Affirmative Action Officer, a representative from the Office of the Provost, and a representative of the Dean of Students' Office. The individual who is the subject of the complaint shall have the option of requesting that another member of the College community participate as a non-voting member of the panel.

Investigations of alleged violations of the College's non-discrimination policy will be conducted promptly and every possible effort will be made to preserve confidentiality and to protect the rights of the students and employees. Further, during the investigation, the parties should explore the possibilities of equitably resolving the particular complaint. Upon completion of the investigation, the panel shall report its findings, together with such recommendations as it deems appropriate, to the President.

Violations of the non-discrimination policy can result in disciplinary action and dismissal of employees of the College and can result in disciplinary action and dismissal of students. If disciplinary action, discharge, or dismissal is contemplated by the College, the assistance and testimony of the aggrieved person will often be needed to preserve the rights of the affected individuals. The College will consult with the aggrieved person before taking action against any employee or student to make certain that the aggrieved person is willing to assist or testify.

For further information on this subject and College procedure, inquiries should be directed to the College's Affirmative Action Officer, Dowling College, Oakdale, New York 11769, (631) 244-3020.

Social Networking Policy

Although the College does not monitor *Facebook*, *Myspace*, and other social-type Internet sites for content, violations of the Student Code of Conduct or illegal activities through the use of these sites are grounds for disciplinary actions by the College, as well as possible criminal prosecution.

Email Policy

All Dowling Students will be required to use and check their College-issued email address, and will be held liable for any/all information sent. Students must check their email address a minimum of 3 times per week

Privacy Rights

Since the College may be legally responsible for the violation of privacy rights occurring on its premises, any employee or student who engages in conduct which directly or indirectly violates or infringes upon the privacy rights of an employee or student will be subject to disciplinary action, up to and including dismissal from the College and legal prosecution.

Right To Know

Information regarding various Campus security issues is contained in this document, including statistics on reported crimes on Campus.

Sex Offenses Policy

Dowling College recognizes the serious physical and psychological impact of sexual assault. It is one of the most frequently committed violent crimes in the United States – and the most underreported.

New York Penal Law Article 130 imposes penalties ranging from fines through imprisonment for various sex offenses ranging from sexual misconduct, rape, sodomy, sexual abuse and aggravated sexual abuse.

If a violation of law occurs on Campus, it is also a violation of College regulations and the College may institute proceedings against the offender(s). Such action by the College is independent of, and may proceed in parallel with, civil or criminal action.

Acquaintance rape (*sexual assault that occurs between people who know each other*) is far more common on college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

Sexual Abuse and/or Assault

No student shall engage in sexual conduct with another person without effective consent. This includes, but is not limited to, non-consensual sexual contact, attempted non-consensual penetration, non-consensual anal intercourse, fellatio, cunnilingus, or the insertion of a foreign object into the vagina, urethra, penis, or rectum of another. An individual CANNOT GIVE EFFECTIVE CONSENT who is under the age of 17, physically helpless, mentally incapacitated, severely impaired, and/or incapacitated because of drug or alcohol intoxication. The prior sexual experiences of the alleged victim of sexual abuse and/or assault will not be considered in the determination of guilt to a charge of sexual abuse and/or assault.

Rape

No student shall engage in sexual intercourse with another without that individual's consent. An individual CANNOT GIVE EFFECTIVE CONSENT who is under the age of 17, physically helpless, mentally incapacitated, severely impaired, and/or incapacitated because of drug or alcohol intoxication. The prior sexual experiences of the alleged victim of rape will not be considered in the determination of guilt to a charge of rape.

Prevention

1. Let others know where you are going and when you expect to return.
2. Walk with confidence and alertness. Assailants are less likely to target a person who appears assertive and difficult to intimidate.
3. Report suspicious persons immediately to College Security.
4. Contact the Campus escort service at 3060, or "88" on campus.

Most acquaintance rapes involve alcohol or drugs. Both men and woman should avoid drugs and excessive alcohol in a dating situation. Don't allow your judgment to become impaired.

Seek education on rape prevention. Attend or request workshops and seminars (for both men and women) available through the office of Campus Security; call 244-3109.

