WELCOME FROM THE PRESIDENT

It is my pleasure to welcome new and returning students to campus for the 2013-2014 academic year. Congratulations on your decision to attend Vaughn College, a place where you will enjoy rewarding experiences and build long-lasting relationships.

You are enrolled at Vaughn during an exciting time. In the last ten years, Vaughn has invested in new degree programs including engineering and a master’s degree, as well as facilities with a 200-bed residence hall and upgraded laboratories. In the next year, we also plan to begin construction of a new library that will triple the size of the current library.

Whether you read this handbook as a new or returning student, we sincerely hope you will develop and maintain a genuine sense of belonging to our College community. Not only will your education here provide you with valuable knowledge you need to succeed, but you will also have the chance to learn about yourself through leadership positions, interactions with diverse students and faculty, and participation in a wide variety of campus activities.

This handbook is designed to inform you of the services, programs, and activities at Vaughn, as well as our expectations of you as a member of our learning community. We hope it answers many questions you may have about the resources available to you, the ways we work together to achieve our goals, and the opportunities you will have as a student. Please feel welcome to contact any Vaughn office should you need assistance or support. Best wishes for a fulfilling and successful year.

Best regards,

[Signature]

John C. Fitzpatrick, Ed.D.
Welcome to Vaughn College! I am so excited to welcome and embrace you into our campus family. Vaughn is a close-knit community that is energetic and vibrant. We are pleased that you have chosen to join us on this journey of growth and development for yourselves and the campus as well.

It is the goal of student affairs to help ensure that the educational experience of each student is positive and empowering. A full educational experience that will best prepare you for a successful future happens not only in the classroom or lab, but outside these formal environments as well. This is why I urge you to explore the full range of extra-curricular opportunities available to you here.

This handbook outlines the variety of services, activities, programs, and other resources on campus. In addition to the excellent academic support services available, you will also discover that there are many different types of activities and clubs on campus to enhance your student experience. Remember that there is a student government association that welcomes your involvement with important committees, events, and also in elected offices. All students are invited to attend their meetings, and we encourage you to use the student government association as your official voice here at the College.

Another useful feature of this handbook is the daily planner included in the front section. Use it to help track projects, deadlines, activities, and to generally manage your time for success. As with all endeavors, the more you put into your education and experience here at the College, the more you will get out of it. Make your collegiate experience memorable; become involved in campus life!

If you have any questions about being a student here at Vaughn, please feel free to call on me or anyone else in the office of student affairs. We wish you a wonderful academic year. Work hard and play safe!

Sincerely,

Jerima DeWese
Weekly Quote:
“Small opportunities are often the beginning of great enterprises.” – Demosthenes

New Year's Eve
New Year's Day
### MONDAY Jan. 6
- Daily Events
- To Do Today

### TUESDAY Jan. 7
- Daily Events
- To Do Today

### WEDNESDAY Jan. 8
- Daily Events
- To Do Today

### THURSDAY Jan. 9
- Daily Events
- To Do Today

### FRIDAY Jan. 10
- Daily Events
- To Do Today

### JANUARY 2014

**Weekly Quote:**
“Luck is what happens when preparation meets opportunity.” – Elmer Letterman

**NOTES**

Mawlid al-Nabi begins at sundown

**SUNDAY Jan. 12**

www.thezonelive.com

www.eventlink.com
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Daily Events

**To Do Today**

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**Weekly Quote:**

“Your future depends on many things, but mostly on you.” – Frank Tyger

NOTES

www.thezonelive.com

www.eventlink.com

**JANUARY 2014**

*Weekly Quote:*

“Your future depends on many things, but mostly on you.” – Frank Tyger

**SUNDAY** Jan. 19

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**Weekly Quote:**

"I am the master of my fate; I am the captain of my soul."

– William Ernest Henley

**Martin Luther King, Jr. Day (Observed)**

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**JANUARY 2014**

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**NOTES**

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www.thezonelive.com  www.eventlink.com
Weekly Quote:

"Life isn't a matter of milestones, but of moments." – Rose Kennedy

Groundhog Day

Chinese New Year
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**Daily Events**

**To Do Today**

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### Weekly Quote:

“I don’t know the key to success, but the key to failure is trying to please everybody.” – Bill Cosby

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**FEBRUARY 2014**

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**FRIDAY | Feb. 7**

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**SUNDAY | Feb. 9**

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**NOTES**

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**SARTURDAY | Feb. 8**

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www.thezonelive.com

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**Daily Events**

**To Do Today**

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**Weekly Quote:**

"From what we get, we can make a living; what we give, however, makes a life." – Arthur Ashe

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**FEBRUARY 2014**

- **SATURDAY** Feb. 15
  - Valentine’s Day
  - Lincoln’s Birthday

- **SUNDAY** Feb. 16
  - Valentine’s Day

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**NOTES**

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www.thezonelive.com

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**Daily Events**

- Presidents' Day

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**Daily Events**

To Do Today

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**Weekly Quote:**

“A bird does not sing because it has an answer; it sings because it has a song.” – Maya Angelou

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**FEBRUARY 2014**

**Saturday**

Washington’s Birthday

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**Sunday**

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**Weekly Quote:**
“Challenges are what make life interesting; overcoming them is what makes life meaningful.”
– Joshua J. Marine

www.thezonelive.com

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**Weekly Quote:**

"In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance." – H. Jackson Brown

**NOTES**

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- www.eventlink.com
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**Weekly Quote:**

“There is no witness so terrible, no accuser so powerful as conscience which dwells within us.” – Sophocles

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**Weekly Quote:**
“The only limit to our realization of tomorrow will be our doubts of today.” – Franklin D. Roosevelt

www.thezonelive.com

www.eventlink.com
Daily Events

Weekly Quote:
“The poor man is not he who is without a cent, but he who is without a dream.” – Harry Kemp

www.thezonelive.com

Palm Sunday

www.eventlink.com
**To Do Today**

**Monday, April 14**
- Daily Events
- Passover begins at sundown

**Tuesday, April 15**
- Daily Events
-  

**Wednesday, April 16**
- Daily Events
-  

**Thursday, April 17**
- Daily Events
-  

**Friday, April 18**
- Daily Events
- Good Friday

**Saturday, April 19**
-  

**Sunday, April 20**
- Easter

**Weekly Quote:**

“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.”

– Nicholas Murray Butler

*www.thezonelive.com  www.eventlink.com*
### Daily Events

#### Monday, Apr 21
- Earth Day

#### Tuesday, Apr 22

#### Wednesday, Apr 23

#### To Do Today

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<th>To Do Today</th>
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### Weekly Quote

*Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish.* — Cecile M. Springer

### Weekly Calendar

#### April 2014

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#### Events

- Earth Day (Apr 22)

### Notes

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### Daily Events

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#### To Do Today

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### Weekly Quote:

“If there is to be any peace it will come through being, not having.” — Henry Miller

www.thezonelive.com

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**APRIL 2014**

**THURSDAY** May 1

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**FRIDAY** May 2

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**SATURDAY** May 3

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**SUNDAY** May 4

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**NOTES**

www.eventlink.com
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Weekly Quote:
"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it." – Lou Holtz

Mother's Day
Cinco de Mayo
### Monday, May 12

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### Tuesday, May 13

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### Wednesday, May 14

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### Thursday, May 15

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### Friday, May 16

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### Saturday, May 17

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### Weekly Quote

“The man with confidence in himself gains the confidence of others.” – Jewish proverb

www.thezonelive.com

www.eventlink.com
To Do Today

Weekly Quote:
“I have found that if you love life, life will love you back.” – Arthur Rubenstein

Memorial Day (Observed)

MAY 2014

Thursday May 29

Friday May 30

Saturday May 31

Sunday June 1

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**Weekly Quote:**

“Failure is only a temporary change in direction to set you straight for your next success.” – Denis Waitley

www.thezonelive.com

www.eventlink.com
**To Do Today**

**Monday, June 9**

- Task 1
- Task 2
- Task 3

**Tuesday, June 10**

- Task 4
- Task 5
- Task 6

**Wednesday, June 11**

- Task 7
- Task 8
- Task 9

**Thursday, June 12**

- Task 10
- Task 11
- Task 12

**Friday, June 13**

- Task 13
- Task 14
- Task 15

**Saturday, June 14**

- Task 16
- Task 17
- Task 18

**Sunday, June 15**

- Task 19
- Task 20
- Task 21

---

**Weekly Quote:**

“The real winners in life are the people who look at every situation with an expectation that they can make it work or make it better.” – Barbara Pletcher

---

**Notes**

- Note 1
- Note 2
- Note 3

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**Holiday Dates**

- Father’s Day
- Flag Day

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**Calendar**

- June 2014
- Weekend dates shaded
- Holidays marked

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**Website Links**

www.thezonelive.com
www.eventlink.com
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**Weekly Quote:**

“The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty.” – Winston Churchill

**FIRST DAY OF SUMMER:**

- June 20
- June 21
- June 22

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**Weekly Quote:**

“The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow.” – William J. H. Boeckler

Ramadan begins at sundown

**SUNDAY** June 29

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www.thezonelive.com

www.eventlink.com
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**To Do Today**

**Weekly Quote:**

“The only way to discover the limits of the possible is to go beyond them into the impossible.” – Arthur C. Clarke

**Independence Day**

**NOTES**

www.thezonelive.com

www.eventlink.com
### Monday, July 14

- Daily Events

### Tuesday, July 15

- Daily Events

### Wednesday, July 16

- Daily Events

### Thursday, July 17

- Daily Events

### Friday, July 18

- Daily Events

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**Weekly Quote:**

“Things may come to those who wait, but only the things left by those who hustle.” – Abraham Lincoln

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**Notes**

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**Monthly Calendar**

- July 2014

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**Event Link**

- www.eventlink.com

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**Website**

- www.thezonelive.com
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**To Do Today**

- Laylat al-Qadr begins at sundown

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**Weekly Quote:**

“Things turn out the best for the people who make the best of the way things turn out.” – John Wooden

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**NOTES**
Weekly Quote:

"Failures are divided into two classes – those who thought and never did, and those who did and never thought." – John Charles Salak

To Do Today

- Eid al-Adha begins at sundown

**Daily Events**

**JULY**

**2014**

**M** **T** **W** **T** **F** **S**

**MONDAY**  |  July 28
---|---
**TUESDAY**  |  July 29
**WEDNESDAY**  |  July 30

**THURSDAY**  |  July 31
**FRIDAY**  |  Aug. 1

**SATURDAY**  |  Aug. 2
**SUNDAY**  |  Aug. 3

**NOTES**

www.thezonelive.com

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**Daily Events**

**To Do Today**

**Weekly Quote:**

“If you think you can, you can. And if you think you can’t, you’re right.” – Mary Kay Ash

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**Daily Events**

**To Do Today**

**NOTES**

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**AUGUST 2014**

**Calendar**

**SAVING...**

**SUNDAY** Aug. 10

**SATURDAY** Aug. 9

**FRIDAY** Aug. 8

**THURSDAY** Aug. 7

**WEDNESDAY** Aug. 6

**TUESDAY** Aug. 5

**MONDAY** Aug. 4

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**www.thezonelive.com**

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**www.eventlink.com**
To Do Today

Weekly Quote:
“There is no way to peace; peace is the way.” – A.J. Muste

www.thezonelive.com

www.eventlink.com
### Daily Events

**Monday, Aug. 25**

- [ ]
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**Tuesday, Aug. 26**

- [ ]
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**Wednesday, Aug. 27**

- [ ]
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**To Do Today**

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**Weekly Quote:**

“One of the secrets to life is to make stepping stones out of stumbling blocks.” – Jack Penn

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**Calendar**

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**Links**

- [www.thezonelive.com](http://www.thezonelive.com)
- [www.eventlink.com](http://www.eventlink.com)
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**Weekly Quote:**
“It’s easy to make a buck. It’s a lot tougher to make a difference.” – Tom Brokaw

**NOTES**

www.thezonelive.com

www.eventlink.com
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**Weekly Quote:**

“Great spirits have often encountered violent opposition from mediocre minds.” – Albert Einstein

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www.thezonelive.com

www.eventlink.com
**Weekly Quote:**
"You may have to fight a battle more than once to win it." – Margaret Thatcher

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### September 2014

#### Monday, September 15

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#### Tuesday, September 16

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#### Thursday, September 18

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#### Saturday, September 20

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#### Sunday, September 21

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**Notes**

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Weekly Quote:  
“Your success and happiness lie in you.” – Helen Keller

Daily Events

Monday, September 22
- First Day of Autumn
- Rosh Hashanah begins at sundown

To Do Today

Notes

www.thezonelive.com
### Daily Events

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<th>MONDAY</th>
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**Weekly Quote:**

“If you look at what you have in life, you’ll always have more. If you look at what you don’t have in life, you’ll never have enough.” – Oprah Winfrey

### Eid al-Adha begins at sundown

**NOTES**

- Yom Kippur begins at sundown

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**Calendar Pages:**

- **OCTOBER 2014**
- **SUNDAY** Oct. 5
- **SATURDAY** Oct. 4
- **FRIDAY** Oct. 3
- **THURSDAY** Oct. 2
- **WEDNESDAY** Oct. 1
- **TUESDAY** Sep. 30
- **MONDAY** Sep. 29

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**Website Links:**

- www.thezonelive.com
- www.eventlink.com
The Student Handbook of Vaughn College of Aeronautics and Technology is prepared by the office of student affairs in consultation with other College departments. It is a compilation of the services, policies, practices and procedures that exist at the College. Please read it and become familiar with its content. Together with other major College publications such as the 2013-2014 Catalog, it provides answers to many of your questions, informs you of your rights and responsibilities, and establishes Vaughn’s expectations of you as a member of our community.