Student Immunization

1. *New York State Public Health Law 2165*, enacted in June 1989, requires that post-secondary students attending colleges and universities demonstrate proof of immunity against measles, rubella, and mumps. In accordance with the requirements of that legislation, beginning August 1, 1991 and thereafter, the College shall require proof of immunization for all students, including graduate level and part-time students, born on or after January 1, 1957. Students registered for online courses ONLY and who do not meet on campus are not required to meet immunization requirements.
2. Such proof shall consist of a College Certificate of Immunization signed by a physician or health care provider which documents measles, mumps, and rubella immunity. The certificate must specify the type of vaccine and the dates (month, day, year) of administration or the date of diagnosis, if any, or the date of serologic testing and results, if any. A student health record from a previously attended school that properly documents the immunization history is acceptable proof of immunity. The Dowling College Certificate of Immunizations can be picked up in the Health Service's Office.
3. Students will be expected to provide the College with proof within 30 days of acceptance if they are New York State residents, or within 45 days for a student transferring from out-of-state or a foreign country. Students will be directed to provide proof of immunization to the College Nurse.
4. If a student does not comply and is not exempt for medical or religious reasons, the College shall deny attendance, after 30 days for New York residents or after 45 days for a student transferring from out-of-state or a foreign country. Exemption is made where immunization would be detrimental to a person's health or where it is otherwise medically contraindicated or for religious belief.

Vehicle and Parking Regulations

The rules and regulations regarding vehicles have been developed in an effort to provide for the convenience and safety of all members of the Dowling College Community. Every person driving in the Idle Hour area and on Campus is expected to comply with these regulations. A copy of the parking regulations is given to each student at the time they receive their parking permit. The use of the Dowling College parking areas (private property) is a privilege and not a right, and under no circumstances shall the College be responsible for loss or damage to any vehicle, its contents, or equipment. All persons parking their vehicles on Campus do so at their own risk.

For more information refer to the *Dowling College Right to Know Report*, available at:

www.dowling.edu/security/right2know.pdf.

Application for Parking Permit

Upon admission to the College or to any academic program sponsored by the College, all (full- and part-time, graduate and undergraduate) students who will drive to the College are responsible for obtaining a Dowling College Parking Permit for all motor-driven vehicles including scooters, motorcycles, and motorbikes. Parking permits may be obtained through the Security Office at 121 Central Boulevard, Oakdale, NY. Parking stickers are not transferable between vehicles. Additional stickers may be obtained and are administered on a case-by-case basis.

August 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Fall 2009 Bills Due
2	3 Summer Session III Begins	4 Late Registration for Summer Session III Last Day to Make Course Changes	5 Late Registration for Summer Session III	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Graduate Students & Undergraduate Evening Student Orientation	27 Summer Session III Ends	28 Undergraduate Commuter Student Orientation	29
30	31					

August 1 - 8, 2009

Saturday, August 1

Sunday, August 2

Monday, August 3

Tuesday, August 4

Wednesday, August 5

Thursday, August 6

Friday, August 7

Saturday, August 8

August 9 - 15, 2009

Sunday, August 9

Monday, August 10

Tuesday, August 11

Wednesday, August 12

Thursday, August 13

Friday, August 14

Saturday, August 15

August 16 - 22, 2009

Sunday, August 16

Monday, August 17

Tuesday, August 18

Wednesday, August 19

Thursday, August 20

Friday, August 21

Saturday, August 22

August 23 - 29, 2009

Sunday, August 23

Monday, August 24

Tuesday, August 25

Wednesday, August 26

Graduate Students & Undergraduate Evening Student Orientation

Thursday, August 27

Friday, August 28

Undergraduate Commuter Student Orientation

Saturday, August 29

August 30 - September 5, 2009

Sunday, August 30

Monday, August 31

Tuesday, September 1

Wednesday, September 2

Thursday, September 3

Residence Halls Open for New Students; Fall Meal Plan Active

Friday, September 4

Undergraduate Resident Student Orientation

Saturday, September 5

September 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Residence Halls Open for New Students Fall Meal Plan Active	4 Undergraduate Resident Student Orientation	5
6 Residence Halls Open for Returning Students	7 Labor Day – College Closed	8 Fall semester Begins Late Registration	9 Late Registration	10 Summer III Grades Available Late Registration	11 Late Registration	12 1 st Half Weekend Term Begins Late Registration
13 Late Registration	14 Last Day to Make Course Changes without grades Late Registration	15	16	17	18 Rosh Hashanah NO CLASSES AFTER 5:00 P.M.	19 Rosh Hashanah NO CLASSES
20 Rosh Hashanah NO CLASSES Monthly Installments due	21	22	23	24	25	26
27 Yom Kippur NO CLASSES AFTER 5:00 P.M.	28 Yom Kippur NO CLASSES	29	30 Deadline to enroll in Fall Installment Plan			