Keep in mind that while the handbook strives to be comprehensive, there will always be new developments that occur during the year that necessitate changes to existing practices. Therefore, Vaughn reserves the right to modify, change, or eliminate any policy, practice, or procedure described in this handbook and to promulgate new policies and procedures as needed or in response to changes in applicable laws and regulations. Such changes may be of any nature, including but not limited to, the modification or elimination of policies, procedures, activities, services, or programs. Students will be advised of changes where practical. By the act of enrolling at Vaughn, including registering for courses, attending classes, paying tuition or fees, or participating in College activities, students consent to comply with the policies, procedures, and practices described in this handbook and the Vaughn’s related rights. If you have any questions or need further clarification, please see the associate vice president of student affairs.

Vaughn College has designated the college administrators identified below as the officials who can provide information on, or handle complaints regarding, Title IX (gender rights and discrimination) and Section 504 and the Americans with Disabilities Act (rights and discriminatory practices involving individuals with disabilities). They may be contacted as follows:

Title IX:
Jerima DeWese
Title IX Coordinator for Students
Associate Vice President
Student Affairs
718.429.6600, ext. 221
jerima.dewese@vaughn.edu

Mary Durkin
Title IX Coordinator for Faculty and Staff
Assistant Vice President
Human Resources
Annex Building
718.429.6600, ext. 105
mary.durkin@vaughn.edu

Section 504/ADA:
Jerima DeWese
Associate Vice President
Student Affairs
718.429.6600, ext. 221
jerima.dewese@vaughn.edu

Sharon McPartland
Director, Student Academic Advisement
Academic Support Services
Student Advisement Center
718.429.6600, ext. 155
sharon.mcpartland@vaughn.edu

Questions about: Contact Title/Office:
Academic affairs Dr. La Vergne dean of academic affairs
Academic support services Mr. Lamhaouar associate vice president, academic support services
Advisement Mr. Lamhaouar associate vice president, academic support services
Arts and Sciences Dr. Addabbo acting chair
Aviation Training Institute/Flight Mr. Proscia
Aviation Mr. Proscia chair
Engineering/Technology Dr. Rahemi chair
Career counseling Mr. Meade director, career development
Class/schedule Ms. McPartland director, student academic advisement
Disability services Ms. DeWese associate vice president
Discrimination Ms. DeWese associate vice president
Student development Ms. DeWese associate vice president
Financial aid Ms. Martin director, financial aid
Management Dr. Lubner chair
Health services Ms. Holland director of student affairs, office of student affairs

MISSION STATEMENT

Vaughn College of Aeronautics and Technology is an institution dedicated to providing a distinctive education to a diverse population of students. Our mission is to create an environment that cultivates personal growth and leadership in preparation for successful careers. The College is committed to:

1. Maintaining a culture of excellence that is conducive to learning, which enables students, faculty and staff to achieve their fullest personal, professional and career potential;
2. Providing students with the theoretical knowledge and practical skills they need to achieve professional success in their chosen careers; integrating technology into academic programs while emphasizing communication and analytical skills;
3. Instilling in our students the professional and civic values that will make them outstanding contributors to society; educating students about how to be responsible citizens, whose integrity, personal values and high ethical standards will be emulated within the community;
4. Ensuring academic excellence by recruiting and developing an outstanding faculty and instructional staff, encouraging the pursuit of research and other professional development activities that extend the body of scientific knowledge and its practical application to societal and industrial needs;
5. Serving the industries that employ our graduates by providing an innovative curriculum responsive to changing needs, covering a broad spectrum from leading-edge certification and training to baccalaureate aviation, management and engineering technology degree programs;
6. Providing an administration that is responsive to the daily and long-term management issues that ensure an environment of excellence in learning; and
7. Welcoming men and women from all racial, cultural, ethnic, and religious backgrounds to join our students, faculty, staff, and trustees in creating a sense of community in support of the vision and mission.

GETTING HELP

In addition to the student handbook, Vaughn College has several publications that provide information about College policies, procedures, regulations and programs. Students should always feel free to check the website for the latest information at: www.vaughn.edu. The website has the following: the catalog, financial aid guide, admissions guide, residence hall policies and procedures, class schedules, international student guide and much more.

If you have questions or concerns regarding any Vaughn-related issue, please refer to the appropriate office for details. The most commonly asked questions about financial aid, adding/dropping or withdrawing from classes, grades and academic policies are answered in the College catalog.

The College is small enough that almost any problem can be handled satisfactorily and, in most cases, informally. Concerns should be brought to the appropriate person as quickly as possible, so that the problem does not interfere with a student’s studies. The following list has been provided to help you to bring your question or concern to the right person.

VAUGHN COLLEGE OF AERONAUTICS AND TECHNOLOGY
Questions about:  
Fitness center  
Mr. McCollum, director, athletics, fitness and wellness

Higher Education  
Opportunity Program (HEOP)  
Mr. Haiber, director, HEOP

Housing  
Ms. Keays, director, counseling and wellness

Personal counseling  
Dr. Adegbeke, associate vice president, academic support services

Program for academic success  
Mr. Lamhaour, director, admissions

Prior learning credit  
Mr. Capunay, director, security

Security  
Mr. DeWese, assistant vice president, student affairs

Sexual assault/harassment  
Ms. Durkin, assistant vice president, human resources

Student activities  
Ext. 221

Student discipline  
Ms. Holland, director, student affairs

Student government president  
Mr. Corey Clark

International students  
Ms. Sookdeo, associate director, admission

Transcript requests  
Ms. Cruz, assistant vice president, enrollment services

Tutoring  
Mr. Wang, assistant director, Higher Education Opportunity Program

Transfer credit  
Mr. Griffey, director, admissions

Writing and Language Lab  
Ms. Sterneker, assistant director, academic support services

Contact  
Title/Office:

GETTING ACADEMIC SUPPORT  
The faculty and administration of the College are dedicated to your academic success. Few students can proceed through college without occasional assistance. Students can reach out for academic support to receive a reinforcement of concepts in courses or when you experience difficulty. Your instructor can be the first and primary source of assistance with additional support from the Teaching and Learning Center (TLC). Services in the TLC include peer tutoring, computer–aided and audio–visual supplemental instruction, computer–aided writing, as well as a series of mini–lectures and workshops on study and interpersonal skills.

PROGRAM FOR ACADEMIC SUCCESS (PAS)  
PAS is designed to provide peer and professional tutorial services, mentoring, and academic advisement. The program’s primary objectives are to boost retention and reduce academic failure for those students interested in obtaining a two-year vocational degree. PAS provides the skills necessary to succeed in college by helping students strengthen academic, vocational and technical competencies.

HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)  
The College participates in the New York State Education Department’s HEOP program, which has been designed for educationally and economically disadvantaged New York State residents who otherwise might not be able to attend college. The program includes intensive academic and personal support as well as financial support. To be considered for HEOP, follow the standard admission procedure described in the College catalog.

STUDENT RESOURCES  

There are many services and resources available to students at Vaughn College, including:

ALUMNI ASSOCIATION  
The mission of the alumni association is to assist in improving communication between the College and alumni, students, parents, faculty and industry, thus creating a strong network of relations for the growth and development of the College and its student body. The alumni association hosts events throughout the year, as well as regularly scheduled meetings. Upon graduation, alumni are encouraged to keep the College informed of changes in address and to continue their association with the College through many of the services offered by the office of alumni development and relations.

TEACHING AND LEARNING CENTER  
The Teaching and Learning Center offers a variety of services including peer tutorial, computer-aided instruction, mini lectures, and audio-visual instructional library, weekly workshops and a quiet study area.

BOOKSTORE  
Vaughn’s bookstore is owned and operated by Barnes and Noble, Inc. The Bookstore sells the educational materials needed by most students. You can also purchase clothing, stationery, models and other items of interest. The bookstore sells personal equipment and hand tools that are required by some courses and that meet course quality standards.

The College bookstore can also be accessed on-line at www.vaughn.bksstore.com. You can purchase textbooks and materials using this Internet site. Textbooks for courses that are taught through the College’s distance learning program are also available at varsitybooks.com.

BOOK VOUCHERS  
Vaughn has established a book voucher policy to help students purchase textbooks and necessary educational supplies with their financial aid funds prior to the scheduled refund date. The full policy on book vouchers is available from the office of financial aid. The following is a summary of the voucher policy:

Book vouchers are issued through the office of financial aid to students who have received a financial aid award, have credit on their tuition account, and have proof of registration. These vouchers may only be used at Vaughn’s bookstore.

You may spend up to the amount indicated on the voucher, and the voucher must be used to purchase books and supplies for courses in which you are registered. Clothing, snacks and other non-course related items cannot be purchased with a voucher. A registration form must be presented with the voucher for all transactions.

Students may use a voucher as needed during the semester; however, students can obtain as many vouchers as necessary from the office of financial aid as long as there is credit on the student’s tuition account. It is strongly advised that you meet with your instructor at least once before using your voucher, as students are responsible for ensuring that they purchase the correct textbooks and supplies. Subsequent purchases must be paid for out-of-pocket. Lost vouchers will not be replaced.

The book voucher is not cash. It cannot be combined with cash transactions (including cash, credit cards, checks, money orders, etc.). Cash back or cash refunds are not permitted.

Credit for any balance shown on your voucher will be assigned to your account once the office of student accounts has reconciled all transactions, which may be as early as the fifth week of classes, but no later than the end of the semester.

Returned books are subject to the policies established by Barnes and Noble, Inc., which is not controlled by the College. The policy stated here is that of Vaughn College of Aeronautics and Technology.

BULLETIN BOARDS  
The College has bulletin boards for posting college news and information throughout the campus. Certain clubs, organizations and departments have their own bulletin boards. Certain designated bulletin boards may be used for personal items or outside commercial interests; anyone interested in posting an item must first have it approved and stamped by the office of student affairs.

FOOD SERVICE  
Breakfast, lunch and dinner are served in Vaughn’s cafeteria. The dining room is adjacent to the student lounge and across from the Café room. This area can be used for eating, studying or socializing. It’s open to all members of the College community and their invited guests. Daily hours and specials are posted.

CAREER SERVICES  
The office of career services assists students and alumni with career guidance and placement services. Through this office, students can explore career interests, develop job search skills and strengthen their awareness of career options. The office of career development also assists students with résumés, letter writing, interview training and on-campus recruitment. In addition, it maintains a listing of available full-time, part-time, and summer positions, as well as internships and co-op opportunities through an online up-to-date database known as Vaughn Career Connect. For more information about this tool, please stop by the office. The career development office also sponsors two career fairs every academic year (November and April), as well as an internship and graduate school fair. Other sponsored activities include workshops, speakers and field trips. These events are advertised throughout the campus, and posted on Vaughn’s web site (www.vaughn.edu) and via e-mail.
COMMON HOUR
The period from 11 a.m. to 12 p.m. on Tuesday and Thursday is reserved as common hour. This is a free period that is generally used for club meetings, activities, guest speaker events and intramural games. Students are encouraged to attend these events productively by meeting with instructors or advisors, attending in–house workshops or taking care of College–related administrative items (e.g., financial aid, student accounts or the registrar’s office).

INFORMATION TECHNOLOGY SERVICES
Vaughn College has invested significant resources in its computing infrastructure. Network access to computing labs, classrooms, faculty offices and student is provided via a high–speed, fiber optic network backbone, with secure wireless access available in many academic and all residential locations.

All campus computer labs are equipped with state–of–the–art HP computers running Microsoft Office 2010 Professional edition, and many other industry standard software programs. These computing labs are used for teaching and learning during the day and are available for general student use during non–class hours. All labs are also equipped with high–speed laser printers.

In addition to providing well–connected academic and residential facilities, Vaughn College has also invested heavily in modern instructional technology. Classrooms have been equipped with large screen computer and video projection equipment. While this audio–visual equipment is used to present course content in a digital format in the classroom, the College also provides digital access to course content outside of the classroom using an online learning management system. Both of these technologies serve to augment the traditional classroom based learning approach.

Registered students also have access to student information through the “Vaughn Portal,” at www.vaughn.edu. The portal provides customizable information, a daily campus calendar, as well as news and information.

COUNSELING SERVICES
The office of counseling and wellness provides counseling services for enrolled Vaughn College students. Walk–in consultations and individual and group counseling services are available.

The mission of the office is to assist students in transitioning from high school to college and to provide services that address their mental, social, emotional and personal needs in order to ensure successful college matriculation. The mental health counselor helps the individual identify his/her issues, aids in setting goals, and lends support as the goals are reached and changes are made.

COUNSELING CODE OF ETHICS
The mental health counselor maintains and protects the confidentiality of their counselees. Exceptions to the rule exist in the event a counselee represents danger to himself/herself or others. Counselee information can be provided upon completion of a release of information form by the counselee.

REFERRALS FOR SERVICES
Referrals by faculty or staff may be made by calling the counseling office to schedule an appointment or completing a referral form. The use of the referral form is preferred, but not required. Walk–ins are accepted, although making an appointment gives the greatest assurance that the counselor will be available.

DISABLED STUDENTS
Students with disabilities are encouraged to consult with the associate vice president of student affairs, or the director of student academic advisement, for assistance. The goal of the College is to work with students with disabilities so that each student may benefit from the educational opportunities. As provided by law, where applicable, the College works in collaboration with disabled students to plan and fashion reasonable accommodations.

Any academic program accommodation sought by a student must be approved and administered by the administrator responsible for these determinations, and cannot be arranged directly or informally with faculty. Students should seek assistance as early as possible. Details on the College’s requirements for a student to be eligible for accommodations are available from the director of student academic advisement.

Students with disabling conditions should consult with Section 504 and the Americans with Disabilities campus coordinators identified in this handbook regarding services and accommodations. It is the College’s goal that students should be able to participate fully in the College’s programs and activities. Accordingly, the associate vice president of student affairs, together with the director of the student advisement center and the assistant vice president of human resources and college services are the designated College administrators responsible for these matters and available to assist students.

FITNESS CENTER
The student fitness center has weight training and cardiovascular equipment, has free weights, as well as Nautilus equipment, a Stairmaster, treadmill and stationary bicycle.

The fitness center is staffed by part–time student workers. Students who wish to utilize the fitness center must sign the Vaughn College fitness center waiver and release agreement as well as get a fitness sticker placed on the back of their student identification card. All users must abide by the posted guidelines for effective and safe use of the center. For more information, please see the office of student services and wellness, located in the student lounge, LL17 or by calling 718.429.6600, ext. 201.

HOUSING
Our three–story residence hall, opened in December 2007, provides accommodations for 200 students and supplements the learning experience through educational, cultural and social programming. Residents live in either a two–person, three–person or four–person suite with a semi–private bath. The residence hall has laundry, study and kitchen facilities in common areas within the building. Residence hall rooms are supplied with a bed, dresser, desk, chair and wastebasket for each individual student. Each room is also equipped with a phone connection, cable hookup and an Ethernet connection. The hall also has wireless capability. All inquiries about on–campus housing can be directed to the office of residence life at 718.429.6600, ext. 316 or via email housing@vaughn.edu.

Additionally, the office of residence life offers housing information assistance to students and prospective students in finding off–campus housing. Upon request Vaughn does not review or inspect available off–campus listings and students are responsible for exercising their independent judgment about the appropriateness of housing options and lease terms.

INTERNATIONAL STUDENT SERVICES
Many students from countries around the world have chosen to further their education at Vaughn. Their presence adds to the richness of our diverse population.

The international student advisor helps to orient international students to life at the College, New York City and the United States. The advisor also helps with campus and community services, social security, travel and immigration matters and liaisons with other offices and government agencies and departments. Designated representatives from the office of student affairs and admissions serve as the primary international student advisors.

INTERNSHIPS
Students interested in participating in an internship should contact the office of career development and the chair of their specific academic department. Postings of internship opportunities can be found in several locations throughout the College as well as online through Vaughn Connects, the web–based internship and job posting site for students. Students participating in internships must register for the appropriate major–specific course or the three–credit elective course INT401 Internship. Tuition and fees will be assessed for this course. Students must register for a total of 12 credits (including INT401) to be eligible for full–time financial aid. Students pursuing an associate in occupational studies degree may take the INT401 course, but may not apply the internship credit toward their degree. International students must consult with the international advisor regarding special regulations pertaining to their participation in internships.

The general procedure for participation in internships is as follows:
1. The student selects the internship in which he/she wishes to participate.
2. The career development office completes an initial screening to ensure that participation criteria are met and forward the application to the sponsoring company.
3. Once accepted by the company, the student must complete an “Internship Application Form” (IAF) from the career services office.
4. The student takes the IAF to the chair of his/her major department or the liberal arts department (for the INT401 course) for approval.
5. Once approved, the student must register for INT401 through the office of the registrar.

A five–to seven–page report on the internship experience will be required as part of the course. The department chair will provide full details on the paper’s format and content.
Library
Vaughn's library offers extensive general, technical, resource and periodical material totaling more than 42,000 volumes. The real and virtual resources include books, periodicals, videos, and research databases. A new library will be under construction beginning this fall and will more than triple the current size.

There are more than 150 periodical titles in the library's collection. The video collection is comprised of subject videos to support the College's curriculum, general interest videos and movies. The library houses more than 3,000 VHS tapes and DVD's.

Research Databases and Information Literacy
There are research databases available that contain more than 22,000 full text periodicals and newspapers. In addition, the library has an e-book collection of more than 80,000 full-text online books. All faculty, staff and students can access these databases through Vaughn's website. To utilize this service, you must have a Vaughn e-mail account. The library also houses an assortment of subject specific DVD's as well as a collection of current movie titles that are available for overnight use.

A new library will be under construction in the near future. In the interim, the library is housed a few blocks from the main campus and is accessible by shuttle bus. There are 30 computer stations and four virtual flight simulator stations in the library. All library services are available at this location.

Hours during the fall and spring semester:
Monday and Tuesday
7:30 a.m. to 11 p.m.
Wednesday and Thursday
7:30 a.m. to 11 p.m.
Thursday
7:30 a.m. to 6 p.m.
Friday
7:30 a.m. to 6 p.m.
Saturday
8 a.m. to 5 p.m.
Sunday
12 p.m. to 5 p.m.

Lockers
A limited number of lockers are available for rent for a minimal fee on campus. Lockers are located in various locations throughout the campus. Students may rent lockers on a semester basis, or they may be rented for an entire academic year. Lockers must be emptied at the completion of the rental period. Items left in lockers one week beyond the rental period will be removed and discarded.

The College is not liable for any lost or stolen property; the use of a good lock is strongly advised. To rent a locker, contact the office of student services, located in the lower level student lounge in room LL17.

The lockers are the property of Vaughn College, and the College reserves the right to inspect any locker and search its contents. A student shall have no expectation of privacy with regard to the contents of a campus locker. A student may not store dangerous or illegal items and materials or flammable substances in a locker.

Lounge
The student lounge is used for relaxation and recreation between classes. It is also available for club and organization functions, at the discretion of the office of student activities. Students must respect themselves and others while using the student lounge. Appropriate language, behavior and attire is expected at all times.

Parking
Parking is provided as a service for students, faculty and staff. Anyone using the College parking facilities must register their vehicle with the College and obtain the appropriate parking permit. Students can obtain their parking permit from the office of student services. The College’s policies and regulations on parking can be found in the rules and regulations section of this book.

Peer Tutors
The Teaching and Learning Center (TLC) is an academic support service for students. The TLC also offers peer tutorial services for students who want to reinforce concepts or who may need extra academic help. To connect with a tutor or to be a peer tutor stop by the TLC located off of the main corridor.

Student Advisement Center
The Student Advisement Center (SAC) is a center committed to fostering a system of advisement that enables students to flourish academically, personally and professionally from the point of acceptance to graduation. The SAC is designed to provide students with appropriate information on institutional policies, procedures and programs as they relate to degree completion.

Publications
The office of student affairs publishes a monthly newsletter that is emailed to all students, titled “Student Affairs Newsletter.” It contains the latest news about activities and events on campus. Many important notices are posted through the newsletter. Students are encouraged to take the time to read this newsletter.

College Catalog
The catalog contains information on programs of study, course descriptions, academic and graduation requirements, as well as financial aid. It is available on the College's web site at www.vaughn.edu. Students are responsible for being familiar with its contents.

Student Handbook
This handbook is one of the most important sources of information that you will receive during your years at Vaughn College. If you have any questions or comments about the information in it, feel free to discuss them with any member of the student affairs staff. Your comments and ideas are always welcome. You are responsible for understanding and abiding by the policies and procedures contained within this handbook and the catalog.

College Closings
Closings are generally caused by inclement weather, such as heavy rains or snowstorms. When these conditions make travel difficult, listen to local radio news stations WINS (1010 AM) and WCBS (880 AM), or call Vaughn for the automated announcement, on whether or not the College will be closed. You can also visit the home page at www.vaughn.edu for information. Also, see the section below on the emergency notification system to receive a text message or email when Vaughn closes.

Emergency Notification System
In efforts to maintain a safe and well-connected campus, Vaughn College has recently implemented a state-of-the-art emergency notification system with Regroup.com. The system offers 24-hour uptime and server redundancy to make sure messaging is available immediately via: email, SMS/text messages, voice broadcasts, and social media outlets such as Facebook and Twitter. Get connected today! To register and/or update your contact information, please go to www.vaughn.edu.

Student Government, Leadership, and Organizations

Student Government Association
Student Government Association (SGA) serves and represents the student body through effective, responsible leadership and governance. Under the purview of the associate vice president of student affairs, the student government acts as a liaison between the College’s administration and the student body, working toward the betterment of student welfare and morale.

The SGA works in conjunction with other student organizations, and the student affairs staff, to coordinate many extracurricular and co-curricular student activities. All student organizations operate under the guidance of the office of student affairs and the Student Government Association and are expected to abide by its constitution.

Any matriculated student registered and in good standing at Vaughn is eligible to be a member of the SGA. The executive board of the SGA consists of five elected officers: president, vice president, secretary, treasurer, and student activities committee chair. Officers are elected every spring through a college-wide election. All registered students are allowed and encouraged to vote in the SGA elections.

Student Clubs
Circle K – This club was created to provide community service and outreach opportunities to Vaughn Students and serve as peer leaders for the student body. Circle K also focuses on the improvement of the relationship between students, faculty and peers. The club is dedicated to improve campus life by fundraising for equipment to enhance student resources.

Gaming and Culture Club – This club aims to bring the Vaughn community together around a love of electronic and non-electronic gaming and a friendly spirit of competition.
Red Tail Pilots Club – This club was established to provide assistance to our student pilots be they beginners or advanced in their training, to become leaders within the aviation community. The club displays aviation videos, discusses aviation news and also has many educational trips and guest speakers. Each member of the club has an opportunity to participate in every meeting and event.

Robotics Club – This club was designed to bring together students with an interest in the field of robotics. Students will have the opportunity to either work on large established projects, small competition projects or propose new projects.