September 6 - 12, 2009

Sunday, September 6

Monday, September 7

Labor Day - COLLEGE CLOSED

Tuesday, September 8

Fall Semester Begins; Late Registration

Wednesday, September 9

Late Registration

Thursday, September 10

Summer III Grades Available; Late Registration

Friday, September 11

Late Registration

Saturday, September 12

Late Registration

September 13 - 19, 2009

Sunday, September 13

Monday, September 14

Late Registration

Tuesday, September 15

Wednesday, September 16

Thursday, September 17

Friday, September 18

ROSH HASHANAH - NO CLASSES AFTER 5:00 P.M.

Saturday, September 19

ROSH HASHANAH - NO CLASSES

September 20 - 26, 2009

Sunday, September 20
ROSH HASHANAH - NO CLASSES

Monday, September 21

Tuesday, September 22

Wednesday, September 23

Thursday, September 24

Friday, September 25

Saturday, September 26

September 27 - October 3, 2009

Sunday, September 27

YOM KIPPUR - NO CLASSES AFTER 5:00 P.M.

Monday, September 28

YOM KIPPUR - NO CLASSES AFTER 5:00 P.M.

Tuesday, September 29

Wednesday, September 30

Thursday, October 1

Friday, October 2

Saturday, October 3

October 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 Fall Alternative Semester Begins	7	8	9	10
11	12	13 Student Teaching Info Meeting 10:00 a.m. – 12:00 p.m.	14 Student Teaching Info Meeting 11:00 a.m. – 1:00 p.m.	15 Student Teaching Info Meeting 3:00 p.m. – 5:00 p.m.	16	17 School of Aviation Open House- Brookhaven Student Teaching Info meeting 10:00 a.m. – 12:00 p.m.
18	19 Last Day to make up Incompletes from Winter/Spring & Summer 2009	20 Fall Monthly Installment Plan Due	21	22	23	24
25	26	27	28	29 Midterm Winter/Spring 2010 Schedules Available	30	31

October 4 - 10, 2009

Sunday, October 4

Monday, October 5

Tuesday, October 6
Fall Alternative Session Begins

Wednesday, October 7

Thursday, October 8

Friday, October 9

Saturday, October 10

October 11 - 17, 2009

Sunday, October 11

Monday, October 12

Tuesday, October 13

Wednesday, October 14

Thursday, October 15

Friday, October 16

Saturday, October 17

School of Aviation Open House-Brookhaven

October 18 - 24, 2009

Sunday, October 18

Monday, October 19

Last Day to make up Incompletes from Winter/Spring & Summer 2009

Tuesday, October 20

Wednesday, October 21

Thursday, October 22

Friday, October 23

Saturday, October 24

October 25 - 31, 2009

<p><i>Sunday, October 25</i></p>
<p><i>Monday, October 26</i></p>
<p><i>Tuesday, October 27</i></p>
<p><i>Wednesday, October 28</i></p>
<p><i>Thursday, October 29</i> Winter/Spring 2010 Schedules Available</p>
<p><i>Friday, October 30</i></p>
<p><i>Saturday, October 31</i></p>

November 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 1 st Half Weekend Term Ends Daylight Saving Time Ends	2	3 Election Day	4	5	6	7 2 nd Half Weekend Term Begins College-wide Fall Open House I Oakdale
8	9	10 Midterm Warning email to students	11	12	13	14
15	16 Winter/Spring 2010 Registration Begins	17 1 st Haft Term Grades Available	18	19	20 Fall Monthly Installments due	21 College-wide Fall Open House II Oakdale
22	23	24	25 NO CLASSES	26 Thanksgiving Day COLLEGE CLOSED	27 Thanksgiving Recess COLLEGE CLOSED	28
29	30					