Runway Club – This club is an organization designed for fashion enthusiasts who appreciate and follow the trends in fashion. The Runway Club hosts numerous fundraisers that are geared to raise money for charities, club events and the annual fashion show.

VATCO – This student organization offers educational workshops, speaker series, and networking opportunities to air traffic control students.

Women in Aviation – The Vaughn College chapter of Women in Aviation is dedicated to living out the mission of the international non-profit organization on the Vaughn campus by providing networking, education, mentoring and scholarship opportunities for women (and men) who are striving for challenging and fulfilling careers in the aviation and aerospace industries.

PROFESSIONAL SOCIETIES

Vaughn College has chapters of several national and international professional societies. Membership offers students the opportunity to expand their knowledge through interaction with industry professionals and to establish lasting professional contacts. The student chapters sponsor industry–related field trips and lectures, as well as social activities for all students.

American Association of Airport Executives (AAAE) – The College has a local chapter of this national organization. Among its goals, the AAAE works to promote the development and instill professional attitudes in students who are engaged in the study of airport development and administration.

American Institute of Aeronautics and Astronautics (AIAA) – The AIAA is a nationwide society of professional aerospace specialists such as aeronautical engineers, test pilots and electronic engineers. The organization was created to exchange intelligence, standardize practices and encourage and enlighten young people on the career options in this field. Since 1947, the College has had a student branch that actively participates in intercollegiate design competitions, aircraft field trips, and college activities.

Hispanic Society of Aeronautical Engineers (HSAE) – This organization was established to bring together students of different backgrounds and assist them in obtaining their goals within the aviation industry and at Vaughn College. Among the club’s objectives is a commitment to promote awareness of Hispanic culture among the HSAE’s members and throughout the College community.

Institute of Electrical and Electronics Engineers (IEEE) – The IEEE is an international organization, established to encourage interest in the field of electricity and electronics. All members receive the IEEE journal and are encouraged to attend the annual convention. Guest speakers are invited to lecture on various topics of interest.

Society of Automotive Engineers (SAE) – The SAE is a national professional society whose members meet to discuss new and advanced technologies in the aviation industry. The SAE conducts field trips to aviation and aerospace industries.

Society of Women Engineers (SWE) – This society addresses the needs of women attending college and entering the field of aerospace. Membership is not limited to women, however. Any student who is interested in the advancement of women in the aviation industry may join. For more information, contact the advisor of the club.

Women In Aviation- International – The Vaughn College chapter of Women in Aviation-International is designed to help women integrate into what has traditionally been a male dominated field.

COLLEGE PROFESSIONAL FRATERNITY

Alpha Eta Rho – The international collegiate fraternity for students in the field of aviation is Alpha Eta Rho. The fraternity serves as a contact between the aviation industry and educational institutions to foster, promote and mentor today’s college students toward successful careers in the aviation field.

SPORTS PROGRAM

Vaughn College currently has eight intercollegiate sports programs that compete in the Hudson Valley Intercollegiate Athletic Conference (www.HVIAC.net) as well as the United States Collegiate Athletic Association (www.USCAA.com). These programs were established to provide athletic opportunities for students to compete against NCAA Division III programs and other HVIAC and USCAA participants. Our sport programs are specifically tailored to the needs of the student body. It is designed to help students develop physical fitness, mental health, competitiveness, and leadership skills while enhancing a healthy spirit of fair play and team unity. As of 2013-2014, Vaughn has teams in men’s and women’s basketball, men’s and women’s cross country, men’s and women’s tennis, and men’s soccer and baseball.

For more information about all the teams, please contact the office of athletics, recreation and students services located in the lower level student lounge LL19.

*The soccer team is a men’s team but women are allowed and encouraged to try out and participate on these teams.

NEW STUDENT ORGANIZATIONS

It is highly beneficial for any new group to become recognized by the College and by the Student Government Association (SGA). Becoming a recognized College organization puts groups in a better position to request services from the College. In addition, only recognized organizations will be allocated funds by the finance committee of the SGA or will be permitted to use college facilities.

The procedure for obtaining recognition for a new student group is as follows:

• Have a representative of the interested students meet with the dean of students to discuss their ideas and plans.
• Obtain a list of signatures of students planning to join the proposed organization.
• Choose an advisor (See guidelines in this section of the student handbook). The advisor should meet with the associate director of student activities and must sign the “Advisor Contract.”
• Draft a constitution which should include the organization’s mission and role of its officers and members
• Submit copies of the signatures, the constitution and the proposed official name of the organization to the dean of students for review.

Once the appropriate paperwork has been submitted, the dean of students will review the proposal and determine the acceptance.

A finalized copy of the organization’s constitution, membership roster and an approved advisor must be submitted to the dean of students for their records. The above information should also be on file with the approved advisor.

In exchange for being recognized, the organization accepts the responsibility to operate within the guidelines and policies set forth by the office of student affairs, SGA and Vaughn College. All recognized student organizations must:

• Have an approved advisor. The advisor of the club must sign and adhere to the “Advisor Contract.”
• Receive the approval of the dean of students for all organization–sponsored activities.
• Appoint one club representative who will attend all general meetings of the SGA, including the clubs and council or senate meetings.
• Have elected officers to serve as liaison to the College administration and the SGA.
• Sponsor at least two academic, social, cultural and/or fundraising activities during each academic semester.

The associate vice president of student affairs reserves the right to review and/or disband any student organization due to failure to comply with the College’s regulations. All student organizations must file a report with the office of student affairs at the end of each semester and must adhere to the guidelines set forth by the College and the SGA. For more detailed guidelines contact the office of student activities.

Faculty/Staff Advisors

All recognized student organizations must have an approved advisor. The role of the advisor is to serve as a consultant and mentor to the group. Advisors should have a strong interest in the organization’s mission and should provide guidance and professional advice. All advisors must be a faculty member or a full-time employee of Vaughn College and sign the “Advisor Contract.” It is up to the members of the organization to select an advisor. If the selected individual agrees to serve in this capacity, the College administration and the associate vice president of student affairs must finalize the appointment.

The advisor is expected to attend the organization’s meetings, support their activities and work with the office of student activities. The members of the student organization are required to keep their advisor informed of their plans and activities at all times.

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HEALTH, SAFETY AND SECURITY

HEALTH SERVICES

The College endeavors to assist students in addressing important health issues and in providing information about health insurance and safety requirements and services. The office of counseling and wellness is the primary source of information and assistance in matters of health and wellness.

The College does not maintain a healthcare facility on campus. Some members of the staff have been trained in basic first aid, and first aid supplies are available on campus for minor injuries. In the event of a significant health-related problem or emergency, the College will utilize the New York City 911 emergency system to obtain immediate assistance.

To assist Vaughn personnel in the event of an emergency, students should provide the College with the name and telephone number of an individual for contact in an emergency, and whether the student has any medical conditions, limitations, or allergies which would be significant in the event of a medical emergency.

Vaughn maintains a relationship with a medical consultant at Astoria Medical Center who can be contacted for basic physical examinations. Dr. Carl A. Nicolaou can be reached at 718.565.6880. If there is a medical emergency, injury, or accident, on or adjacent to campus, it must be reported immediately to the College’s office of student affairs. This will enable the College to respond promptly, to take appropriate follow-up actions, and file a report of the incident.

The College maintains a voluntary plan for medical insurance for students. Depending on the available plan, and a student’s choice of enrollment, the medical insurance may be able to cover a portion of hospital and specialist bills. International students are strongly urged to have health insurance that applies in the US.

To obtain more information about emergency precautions and procedures, and student health insurance, please contact the office of student affairs at 718.429.6600, ext. 170.

STUDENT HEALTH INSURANCE

Vaughn offers students a health insurance plan administered by ASCA, a subsidiary of United Healthcare. Health insurance coverage is required for all residential students. This plan is designed to provide the quality of health care coverage you need at a price suited to a student’s budget. Vaughn College would like for all eligible students to have health insurance coverage because inadequate or no coverage could cause a financial burden. If you have been enrolled under another policy, please check the policy to make sure you are still eligible for coverage. Group health plans often do not cover full-time student dependents once they have reached a specific age, or when they are married. In addition, students who have declared financial independence for financial aid may not be covered. We also urge students who are covered by an HMO, PPO or similar policy to determine the extent of coverage available while living in New York.

For a full description of coverage including costs, benefits, exclusions, any reductions and limitations, and the terms under which the coverage may remain in force, contact ASCA at (888) 488-2272 or (888) 526-2272, or visit them on the web at www.acsa.com.

IMMUNIZATIONS

New York state law requires all students born on or after January 1, 1957, and who are taking six or more credits at Vaughn College, to demonstrate that they have current immunizations for measles, mumps, and rubella (German measles). A student who fails to submit timely proof of recent vaccinations will be prohibited from registering for classes, or administratively withdrawn from classes. Immunization records will be checked as a routine aspect of early registration, as well as regular course registration. Effective August 15, 2003, all students enrolled in six or more credit units are required to have a meningitis vaccine response form on file.

Immunization Walk-in Clinics

Immunizations required for school attendance are available at all health department clinics. Call the department’s Immunization Hotline at 311 for further information about vaccination services. This service is provided free of charge if you do not have medical insurance. Their locations are: Corona Health Center 34-33 Junction Blvd 3rd Floor Queens, NY (Between 34th Avenue and 34th Road) Wednesday and Friday 8:30 a.m. to 2:30 p.m. Tremont Health Center 1826 Arthur Avenue 1st floor Bronx, N.Y. (between Cross Bronx expressway and Tremont Avenue) Monday, Tuesday and Thursday 8:30 a.m. to 2:30 p.m. Fort Greene Health Center 295 Flatbush Avenue Ext. 5th Floor Brooklyn, New York (Corner of Willoughby Street and Flatbush Avenue, ext., near the Fulton mall and Long Island University) Monday, Tuesday, Wednesday, Thursday and Friday 8:30 a.m. to 2:30 p.m.

SMOKING

In accordance with New York state law and Vaughn policy, smoking is prohibited in all campus buildings and facilities. Students who violate this policy will be subject to disciplinary action.

SAFETY CODES AND REGULATIONS

Vaughn’s safety programs and policies are designed to enhance safety consciousness, to teach job-related safety skills and procedures and to maintain the College’s excellent safety record. Compliance with safety codes and policies is mandatory and strictly enforced.

Camping safety includes, but is not limited to, the wearing of safety equipment and garments, as prescribed in all laboratories and shops. In particular, students must wear safety goggles to protect eyes and must familiarize themselves with safety equipment and procedures in each laboratory or shop (appropriate safety goggles are available in the bookstore). Students who do not comply with safety policies are subject to disciplinary action.
CAMPUS SECURITY

This section, describing the College’s safety programs, is intended to raise your level of awareness and to increase your understanding of preventive measures. Safety at the College depends on each individual making it a priority. Vaughn College is committed to a campus environment, which is safe and secure. Institutional staff and security personnel are available to assist in matters that involve the safety of students, faculty, and staff. Surveillance and alarm apparatus provide further security measures.

The College provides the following information to all of its students as part of the College’s commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the associate vice president of student affairs.

COLLEGE SECURITY

The assistant vice president of human resources and college services oversees the selection and coordination of a contract security service to oversee the College’s facilities and adjacent parking lots. The security service is required by state law to screen and train its guards for enforcement and protection work. Security cameras and lights assist in this service. A working relationship with the local police and airport security help the College’s efforts, as the security service does not make arrests. It can, however, work with the police to provide assistance and assist law enforcement officials when members of the College community call them. There are many steps you can take to enhance campus safety.

All members of the College community receive a photo identification (ID) card. ID cards are obtained in the office of student services, must be visibly displayed at all times when entering, and throughout your duration on campus. Visitors are to “sign in” for identification purposes, and will receive a visitor pass. In our effort to increase security, the College has installed card access doors. All doors will be locked (except the main entrance) and students, faculty and staff must use their valid ID card to gain access to the premises.

If you witness any suspicious behavior or observe questionable activity by an individual(s) known or unknown, notify the security desk guard immediately so they can investigate. Whether you are a witness or an investigator, notify the security desk or the director of college services office immediately of any criminal activity (including sexual assault). Include as much factual detail as possible. When appropriate, members of the College community will be encouraged to report criminal activity, including sexual assault, to the police.