November 1 - 7, 2009

Sunday, November 1

1st Half Weekend Term ends, Daylight Saving Time Ends

Monday, November 2

Tuesday, November 3

Election Day

Wednesday, November 4

Thursday, November 5

Friday, November 6

Saturday, November 7

2nd Half Weekend Term Begins, Fall College-wide Open House I - Oakdale

November 8 - 14, 2009

Sunday, November 8

Monday, November 9

Tuesday, November 10

Wednesday, November 11

Thursday, November 12

Friday, November 13

Saturday, November 14

November 15 - 21, 2009

<p>Sunday, November 15</p>
<p>Monday, November 16 Winter/Spring 2010 Registration Begins</p>
<p>Tuesday, November 17</p>
<p>Wednesday, November 18</p>
<p>Thursday, November 19</p>
<p>Friday, November 20 Fall Monthly Installments due</p>
<p>Saturday, November 21 Fall College-wide Open House II - Oakdale</p>

November 22 - 28, 2009

Sunday, November 22

Monday, November 23

Tuesday, November 24

Wednesday, November 25

NO CLASSES

Thursday, November 26

THANKSGIVING DAY - COLLEGE CLOSED

Friday, November 27

THANKSGIVING RECESS - COLLEGE CLOSED

Saturday, November 28

November 29 - December 5, 2009

Sunday, November 29

Monday, November 30

Tuesday, December 1

Spring 2010 Balance Due; Brookhaven Tree Lighting

Wednesday, December 5

Thursday, December 3

Friday, December 4

Saturday, December 5

December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Spring 2010 Balance Due Brookhaven Tree Lighting	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Classes Follow a Monday Schedule	16	17	18 Residence Halls Closed	19
20 Fall Semester Ends 2 nd half Weekend Term Ends End Fall Meal Plan Spring Monthly installment	21	22	23 Winter Meal Plan Active	24 Christmas Eve College Closed	25 Christmas Day College Closed	26
27	28	29	30	31 New Years Eve College Closed		

December 6 - 12, 2009

<p>Sunday, December 6</p>
<p>Monday, December 7</p>
<p>Tuesday, December 8</p>
<p>Wednesday, December 9</p>
<p>Thursday, December 10</p>
<p>Friday, December 11</p>
<p>Saturday, December 12</p>

December 13 - 19, 2009

Sunday, December 13

Monday, December 14

Tuesday, December 15

CLASSES FOLLOW A MONDAY SCHEDULE

Wednesday, December 16

Thursday, December 17

Friday, December 18

rResidence Halls Close

Saturday, December 19

December 20 - 26, 2009

Sunday, December 20

Fall semester ends; 2nd Half Weekend Term Ends

Monday, December 21

Tuesday, December 22

Wednesday, December 23

Thursday, December 24

CHRISTMAS EVE - COLLEGE CLOSED

Friday, December 25

CHRISTMAS DAY - COLLEGE CLOSED

Saturday, December 26

December 27, 2009 - January 2, 2010

Sunday, December 27

Monday, December 28

Tuesday, December 29

Wednesday, December 30

Thursday, December 31

NEW YEARS EVE - COLLEGE CLOSED

Friday, January 1

NEW YEAR'S DAY - COLLEGE CLOSED

Saturday, January 2

January 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day College Closed	2
3 Residence Halls Open for Winter Session	4 Winter Session Begins Late Registration	5 Last day to make course changes without grades Late Registration	6 Late Registration	7	8	9
10	11	12	13	14	15	16
17	18 Martin Luther King Jr. Day College Closed	19 Student teacher Orientation – Elementary 9:00 a.m. – 12:00 p.m.	20 Spring Monthly Installments Due Student Teacher Orientation – Secondary	21 Student Teacher Orientation – Special Education 9:00 a.m. – 12:00 p.m.	22 Classes follow a Monday Schedule	23
24	25	26 Winter Session Ends Residence Halls Close (Winter) Winter Meal Plan Ends	27 Residence Halls Open (Spring) Spring Meal Plan Active	28	29 Spring Semester Begins Late Registration	30 1 st Half Weekend Term Begins Late Registration
31 Late Registration						