Incidents of crime and other emergencies requiring immediate assistance may be phoned into the security desk (ext. 130) and the police (911 is the city-wide emergency number and does not require a coin in pay phones). Other emergencies, such as fires, severe electrical problems, lab accidents and chemical spills should also be reported immediately to the security desk. The College will respond as quickly as possible to aid and investigate any report of criminal activity, security breach or emergency.

CAMPUS SAFETY

Information on security procedures and crime prevention is made available to students and staff as part of the orientation process. Periodic programs on these issues and updates on recurring or unusual security incidents will be shared with the community. Regular efforts will be designed to encourage students, faculty and staff to observe safety precautions for their own security and the security of others. This includes the importance of cooperating with efforts to secure doors and entrances, concentrating traffic toward specific areas at off-peak hours, caution about parking areas and guidance on traveling to and from the campus. All are urged to notify college security officers for a security problem. Awareness of conditions, care about being alone in isolated places and efforts to travel with other students or staff is encouraged to promote personal and campus safety. A safe campus is everyone’s responsibility. Students, faculty, and staff members are encouraged to report all criminal acts, suspicious activity, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses can report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the associate vice president of student affairs. The associate vice president of student affairs will submit the report without disclosing the names of victims or witnesses.

As part of the growing awareness of personal safety and crime prevention, programming on the effects of alcohol and drug abuse and their relationship to campus crime—impairment may increase the risk of victimization or sexual assault—is also a part of the educational effort.

IDENTIFICATION/KEYS/ACCESS TO FACILITIES AND SERVICES

No person shall lend or give to another person a College identification card, key or key card, College fee sheet, or other official identification for the purpose of gaining entry into any College building, activity or event or obtaining a service of any kind from the College. No person shall use a College identification card, key, or key card, College fee sheet, telephone access code, or other official identification which is not rightfully his/hers for the purpose of gaining unauthorized entry into any College building, activity, or event or obtaining a service of any kind from the College.

No person shall fail to immediately produce his/her College identification card when requested to do so by a College official. No person shall knowingly bypass the security systems designed to control access to the Residence Halls (i.e., propping open doors, disabling locks, unlocking windows, etc.).

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The safety and well-being of Vaughn students is of paramount concern. The College prohibits sexual assault, including rape and acquaintance rape, domestic violence, dating violence, and stalking. The College will promptly, fairly and impartially investigate and hear reports of these offenses. It will do so according to procedures discussed below and will impose appropriate sanctions based on its findings. Students found guilty of sexual assault, domestic violence, dating violence or stalking may also be subject to criminal penalties pursuant New York State law.

Students (and new employees) will participate in a training program that addresses sexual assault, domestic violence, dating violence and stalking prevention and awareness. Students will also receive materials from the Office of Student Affairs, located in the residence hall. Training programs and printed materials will include definitions of these offenses; applicable laws, including the criminal, civil and College penalties; the procedures for reporting and dealing with sexual assault, domestic violence, dating violence, and stalking prevention and awareness tips; safe and positive intervention techniques for bystanders; and the availability of counseling and support services for victims.

“Domestic violence” includes violent acts by a current or former spouse or relationship partner. It also includes violent acts by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse or relationship partner; by a person similarly situated to a spouse or relationship partner; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional or economic in nature.

“Dating Violence” is violence or abusive behavior used by one partner to gain or maintain control over another partner. It is violence committed by a person who is or has been in a social, romantic or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the people in the relationship.

“Stalking” is unwanted or obsessive attention by an individual or group at a specific person that would cause a reasonable person to fear for his or her safety or the safety, others; or suffer substantial emotional distress. Stalking may include the monitoring of an individual online or involve the use of social media, email or other technology. It may also include unwanted observation or surveillance.

“Sexual Assault” encompasses a broad range of conduct and may include, but is not limited to, public lewdness, rape, sexual battery, sexual abuse and other sex offenses.

“Consent” is voluntary and sober. It requires words or actions that show a voluntary willingness or agreement to report the incident and seek support.

If you believe someone is in a potentially uncomfortable or unsafe situation, encourage the target of such conduct to report the incident and seek support. Just because someone has consented to certain sexual activities in the past does not mean that that person is consenting to sexual activity now. Further, even if someone consents to certain types of sexual contact that does not mean that person also wants to engage in sexual intercourse or other sexual activities.

Safe Bystander Interventions

As a witness to sexual assault, domestic violence, dating violence, and stalking you may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include: calling (campus public safety office) if you witness a violence or potentially violent situation, intervene if you believe someone is in a potentially uncomfortable or unsafe situation, encourage the target of such conduct to report the incident and seek support.

Procedures for Reporting Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Victims and witnesses of sexual assault, domestic violence, dating violence, or stalking, should contact associate vice president of student affairs at 718.429.6600, ext. 237 or the security department at 718.429.6600, ext. 130. Students and employees who are minors, should contact the police (911 is the city-wide emergency number and does not require a coin in pay phones). Incidents of crime and other emergencies requiring immediate assistance may be phoned into the security desk (ext. 130) and the police (911 is the city-wide emergency number and does not require a coin in pay phones).

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The College will assist any student in notifying and cooperating with these authorities. College officials may independently advise local police and law enforcement authorities of sexual assault, domestic violence, dating violence, or stalking, as part of its coordinated effort on campus security. Where the victim decides not to make a report, the College will make every effort to keep that person’s identity confidential. Victims or targets of these offenses should do their best to preserve evidence and are encouraged to seek prompt medical attention, counseling and/or support services at the office of counseling and wellness, located on the main campus in room 106. You can also call the office of counseling and wellness at 718.429.6600, ext. 350. The College will adhere to and enforce any judicial no-contact, restraining order, or protective order obtained by a student.

The College will investigate and respond to reports of domestic violence, dating violence, stalking, or sexual assault according to the procedures detailed in the Fact-Finding and Grievance Procedure below on page 113. The College’s investigation and hearing process will be prompt, fair and impartial. Complaints of sexual assault, domestic violence, dating violence and stalking will be assessed using a preponderance of the evidence standard. An investigation will be conducted only if a student or an offender mentioned above will be subject to disciplinary action through the campus judicial system. The College may suspend a student immediately, pending a judicial hearing, if there is enough circumstantial evidence to indicate that permitting the student to remain on campus poses a risk to others. Both parties will have an opportunity to participate in the disciplinary process, however the parties may not participate in a hearing to provide evidence in the hearing room. Both parties will be advised, simultaneously, and in writing, of progress toward an outcome, the expected date of a final outcome, the final outcome, and appeal process. If it is determined that a student has committed such an act, he or she will be subject to sanctions up to and including dismissal.

Please refer to the College’s SAFE guide attached as an appendix to this Student Handbook for more information, including resources for those who have been victims or experienced any of the conduct discussed above.

BIAS RELATED CRIMES

Bias related crimes and incidents, often referred to as “hate” crimes, represent a degree of intolerance that is not permitted at the College. The College is committed to combating hate crimes, but such conduct is also not permitted at the College and is contradictory to the values of the College community. Any individual or organization that engages in such activity will be subject to this policy.

Bias related crimes are defined in the New York State Penal Code at Section 485.05. The Penal Law describes the criminal offense of a hate crime as when a person commits a specified offense covered by a section of the Penal Law (including but not limited to assault, menacing, reckless endangerment, manslaughter, stalking, rape, sexual abuse or sexual conduct other than rape) or criminal possession of a weapon or if the victim is a member of a group or organization against whom the offense is committed or intentionally commits the offense against the person because of the person’s actual or perceived race, color, national origin, ancestry, gender, gender identity, religion, religious practices, age, disability or sexual orientation.

All members of the Vaughn College community are encouraged to report any bias related incident promptly to the assistant vice president for human resources and college services or the associate vice president of student affairs or to Campus security. An investigation in accordance with College policy will be undertaken and a determination will be made on the need for disciplinary action.

In the event an individual believes that he or she may have been subject to a bias related crime, the individual’s remedies may reach beyond internal College procedures, and nothing in this policy prevents an individual from pursuing other legal remedies in conjunction with or in place of College procedures. Vaughn maintains a good working relationship with local police authorities and, if requested, will assist a member of the community who pursues criminal action. Whether or not a member of the community decides to seek a resolution through the College, the person is encouraged to advise the College of the situation. An individual who is the victim of a bias related crime can receive counseling at the College and may be provided with a referral to outside professionals, as appropriate.

In order to provide information about bias related crimes, crime prevention and reporting procedures, the College has incorporated this topic into its orientation programs for new students and in its co-curricular student activities that deal with campus security and safety, sexual harassment and assault and discriminatory treatment. Students are alerted about events that affect their security and the security of the community when the need arises.

HAZING

Hazing in any form is expressly prohibited at Vaughn College. New York state describes hazing as any action or situation which recklessly or intentionally endangers an individual’s mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Vaughn considers hazing to include, but not be limited to, conduct or an activity, whether on or off campus, that is demeaning to an individual, produces mental or physical duress, harassment or ridicule, or which threatens or endangers the health or safety of any person. Examples of prohibited actions that are considered hazing include creation of excessive fatigue, physical and psychological shocks, morally degrading or humiliating games or activities and any other activities not consistent with the College policies and regulations.

This policy governs conduct on campus, on other College property and at events or activities sponsored by or affiliated with Vaughn College or Vaughn organizations and groups. The policy applies to faculty, staff, students and other staff, as well as visitors, guests and others on the campus, or at College related events, whether present with or without College permission. An individual can be charged with violating the prohibition against hazing if the individual participates in hazing or if the individual plans, promotes or supports hazing, whether or not the individual is a member of the organization in which the hazing activity is conducted. Any organization that engages in such activity will be subject to this policy.

The College maintains a good standard. Any student found to have committed a sexual assault or an offense mentioned above will be subject to sanctions up to and including dismissal.

An organization explicitly or implicitly authorizes or directed to participate in the hazing activity or if the organization has any direct relationship with the hazing activity. The prohibition applies to organizations such as student clubs, social fraternities or sororities, teams or any similar college-related group.

Violation of the policy will result in serious disciplinary action, and also may result in removal of the violator from College property or bar the person from participation in College activities, as well as possible criminal prosecution. Students, staff or faculty who violate the policy could face disciplinary action as severe as suspension, expulsion or termination, in accordance with existing judicial procedures. An organization explicitly or implicitly authorizes such conduct could face sanctions which include revocation of its right to operate on College property or withdrawal of its official recognition as a student organization. It shall not be a defense to a charge of hazing that participation was knowing and voluntary by a victim of hazing. Further, any College penalties are separate from and in addition to any penalty that could result from violations of criminal or civil law.

PLAN REGARDING INVESTIGATION OF VIOLENT FELONY OFFENSES

Violent felony offenses are defined in the New York State Penal Code, Subdivision 1 of Section 70.02, to include, but not be limited to, murder, manslaughter, kidnapping, rape, sodomy, sexual abuse, assault, burglary, robbery, arson, criminal possession of dangerous weapons, etc. Members of the Vaughn community are expected to report immediately to security all suspected or actual violent felony offenses occurring at or on the grounds of the College. In the event a report of a violent felony offense is made, the College will investigate immediately and, if the College believes there has been a crime, notification will be made to the New York City Police Department immediately. Officials of the College will be promptly notified as well.

The College will cooperate fully with the police in the investigation of the matter and will notify the campus community if it is determined that an ongoing threat exists. Notification shall be provided by postings and through appropriate electronic communication.

CAMPUS SEX CRIMES PREVENTION ACT

Institutions of Higher Education are required by federal law to notify the community about how to find information about registered sex offenders. A list of registered sex offenders is maintained by the local law enforcement agency; please contact the 115th police precinct at 718.533.2006.

CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Vaughn collects and issues an annual report on campus crime, as required by federal law. Victims names will be withheld from reports concerning crimes that pose a continued threat to students and employees. Criminal activity on campus in the following categories will be reported: murder, manslaughter, rape (including attempted rape and assaults), domestic violence, dating violence, stalking, arson, robbery, aggravated assault, burglary and motor vehicle theft. The College will also maintain statistics on arrests and referrals for campus disciplinary action for liquor law violations, drug abuse violations and weapons possession. The report will be available from the associate vice president of student affairs to all applicants, students, and employees; she may be reached at 1.718.429.6600, ext. 221. To view the College annual crime report, please visit the College’s website http://www.vaughn.edu/assets/downloads/Annual_Crime_Statistics_2012.pdf or the Office of Post-Secondary Education online at http://ope.ed.gov/security. It is the web site address for crime statistics filed annually by all colleges with the US Department of Education.

Advisory Committee on Campus Safety and Security

The College-wide Advisory Committee on Campus Safety and Security, which reports annually to the president, reviews all security policies and procedures and makes recommendations for improvement. The committee includes students, faculty and staff. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. For more information contact the assistant vice president for human resources and college services, or go to the College’s web site at www.vaughn.edu.
TIPS FOR LIVING IN NEW YORK CITY

CITY SECURITY
Although it is usually safe to travel and live in New York City, there are some safety tips we’ve assembled from local students:

• Travel in groups during evening hours.
• Have your keys in your hand before entering your apartment or car.
• Know where doormen and guards in the neighborhood are located.
• Remain alert while walking and observe your surroundings.
• Dial the police (911) in case of emergencies; all police calls are free, even from public phones.
• Be aware of confidence games, where money is offered to you for little effort. If someone asks you for change, refer them to a store; many confidence tricks begin this way.
• Keep your wallet in your front pocket, especially in bus or train terminals.
• If you hear a cry for help, try to identify the source and call 911.
• Never leave handbags, briefcases, or other possessions unattended.
• Take photographs and record all serial numbers of your possessions, then leave these in a safe place. You may want to take out renter’s insurance, which is generally inexpensive; if so, the “replacement value” option may be well worth the extra money.

TRANSPORTATION
New York City’s transit system is one of the largest in the world. The subway trains run up to 45 mph with no traffic and express trains speed long journeys. Trains are air-conditioned in the summer. Subways and most buses cost $2.50 each way. Metro Cards can be purchased at any subway station. Buses also accept Metro Cards or exact change; express buses charge a higher rate. Bus transfers are sometimes available. Connections between subway lines in the same station are free. When paying your fare with a Metro Card, you are allowed one transfer from bus to subway (or subway to bus) free of charge if you transfer within two hours; otherwise, it will cost you another fare. This information is current at the time of this publication; however, routes, fares, schedules and policies are subject to change. For the latest information, visit the Metropolitan Transportation Authority’s web site at www.mta.nyc.ny.us.

Taxis provide fast, door-to-door service, but they are much more expensive than mass transit. However, traveling late at night, they are safer than subways, and buses may be far fewer and yellow cabs, which usually are safe and legal, have a meter and hood medallion. If the cab is vacant, the driver must accept a fare to any location in New York City. Get into the cab before giving your destination; pay and get your change before leaving. Tips vary, but 15 percent of total fare (not under $1) is normal.

Car services generally charge by zones or by the hour and are listed in the phone book. Their cars must have a license or TLC (Taxi and Limousine Commission) license plates. The TLC’s number is 212. 869.4237.

The largest train terminals in the city are Penn Station (New Jersey Transit, Amtrak and Long Island Railroad) and Grand Central Station (Metro North). Bus terminals are at 178th Street (George Washington Bridge terminal) and 42nd Street (The Port Authority of New York and New Jersey) in Manhattan. New Jersey Transit provides an express bus to Newark Liberty International Airport (Elizabeth, NJ).

DRIVING IN THE CITY
Most bridges and tunnels have tolls of between $5 to $13, depending upon time traveled and whether or not you use EZPass. The Port Authority bridges and tunnels cost $13 on the way from New Jersey to New York, but are free on the return trip. The Verrazzano–Narrows Bridge costs $15 leaving Brooklyn, but the return trip is free. While some bridges to Manhattan are $7.50, the Manhattan, Queensborough, Williamsburg and Brooklyn Bridge are free. The city’s Police and Department of Transportation and Traffic will ticket and tow illegally parked vehicles. Towing may result in damage to your car, and high ticket fines. Be careful to read the small rectangular signs that describe parking regulations on most streets; if the signs are illegible or missing, you can appeal tickets by mail. Alternate-side-of-the-street parking rules are strictly enforced.

LOCAL PERIODICALS
Vaughn’s library has a large selection of periodicals. The following are also available locally:

The New York Times has many extras, including special science and arts sections on specific days.

Newsday offers city, state, national and Long Island news. It covers mass transit and community programs as well. The Wall Street Journal, a financial paper, includes a national and international news section.

The Village Voice is a weekly paper and, like Newsday, it features investigative journalism. The New Yorker is a magazine that contains arts coverage, fiction and investigative articles. Specialty papers: Many free newspapers are printed for ethnic and religious communities and for small neighborhoods. These are usually distributed in street corner newspaper boxes or at local newsstands.

CIVIL RIGHTS POLICIES

POLICY ON RELIGIOUS HOLIDAYS
Vaughn College, as a nonsectarian institution, adheres to the general policy of including in the official calendar of the College certain legal holidays. Students who are members of any religious group may, without penalty, absent themselves from classes to comply with their religious obligations. Given the various religions represented at the College and the nonsectarian nature of the College, the present calendar policy is intended to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

Students who anticipate being absent because of any religious observance should notify faculty in advance of the absence. Whenever feasible, exams and assignment deadlines will not be scheduled on known religious holidays. Students absent from class because of their religious beliefs are not penalized for any class, exam, or assignment deadline missed on that day or days. Any student who is unable to attend class because of religious beliefs shall be permitted the opportunity to make up any exam or extend the deadline for any missed assignment. However, students are still responsible for making up assignments and exams. No adverse or retaliatory treatment shall result to any student who exercises his or her rights under this policy.

Family Educational Rights and Privacy
Students of the College have legal rights with regard to educational records under the Family Educational Rights and Privacy Act of 1974, as well as the related regulations of the US Department of Education. Annually, the College informs students of their rights under the Family Educational Rights and Privacy Act (FERPA) and the relevant regulations. FERPA provides that:

1. Each student has a right to inspect and review his or her educational records and may request that any such record be amended if he or she believes that it is inaccurate, misleading or otherwise in violation of his or her right to privacy;

2. The College will obtain the student’s written consent prior to disclosing personally identifiable information from the student’s educational records, unless such consent is not required by FERPA; and

3. Each student has a right to file a complaint with the Family Policy and Regulations Office of the Department of Education, if the student feels the College has failed to comply with FERPA. Further information regarding FERPA policies at the College may be obtained from the registrar’s office. Consistent with FERPA, the College designates several categories of student information as “directory information,” which may be disclosed for any purpose at the discretion of the College, unless such disclosure is specifically prohibited by the student as detailed below. Directory information shall consist of a student’s name, address(es), telephone listing, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized sports, height and weight of members of athletic teams, degrees, honors and awards received, most recent educational agency or institution attended and student identification number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records with a PIN, password, etc. (A student’s social security number cannot be used for this purpose.) At the beginning of the academic year, a student may request in writing from the registrar’s office that directory information not be released. Such requests are valid only for that academic year. The College disclaims any and all liability for inadvertent disclosure of directory information.

Policies and Procedures on Harassment and Discrimination
Vaughn College of Aeronautics and Technology does not discriminate on the basis of age, race, color, creed, religion, national origin, citizenship status, gender, sexual orientation, marital status, disability, or status as a military veteran, or for any other category recognized by local, state or federal law. In the programs, activities, and services offered, including but not limited to admissions, recognition of performance, and achievement, which the College provides to students, staff, and applicants, it continually strives to maintain a nondiscriminatory environment. The College has appointed the associate vice president of student affairs and the assistant vice president of human resources and college services as officials responsible for coordinating efforts with regard to nondiscrimination, including Title IX (gender discrimination and sexual harassment) and Section 504 and the Americans with Disabilities Act (disability discrimination). Please see page X for their contact information. These policies apply to on-campus conduct, as well as conduct at College sponsored or affiliated events or which involve members of the College community.
The College is committed to promoting an environment for all students, faculty, and staff that is fair, humane and respectful, and that recognizes and rewards students, faculty, and staff performance on the basis of relevant considerations of fairness and merit. The College expects that all of its members will treat each other fairly and equitably, and without regard to differences such as those described earlier. These standards encompass applicants, students, faculty, staff, visitors, and vendors, and are to be observed by all members of the community with respect to all of the College’s operations.

While the College makes an effort to prevent discriminatory conduct, there may be instances when an individual or group within the College may have been subjected to discriminatory treatment. Any individual or group that feels they may have been treated in discriminatory fashion is strongly encouraged to ask for guidance, or to file a complaint about the matter. The College will take steps to achieve a prompt and equitable resolution of any complaint. However, the College’s effectiveness in handling instances of discrimination or harassment depends upon an individual raising his or her concerns as early as possible.

Discrimination and harassment, particularly sexual harassment, can occur in many ways, either intentionally or by accident. It can involve conduct that is insensitive or derogatory, demeaning, or threatening, and can affect one’s education, performance, personal interactions and work. It is not tolerated at the College and is covered by the College’s grievance procedure described in this section.

**Sexual harassment** is a specific form of discrimination, which is illegal and not permitted in the College community. In general, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct or favors, and other severe, persistent or pervasive physical or expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
- Such unwanted, persistent and pervasive conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or demeaning educational or employment environment;
- Sexual harassment can be verbal, visual or physical. It can be overt (e.g., in a suggestion that a person can get a higher grade by submitting to sexual advances), or it may be implied by conduct or circumstances. Sexual harassment can also consist of severe, persistent and pervasive unwelcome attempts to make an educational or professional relationship into a personal one. It may include severe, persistent and pervasive unwelcome sexual flirtation, advances, solicitation, or demands for sexual favors or degradation of sexual nature, or requests for sexual favors or advances or acts of a sexual nature where:

**Sexual assault** includes attempted sexual assault, sexual penetration, or penetration of an individual’s reproductive organs, even though the penetration is not accomplished by the use of force, violence, coercion, or other means, and includes instances of sexual violence and stalking.

Although the College strongly supports its fact-finding and grievance procedure, conduct that an individual feels is harassing or discriminatory can sometimes be stopped by direct action on the part of the individual. While it is recommended that an individual consider the College’s grievance procedure for an incident, or if an individual feels that an incident has interfered with his or her academic or work performance, or has caused an intimidating, hostile or demeaning educational or employment environment.

DEALING WITH DISCRIMINATION OR SEXUAL HARASSMENT

All members of the College community are responsible for acting in ways that contribute to an environment that discourages harassment and is respectful of the diverse qualities of individuals. Anyone who believes they may have experienced sexual harassment or discriminatory treatment should consult with an appropriate College administrator or counselor promptly. Anyone who witnesses harassing or discriminatory treatment should encourage those involved to seek counseling with a College administrator, and should consider advising the College administrator directly of the circumstances. The College has designated the associate vice president of student affairs and the assistant vice president of human resources and college services as administrators who can be contacted readily if there are concerns regarding discrimination or harassment. They can be reached at the offices and phone numbers listed on page 96 of this handbook.

The College will not tolerate sexual harassment or discrimination, and has adopted a fact-finding and grievance procedure to provide students, faculty, and staff with a way to raise these issues, and to provide an orderly and effective means of dealing with them. Informal procedures may be taken first to resolve a complaint.

Where these measures do not result in a solution, or where it is determined these measures are not appropriate, a formal process may be used.

**FACT-FINDING AND GRIEVANCE PROCEDURE**

[This procedure will also be used to address complaints of sexual assault, domestic violence, dating violence and stalking.]

Anyone who feels that he or she has experienced an act of discrimination, is the subject of sexual harassment, or has a grievance with the College on these issues, is strongly urged to seek advice from an appropriate member of the College’s administration or faculty. Jerima DeWese, Title IX Coordinator for students can be reached at 718.429.6600, ext. 221 and Mary Durkin, Title IX Coordinator for faculty and staff can be reached at 718.429.6600, ext. 105. There should not be a concern of reprisal or retaliation, and the individual should be confident that the College will make an effort to handle the matter confidentially.

Informal Process

Students or employees should feel free to report incidents, whether or not they have decided to file a formal complaint. They may merely want to discuss an incident or matter, or want to review ways to deal with the situation personally, or they may want to inform the College of an incident so that it can be reviewed by College officials in an appropriate manner. Even if a student or employee is undecided about whether or not to file a formal complaint, consultation may help in defining the problem and in exploring the options for resolving it.