January 3 - 9, 2010

Sunday, January 3

Residence Halls Open for Winter Session

Monday, January 4

Winter Session Begins; Late Registration

Tuesday, January 5

Late Registration

Wednesday, January 6

Late Registration

Thursday, January 7

Friday, January 8

Saturday, January 9

January 10 - 16, 2010

<p><i>Sunday, January 10</i></p>
<p><i>Monday, January 11</i></p>
<p><i>Tuesday, January 12</i></p>
<p><i>Wednesday, January 13</i></p>
<p><i>Thursday, January 14</i></p>
<p><i>Friday, January 15</i></p>
<p><i>Saturday, January 16</i></p>

January 17 - 23, 2010

Sunday, January 17

Monday, January 18

MARTIN LUTHER KING JR. DAY - COLLEGE CLOSED

Tuesday, January 19

Wednesday, January 20

Thursday, January 21

Friday, January 22

Classes Follow a Monday Schedule

Saturday, January 23

January 24 - 30, 2010

Sunday, January 24

Monday, January 25

Tuesday, January 26

Winter Session Ends; Residence Halls Close; Winter Meal Plan Ends

Wednesday, January 27

Residence Halls Open; Spring Meal Plan Active

Thursday, January 28

Friday, January 29

Spring Semester Begins; Late Registration

Saturday, January 30

Late Registration

January 31 - February 6, 2010

Sunday, January 31

Monday, February 1

Late Registration

Tuesday, February 2

Late Registration

Wednesday, February 3

Late Registration

Thursday, February 4

Last Day to make course changes without grades; Late Registration

Friday, February 5

Saturday, February 6

February 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Late Registration	2 Late Registration	3 Late Registration	4 Last Day to make course changes without grades Late Registration	5	6
7	8	9	10 Winter Grades Available	11	12	13
14 Valentines Day	15 President's Day COLLEGE CLOSED	16	17	18	19	20
21	22	23	24	25	26 Spring Alternative Semester Begins	27
28 HEOP 2010 – 2011 Reapplication Due						

February 7 - 13, 2010

Sunday, February 7

Monday, February 8

Tuesday, February 9

Wednesday, February 10

Winter Session Grades Available

Thursday, February 11

Friday, February 12

Saturday, February 13

February 14 - 20, 2010

Sunday, February 14
Valentine's Day

Monday, February 15
PRESIDENT'S DAY - COLLEGE CLOSED

Tuesday, February 16

Wednesday, February 17

Thursday, February 18

Friday, February 19

Saturday, February 20

February 21 - 27, 2010

Sunday, February 21

Monday, February 22

Tuesday, February 23

Wednesday, February 24

Thursday, February 25

Friday, February 26

Spring Alternative Semester Begins

Saturday, February 27

March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 Student Teacher Information Meeting 12:00 p.m. – 2:00 p.m.	9 Student Teacher Information Meeting 10:00 a.m. – 12:00 p.m.	10	11 Last day to make up Incompletes from Fall 2009 Student Teacher Information Meeting 3:00 p.m. – 5:00 p.m.	12	13 Student Teacher Information Meeting 10:00 a.m. – 12:00 p.m.
14 Daylight Savings Time Begins 1 st Half Weekend Term Ends	15 Recess – No Classes	16 Recess – No Classes	17 Recess – No Classes	18 Recess – No Classes	19 Recess – No Classes	20 Recess – No Classes
21 Recess – No Classes	22	23	24 Midterm	25	26	27 2 nd Half Weekend Term Begins
28	29 No Classes	30 Passover No Classes	31 Summer/Fall 2010 Schedules Available			