**FILING A COMPLAINT**

A formal complaint generally should be made in writing and in consultation with the Title IX Coordinator for students, Jerima DeWese. It is best to provide the complaint as soon as possible following the discriminatory, violent, or harassing incident. The written summary of the complaint should be as complete as possible and should include, to the extent applicable, the individual’s name and identification number, the name(s) and position(s) of the other persons involved who have committed the discriminatory or harassing acts; a description of the discriminatory or harassing acts (including dates, times, locations, background information); the names or identity of any witnesses to the acts or any other individuals who have been treated similarly; copies of any applicable policies or rules, and any other considerations.

It is important to note that confidentiality does not mean that information will be kept “secret” – rather confidentiality should be understood as respect for privacy, that information will only be shared with appropriate individuals or groups when absolutely necessary for the protection and well-being of an individual or group.

Although the College strongly supports its fact-finding and grievance procedure, conduct that an individual feels is harassing or discriminatory can sometimes be stopped by direct action on the part of the individual. While it is recommended that an individual consider the College’s grievance procedure for an incident, or if an individual feels that an incident has interfered with his or her academic or work performance, or has caused an intimidating, hostile or demeaning educational or employment environment.

**CONFIDENTIALITY**

The College recognizes the importance of confidentiality. College administrators and others responsible for implementing these policies will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment, sexual assault or any other form of sexual violence to the extent reasonably possible.

It is important to note that confidentiality does not mean that information will be kept “secret” – rather confidentiality should be understood as respect for privacy, that information will only be shared with appropriate individuals or groups when absolutely necessary for the protection and well-being of an individual or group.

However, there are limits to confidentiality. Examples of situations when confidentiality cannot be maintained include circumstances when the law requires disclosure of information and when the disclosure is necessary to protect the rights of all members of the college community.

**RESOLVING THE GRIEVANCE**

**Informal Process**

Generally, the initial process for resolving a grievance relating to discrimination or harassment is to handle the grievance informally. In the case of some college employees, the College’s informal resolution processes may not be possible. Once a complaint has been made and the necessary information obtained from the individual bringing the complaint, the College will designate someone on the staff to engage in fact-finding regarding the complaint. The fact-finder will have wide discretion to interview other parties and to review
The panel’s determination and recommendations will be submitted to the associate vice president of student affairs or the assistant vice president of human resources and college services.

Formal Procedure

If a complaint shifts to a formal proceeding, the College will designate three individuals from a panel of faculty, staff and students commended to serve in this capacity. The designees panel members will select one member to serve as chair of the process. Any party to the formal proceeding may advise the college administrator on the panel if he or she believes that a member of the panel has a conflict of interest and the associate vice president of student affairs will determine if the panel member is to be replaced. In all cases the College will conduct the formal complaint process promptly, fairly and impartially.

During the formal process, the parties will be advised of the elements of the complaint, will have a full and free opportunity to be heard, and will be permitted to present relevant witness testimony and other evidentiary material. The parties will, at the discretion of the panel, be permitted to question witnesses, the individual bringing the complaint, and the individuals charged with discrimination and harassment. The panel has the independent authority to question the parties and the witnesses, to call witnesses and to request information and documentation. The College may provide any evidence gathered during the fact-finding to the panel. The legal rules of evidence will not apply in this process and the panel will determine the appropriate procedural standards.

Each party may be assisted and/or advised by another member of the College community, but advisors generally may not participate directly in the formal hearing process. Attorneys will not be permitted to participate directly in the hearing process. In cases of sexual assault, domestic violence, dating violence, and stalking, both parties may be accompanied by an advisor or family member at meetings related to the College disciplinary process. Lawyers will not participate in the disciplinary process.

Generally, the panel should make every reasonable effort to conclude its review, deliberate and issue a determination within 60 class days. Deadlines may be reasonably extended upon mutual agreement of the parties. The failure of a party to participate in the process will not prevent the process from going forward. The College also retains the authority to proceed with its internal process whether or not a related proceeding is underway in another forum.

Once the formal review has been concluded, the panel will deliberate and make a determination on the basis of the evidence before it. The panel may determine that: (1) there has not been sufficient evidence presented to sustain a finding of discrimination or harassment, and recommend the matter be ended; (2) there is sufficient evidence to support a finding that there has been discriminatory or harassing conduct, or a violation of a related College rule, policy or regulation, and recommend a resolution, including appropriate sanctions; (3) the matter cannot be referred to another College body or official for review or to outside legal authorities or governmental agencies. The panel will not be required to provide detailed findings of fact or evidentiary determinations, but, upon request, will provide a brief written summary of its determinations and recommendations. For harassment and discrimination complaints, as well as complaints of sexual assault, domestic violence, dating violence and stalking, the College will evaluate complaints using a preponderance of the evidence standard, which means that it will look at the evidence and assess whether one can make a good faith determination that there are reasonable grounds to conclude the conduct or incidents did occur... If the College determines that the established grievance procedures are not appropriate or readily available for handling a particular complaint, the College reserves the right, in consultation with the parties, to appoint an ad hoc panel or individual, to conduct the formal review process, make a determination, and to propose a resolution of the complaint, if appropriate.

The panel’s determination and recommendations will be submitted to the associate vice president of student affairs and/or the assistant vice president of human resources for review. The associate vice president of student affairs or the assistant vice president of human resources may: (1) accept the determination and recommendations for resolution; (2) accept the determination and recommendations in part, and adjust or modify the ultimate finding or sanction as the College deems appropriate; (3) refer the matter back to the review panel for reconsideration; (4) refer the matter to another appropriate body or individual for reconsideration; or (5) deny the determinations and/or sanctions. The associate vice president will advise the parties of the final determination and sanctions. If the matter is resolved to the mutual acceptance of the parties the complaint will be deemed concluded at this stage.

Sanctions

The College may impose a variety of sanctions, or a combination of sanctions in cases of harassment, discrimination, sexual assault, domestic violence, dating violence and stalking. In determining the appropriate sanction, the College may consider the severity of the conduct, the individual’s previous record at the College, and the range of sanctions imposed in similar situations. Sanctions may include, but not be limited to, warnings, behavioral contracts, community service, financial fines or restitution, referrals to professional counseling, social probation, probation, suspension from the College, expulsion, and the withholding or revocation of a degree. College sanctions are set forth in detail in the College’s judicial code.

CONCLUSION

Complaints of harassment, discrimination, sexual assault, domestic violence, dating violence, and stalking require sensitivity to the interests of members of the College community and those involved in the process. Just as it is important to recognize that those subjected to this conduct must have someone and somewhere to turn for assistance, it is also important to realize that unsubstantiated or malicious charges may seriously affect the reputation, career or personal life of the individual or individuals charged with such conduct. The College will take action against anyone who uses the process abusively, as a way to gain advancement, to excuse poor academic or job performance, or to settle personal differences.

Complaints will be handled with concern for the confidentiality of the parties involved and, to the extent possible and consistent with administering the policy and conducting a thorough fact-finding. Information gathered will be kept confidential and retained in a separate file. Final determinations and sanctions may be placed in an individual’s permanent file at the College.

The underlying goal of this policy is education and resolution, not discipline or sanction. The College is committed to increasing everyone’s level of understanding and sensitivity about appropriate conduct. However, the College will take corrective disciplinary action where individuals and groups cannot abide by these policies. Nothing in this policy is intended to prevent a person from pursuing their rights under other appropriate College procedures, subject to consultation with the College, or from pursuing any federal, state or local remedies.

RETALIATION

It is a violation of Vaughn College’s policy to retaliate in any way against an individual or group following a notice of claim of discrimination, harassment, sexual harassment, sexual violence (including sexual harassment, sexual assault, stalking, rape and acquaintance rape, dating violence and domestic violence) or other such offenses. Any individual or group reporting such conduct is entitled to protection from any form of retaliation following a report made in good faith, even if the report is later not proven. Retaliation can take many forms, including attempts to intimidate, threaten, coerce, or discriminate against any individual or group. Direct or indirect retaliation involving communications via telephone, internet, social media, or other devices is prohibited.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate, whether committed by or against an individual or a group. This policy applies to all members of the Vaughn community, including students, faculty, staff, alumni, third parties, and visitors.

If you believe you have encountered retaliation we encourage you to IMMEDIATELY notify the college and file a report with the Title IX Coordinator in office of student affairs and/or local law enforcement. See “How Do I File a Report” at http://www.vaughn.edu/assets/downloads/How_do_I_file_a_report_SAFE_page_Octo-ber_2013_REV3.pdf

Please see Appendix X for more information about retaliation and other resources.
IN VOLUNTARY LEAVE OF ABSENCE OR WITHDRAWAL – NON-DISCIPLINARY

Vaughn College may make a determination to place a student on an involuntary leave of absence or involuntary withdrawal from the College under specific circumstances. Generally this approach will be considered when a student appears to have significant medical, emotional or psychological issues which need to be addressed. The College may place a student on a leave of absence from their academic program and attendance at the College where the student poses a direct threat to health and safety of the student or others and the student is not able or not willing to take a voluntary leave of absence. A direct threat is when there is a high probability of substantial harm and not just a remote or speculative risk.

This policy is not intended to be used in place of disciplinary action that addresses violations of College codes of conduct, but through the same conduct may be involved in the determination for disciplinary treatment and an involuntary leave. If a student is placed on an involuntary leave at the same time the student also is subject to academic or disciplinary sanctions, when the student returns to the College, the student will continue to be subject to the previously imposed academic or disciplinary status.

IN VOLUNTARY LEAVE - ADMINISTRATIVE WITHDRAWAL POLICY

Health and Safety

Vaughn College has promulgated regulations dealing with voluntary student leaves, and has procedures for involuntary leaves due to academic difficulty or as a disciplinary sanction. The College also may face a situation with a student where the College has reached a determination that a student should be placed on a leave due to health and safety concerns for the student. Under these circumstances, Vaughn College reserves the right to place a student on an involuntary leave of absence from the student’s academic program of study when the student is not able or willing to take a voluntary leave and the College has made a reasonable determination that the student poses a direct threat to the health and/or safety to others.

The US Department of Education Guidelines that form the basis for involuntary leave policies recommend a process for a college to follow that includes:

• An individualized and objective assessment of the student’s ability to participate safely in the College’s program, based on a reasonable medical judgment;
• An assessment that there is a high probability of substantial harm for community members and not merely a slightly increased, remote or speculative risk;
• The assessment should identify the nature, duration and severity of the risk, the probability of occurrence of a threatening injury and whether reasonable modifications could mitigate the risk;
• The determination should take into consideration the observed conduct, actions and statements of the student and not mere behavior or knowledge that the student has a disabling condition; and
• The process should act as a guard against adverse action based on unfounded fears, stereotypes and prejudices.

Where Vaughn College believes that an involuntary leave is to be considered, the associate vice president of student affairs will identify a team of professionals to make a reasoned determination. Included on that decision-making team will be a medical or mental health professional. The student will be informed of the College’s concerns and the decision to consider an involuntary leave, and, to the extent feasible, the student will be given a copy of the College’s policy and how their rights will be explained.

A student under consideration for an involuntary leave will be asked to participate in a medical review and provide relevant medical and/or psychological documentation from the student’s personal health care provider or psychologist to the college. The student will also have the opportunity to provide other relevant information for consideration and review. The College may take into account information about the student’s conduct, behavior, actions, statements, threats and possessions. Based on a review of the data gathered, a reasonable determination will be made whether an involuntary leave is warranted. During the time the involuntary leave is under consideration and/or during any period for appeal, the College may temporarily exclude the student from campus if there is a significant and immediate concern about safety.

The student will be told of the College’s determination regarding an involuntary leave and the terms of the leave if one is imposed. The student will have an opportunity to appeal the determination. The student shall have the opportunity to discuss the determination with the associate vice president of student affairs in writing within three days of learning of the decision. The appeal should state the specific basis on which the student is appealing the involuntary leave (process, facts taken into consideration, details of the involuntary leave). The associate vice president of student affairs, or his or her designee, will have three days to consider and decide the appeal. The associate vice president of student affairs may, in whole or in part, uphold the determination, reverse the determination or return it for further consideration. The time frames exclude weekends and college holidays; the associate vice president of student affairs may extend the time frames for reasonable cause. The decision of the associate vice president of student affairs is final.

An involuntary leave will generally be for the duration of at least one full semester and a maximum length of two semesters (excluding summer terms). If the College determines that a longer period of separation is necessary, the College may treat the separation as an involuntary withdrawal.