February 28 - March 6, 2010

Sunday, February 28

Monday, March 1

Tuesday, March 2

Wednesday, March 3

Thursday, March 4

Friday, March 5

Saturday, March 6

March 7 - 13, 2010

Sunday, March 7

Monday, March 8

Tuesday, March 9

Wednesday, March 10

Thursday, March 11

Last Day to make up Incompletes from Fall 2009

Friday, March 12

Saturday, March 13

March 14 - 20, 2010

Sunday, March 14

Daylight Savings Time Begins

Monday, March 15

SPRING RECESS - NO CLASSES

Tuesday, March 16

SPRING RECESS - NO CLASSES

Wednesday, March 17

SPRING RECESS - NO CLASSES

Thursday, March 18

SPRING RECESS - NO CLASSES

Friday, March 19

SPRING RECESS - NO CLASSES

Saturday, March 20

SPRING RECESS - NO CLASSES

March 21 - 27, 2010

Sunday, March 21

SPRING RECESS - NO CLASSES

Monday, March 22

Tuesday, March 23

Wednesday, March 24

Midterm

Thursday, March 25

Friday, March 26

Saturday, March 27

2nd Half Weekend Term Begins

March 28 - April 3, 2010

Sunday, March 28

Monday, March 29

PASSOVER - NO CLASSES

Tuesday, March 30

PASSOVER - NO CLASSES

Wednesday, March 31

Summer/Fall 2010 Schedules Available

Thursday, April 1

Friday, April 2

GOOD FRIDAY - COLLEGE CLOSED

Saturday, April 3

COLLEGE CLOSED

April 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Good Friday College Closed	3 College Closed
4 Easter Sunday College Closed	5	6	7	8	9 Midterm Warning Emails to Students	10 School of Aviation Open House – Brookhaven
11	12 Summer/Fall 2010 Registration Begins	13	14	15 Last Day to complete Income Tax	16	17
18	19	20	21	22	23	24 Spring College-wide Open House I – Oakdale
25	26	27	28	29	30	

April 4 - 10, 2010

Sunday, April 4

EASTER SUNDAY - COLLEGE CLOSED

Monday, April 5

Tuesday, April 6

Wednesday, April 7

Thursday, April 8

Friday, April 9

Saturday, April 10

School of Aviation Open House - Brookhaven

April 11 - 17, 2010

<p><i>Sunday, April 11</i></p>
<p><i>Monday, April 12</i> Summer/Fall 2010 Registration Begins</p>
<p><i>Tuesday, April 13</i></p>
<p><i>Wednesday, April 14</i></p>
<p><i>Thursday, April 15</i></p>
<p><i>Friday, April 16</i></p>
<p><i>Saturday, April 17</i></p>

April 18 - 24, 2010

Sunday, April 18

Monday, April 19

Tuesday, April 20

Wednesday, April 21

Thursday, April 22

Friday, April 23

Saturday, April 24

Spring College-wide Open House I - Oakdale

April 25 - May 1, 2010

Sunday, April 25
Monday, April 26
Tuesday, April 27
Wednesday, April 28
Thursday, April 29
Friday, April 30
Saturday, May 1

May 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8 Spring College-wide Open House II – Oakdale
9	10	11	12	13	14	15
16 2 nd Half Weekend Term Ends	17	18	19 Spring 2010 Semester Ends Classes will follow a Monday Schedule Meal Plan Ends Residence Halls Close	20	21 Residence Halls Open (Summer 1) Summer Meal Plan Active	22 Commencement
23 Commencement Rain Date	24 Summer 1 Begins Late Registration	25 Last Day to Make Course Changes without grades Late Registration	26	27	28	29
30	31 Memorial Day – College Closed					

May 2 - 8, 2010

<p>Sunday, May 2</p>
<p>Monday, May 3</p>
<p>Tuesday, May 4</p>
<p>Wednesday, May 5</p>
<p>Thursday, May 6</p>
<p>Friday, May 7</p>
<p>Saturday, May 8 Spring College-wide Open House II - Oakdale</p>

May 9 - 15, 2010

Sunday, May 9

Monday, May 10

Tuesday, May 11

Wednesday, May 12

Thursday, May 13

Friday, May 14

Saturday, May 15

May 16 - 22, 2010

Sunday, May 16

2nd Half Weekend Term Ends

Monday, May 17

Tuesday, May 18

Wednesday, May 19

End of Spring Semester; Classes Follow a Monday Schedule; Residence Halls Close

Thursday, May 20

Friday, May 21

Residence Hall Opens for Summer Session I

Saturday, May 22

Commencement

May 23 - 29, 2010

Sunday, May 23

Monday, May 24

Summer 1 Begins; Late Registration

Tuesday, May 25

Late Registration

Wednesday, May 26

Thursday, May 27

Friday, May 28

Saturday, May 29

May 30 - June 5, 2010

Sunday, May 30

Monday, May 31

MEMORIAL DAY- COLLEGE CLOSED

Tuesday, June 1

Wednesday, June 2

Thursday, June 3

Friday, June 4

Classes Follow a Monday Schedule

Saturday, June 5

June 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Classes follow a Monday Schedule Spring Grades Available	5
6	7	8	9	10	11	12
13	14	15 Deadline to set up Fall Installment Plan & have fee waived	16	17	18	19
20 Summer II bills due	21	22	23	24 Summer 1 Ends	25	26
27 Residence Halls open for Summer II	28 Summer II Begins HEOP Summer Program Begins Late Registration	29 Last Day to Make Course Changes Without Grades Late Registration	30 Deadline to Enroll in Summer Installment Plan			

June 6 - 12, 2010

Sunday, June 6

Monday, June 7

Tuesday, June 8

Wednesday, June 9

Thursday, June 10

Friday, June 11

Saturday, June 12

June 13 - June 19, 2010

Sunday, June 13

Monday, June 14

Tuesday, June 15

Wednesday, June 16

Thursday, June 17

Friday, June 18

Saturday, June 19

June 20 - 26, 2010

<p>Sunday, June 20</p>
<p>Monday, June 21</p>
<p>Tuesday, June 22</p>
<p>Wednesday, June 23</p>
<p>Thursday, June 24 Summer 1 Ends</p>
<p>Friday, June 25</p>
<p>Saturday, June 26</p>

June 27 - July 3, 2010

Sunday, June 27

Residence Halls Open for Summer II

Monday, June 28

Summer II Begins; HEOP Summer Program Begins; Late Registration

Tuesday, June 29

Late Registration

Wednesday, June 30

Thursday, July 1

Friday, July 2

Saturday, July 3

July 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 4 th of July Observed – College Closed	5 4 th of July Observed – College Closed	6	7	8	9 Classes follow a Monday Schedule Summer 1 Grades Available	10
11	12	13	14	15 Fall Early Payment Deduction Deadline	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Summer II Ends	30 HEOP Summer Program Ends Residence Halls close for Summer II	31

July 4 - 10, 2010

Sunday, July 4

INDEPENDENCE DAY - COLLEGE CLOSED

Monday, July 5

INDEPENDENCE DAY OBSERVED - COLLEGE CLOSED

Tuesday, July 6

Wednesday, July 7

Thursday, July 8

Friday, July 9

Classes Follow a Monday Schedule; Summer 1 Grades Available

Saturday, July 10

July 11 - 17, 2010

Sunday, July 11
Monday, July 12
Tuesday, July 13
Wednesday, July 14
Thursday, July 15
Friday, July 16
Saturday, July 17

July 18 - 24, 2010

Sunday, July 18

Monday, July 19

Tuesday, July 20

Wednesday, July 21

Thursday, July 22

Friday, July 23

Saturday, July 24

July 25 - 31, 2010

<p>Sunday, July 25</p>
<p>Monday, July 26</p>
<p>Tuesday, July 27</p>
<p>Wednesday, July 28</p>
<p>Thursday, July 29 Summer II Ends</p>
<p>Friday, July 30 HEOP Summer Program Ends; Residence Halls Close for Summer II</p>
<p>Saturday, July 31</p>

August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13 Summer II Grades Available	14
15	16	17	18	19	20	21
22	23	24 Student Teacher Orientation -- Elementary 9:00 a.m. – 12:00 p.m.	25 Student Teacher Orientation – Secondary 9:00 a.m. – 12:00 p.m.	26 Student Teacher Orientation – Special Education 9:00 a.m. – 12:00 p.m.	27	28
29	30	31				

August 1 - 7, 2010

Sunday, August 1

Monday, August 2

Tuesday, August 3

Wednesday, August 4

Thursday, August 5

Friday, August 6

Saturday, August 7

August 8 - 14, 2010

Sunday, August 8

Monday, August 9

Tuesday, August 10

Wednesday, August 11

Thursday, August 12

Friday, August 13

Summer II Grades Available

Saturday, August 14

August 15 - 21, 2010

Sunday, August 15

Monday, August 16

Tuesday, August 17

Wednesday, August 18

Thursday, August 19

Friday, August 20

Saturday, August 21

August 22 - 28, 2010

Sunday, August 22

Monday, August 23

Tuesday, August 24

Wednesday, August 25

Thursday, August 26

Friday, August 27

Saturday, August 28

August 29 - 31, 2010

Sunday, August 29

Monday, August 30

Tuesday, August 31