At the commencement of the leave, a student will surrender the College identification card and leave College housing, if applicable. The student may, depending upon the circumstances, have any privileges on the College’s internet system suspended during the period. The student will not be permitted to be on or adjacent to campus or attend campus related events or activities without the prior written consent of the associate vice president.

The student’s records will carry a notation of “leave of absence” and appropriate arrangements will be made regarding the student’s status in courses if the involuntary leave occurs during an academic semester. Generally a student will be withdrawn from courses, but it may be possible to consider alternate arrangements. If the student is receiving financial aid, the financial aid office will advise the student of the impact.

A student who wishes to return to the College after an involuntary leave must notify the College in writing at least eight (8) weeks before registration begins for the semester in which the student seeks to reenroll. The notification should be in writing to the associate vice president of student affairs. If the student wishes to live in College housing an application for housing should also be provided in writing. In this letter the student should set forth the basis for his or her readiness to return to the Vaughn College community. If a student’s medical or psychological condition was a factor in the determination for the involuntary leave, the student should make him/herself available for an assessment by the College that he or she is capable of returning to the College. In addition the student must provide a certificate of fitness to return from the student’s personal health care provider about the student’s readiness to resume participation in College. The student will be asked to authorize in writing that the personal medical care provider may provide the College with additional information and confer with the doctor or counselor at the College about the student’s fitness to return to College.

The College will make a determination, based on the information provided and the College’s reasonable assessment, whether the student may return to the College for his or her academic program beginning with the desired semester and the terms and conditions of the return. The College may require that a student continue with a course of treatment that information be provided regularly to appropriately coordinate the student's fitness to be enrolled, and may require the student to meet on a regular basis with a designated College official. Any determination about a student’s readiness to reenroll in an academic program is separate from a decision that a student’s fitness to be in residential housing at the College. In the event the College determines that the student is not ready to reenroll that student will be required to meet on a regular basis with a designated College official. Any determination about a student’s readiness to reenroll is based on an individual’s state of health and not just the student's fitness to be enrolled and may require the student to comply with the above requirements for a return from an involuntary leave.

In the event a student placed on an involuntary leave does not seek to return to the College by the beginning of the semester next following the end of an involuntary leave, or is out of the College for three consecutive semesters (not counting summer terms), the involuntary leave will convert to an involuntary withdrawal and the student will have to apply for readmission and satisfy any additional conditions set forth by the College for readmission. If a student is placed on an involuntary withdrawal by the College, the student will have to reapply for admission with sufficient time to assess the readmission and the student will have to comply with the above requirements for a return from an involuntary leave.

In the event that a student fails to cooperate with the College in the assessment process for an involuntary leave or an involuntary withdrawal, the College may proceed based on the best information available under the full semesters (excluding summer terms) for make a reasonable determination. The College’s determination in each case will be treated under this policy as if the student did participate and the student will retain their rights and responsibilities. The College, within its sole discretion, may make an interim determination on an involuntary leave or involuntary withdrawal, and revisit the determination at a point that the student is able and/or willing to participate in the process.

A student’s record relating to an involuntary leave or involuntary withdrawal will be maintained consistent with the laws governing student records, and with the process for assessing involuntary leaves and processing a return from an involuntary leave. These records will be maintained by the associate vice president of student affairs and the pertinent offices involved.

The College reserves the right to notify parents or legal guardians if deemed appropriate under the circumstances and applicable law, including making arrangements for family members to pick the student up from the College’s facilities, house the student or obtain health care assistance.
CAMPUS POLICIES AND REGULATIONS GOVERNING CONDUCT

Students at Vaughn College shall conduct themselves in a manner compatible with the College’s mission as an educational institution. The College seeks to foster the transmission of knowledge and the pursuit of truth. Freedom of inquiry and expression are an indispensable component for the attainment of these goals. An assertion of rights and responsibilities, however, is balanced by a readiness to assume responsibilities. Students of the College are expected to recognize the institution’s academic purposes, respect the rights of others in the community and accept responsibility and accountability for their own behavior.

The College has developed standards of conduct which govern student behavior; policies, and procedures to deal with specific conduct issues (computer use, drugs and alcohol, sexual assaults); a judicial code which sets forth the procedures for judging charges of misconduct; a general grievance procedure, and the applicable sanctions for misconduct. A student whose conduct is not in accord with the College’s standards of conduct shall be subject to disciplinary measures. Students are required to familiarize themselves with these policies, rules, and regulations. Many of these standards, rules, regulations, policies, and procedures apply to all members of the College community, as well as visitors, guests, and vendors. These policies apply to on-campus conduct, as well as conduct at College sponsored or affiliated events or which involve members of the College community.

STANDARDS OF CONDUCT

The following standards of conduct shall govern the behavior of the members of the campus community (students, faculty and staff) as well as visitors, guests and vendors. The standards set forth below address the major areas of conduct but realistically cannot cover every potential act. Therefore, the College reserves the right to apply the principles underlying these standards to similar conduct whether or not specifically identified in this document. These standards apply to the individual(s) who specifically violate the standards, participate directly or indirectly in violating these standards, or those who conspire with others to violate these standards.

Academic Misconduct — is a critical violation of the College’s standards and includes the giving or receiving of unauthorized aid on assignments or exams; using unauthorized sources for papers, reports or assignments; or using improperly acquired tests or academic materials belonging to others, including faculty, staff or outside individuals or commercial sources.

Plagiarism — is also a serious form of misconduct. It includes the use of direct quotes or paraphrases of another’s work, without full credit and acknowledgement. It also includes the use of materials prepared by another person or agency, including vendors of term papers and similar academic materials.

Generally, academic misconduct is handled by a separate process dealing with academic matters, as set forth in the College catalog. Inquiries should be made to the appropriate vice president of student affairs. However, the College reserves the right to determine which campus procedure will apply for misconduct that involves academic matters.

Compliance with the Law — Members of the College community shall comply with city, state and federal laws and ordinances affecting the maintenance of public order on College premises or affecting College activities. The College retains the right to pursue discipline for violations of the law if it also violates campus rules, regulations, and standards seriously affecting the interests of the College, or seriously affecting a member of the College community.

Interference with College activities, events, policies, and personnel — Members of the College community, visitors, and guests shall not (1) engage in conduct which interferes with, disrupts, or obstructs regular College operations or activities and events of the College; (2) deny or unreasonably interfere with the rights of others, including the right of academic freedom as well as other constitutionally protected rights; (3) cause injury or damage to College property, real or personal; (4) attempt to gain unauthorized access to or occupy nonpublic areas on the College’s premises (classrooms, labs, libraries, offices, auditoriums and recreational facilities); (5) attempt to gain unauthorized access to or use of personal property, files and records of the College or of individual members of the College; (6) engage in the alteration, misuse, misrepresentation or forgery of documents, records, personal identification, computing or communications systems, or other College materials; (7) furnish false or incomplete information to the College or any of its representatives; (8) fail to comply with policies and procedures covering manner and place of public expression, privileges of organizations and the use of campus facilities; and (9) recklessly or intentionally endanger the mental or physical health of an individual(s) or force consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization; and (10) create or permit a situation that poses a direct threat or danger to one’s self or others.

Any authorized member of the College community, including but not limited to, an administrator, faculty member, College security officer, or designated student assistant, acting in his or her official capacity, and after properly identifying him or herself, may in the course of performing College duties, request identification from members of the College community, guests or visitors, and give oral or written directions regarding campus policies and rules. Refusal to identify oneself shall be considered prima facie evidence of non-College status.

All members of the College community, guests and visitors shall at all times conduct themselves in a manner that is consistent with the maintenance of public order on campus. The privilege to remain on the College campus for guests and visitors shall automatically terminate on the breach of these regulations and the College, in addition, reserves the right in its discretion to withdraw at any time the privilege of a guest or visitor to be on the College’s premises. A trespasser, though subject to these regulations, has no privilege of any kind to be on campus.

Members of the College community, guests, and visitors shall be subject to discipline up to and including removal for trespassing, expulsion or dismissal, and/or referral to civil or criminal authority for violations of these rules.

ASSAULT

Assault is a violation of Vaughn College policy as well as a violation of the law. Examples of assault include: but are not limited to the following:

• Acting with intent to injure or harm another person
• Using physical force to coerce or to retaliate for a real or imagined offense
• Threatening to inflict injury upon another person
• Using a dangerous weapon

CIVILITY

All members of the College community will maintain integrity in all their relationships and will respect the dignity and value the worth of all persons. At no time will a student, staff or faculty member physically, psychologically or sexually abuse any member of the community, nor participate in or condone any form of bigotry, harassment, intimidation or threat, whether verbal, written, physical, psychological, direct or implied. This standard applies equally to all Vaughn College guests and visitors.

COMPUTER SYSTEMS, COMMUNICATION SYSTEMS AND ACCESS TO DATABASES

The College has promulgated a detailed policy on the permissible use of its computer and communication systems, and access to databases. That policy is set forth separately in a later portion of this handbook. By using the computer or communications system, students, staff and faculty agree to be bound by the relevant policies and procedures and to be subject to discipline for their violation.

DISCRIMINATION, HARASSMENT AND SEXUAL ASSAULT

The College’s policies and procedures prohibiting discrimination, harassment (including sexual harassment) and sexual assault are contained in other sections of the handbook. Similarly, generalized harassment, including conduct that is coercive, intimidating, hostile, verbally abusive or threatening to others, and which would be viewed as such by a reasonable individual, is also prohibited by the College. Harassing behavior may take a variety of forms including, but not limited to, the following:

• Verbal conduct such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations or comments;
• Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
• Physical conduct such as unwanted touching, blocking normal movement or interfering with work;
• Threats and demands, such as those that seek submission to sexual requests in order to retain employment or education benefits or offers of job or education benefits or conditions in return for sexual favors;
• Retaliation, in the form of adverse actions for participating in a good faith investigation proceedings or hearings related to this policy;
• Harassing behavior includes conduct directed towards persons of the same or opposite sex;
• Attempting to coerce or intimidate another student, staff or faculty member;
• Telephone harassment is considered repeated unwanted verbal telephone communication;
• Sending obscene/profane audio, visual, written or electronic communications.
DISORDERLY CONDUCT
Infractions of this rule include, but are not limited to:
• Deliberately resisting or refusing to obey identified College officials.
• Failure to properly identify yourself when asked by a College official.
• Behaving in a publicly lewd or indecent manner.
• Providing false information.

DISRUPTIVE AND/OR ILLEGAL CONDUCT
Members of the College community shall not engage in conduct which includes, but is not limited to, (1) disruption of the activities or authorized use of the College by others; (2) disorderly, lewd or indecent behavior; (3) endangering the personal safety of others by assault or physical threats; (4) destruction, damage or theft of personal property; and (5) damage or destruction of College property, including equipment, systems and/or library books.
Failure to conduct oneself in a manner appropriate to the College community, and which interferes with the rights of others or disrupts the legitimate activities and rights of another individual, department or organization are also a violation of the College’s rules. Included within this provision is a failure to abide by College policies and sanctions.

DRUGS AND ALCOHOL
The College does not permit the possession, consumption, use, distribution, or sale of alcohol or illegal drugs on or adjacent to the College premises or at a College-related event. On certain occasions, the College may serve alcohol, under specific circumstances, to those legally permitted to consume it as part of a College event. Students, staff, or faculty should not be on campus or at campus-related events when impaired by alcohol or illegal drugs.
All members of the College community are required to comply with the laws regarding alcohol, illegal drugs, and the use of prescription drugs.
The College has developed a detailed policy and procedure governing alcohol and drugs on campus, and it is to be found in a subsequent section of this handbook.

FIGHTING
Vaughn College prohibits fighting both on and off campus. On the basis of the first report, students who are found to have been involved in fights may be placed on probation or suspended for a minimum of one semester. The specific course of action chosen will be determined by the crudity of the language used, the seriousness of the threats, the level of violence, and the extent of injuries. Subsequent involvement in any fight may result in suspension of the students involved.

FIRE SAFETY VIOLATIONS
All members of the College community are prohibited from negligently or knowingly setting any materials on fire, creating a fire or combustion hazard, endangering the safety of others or property by the improper use or possession of hazardous/flammable substances, and the misuse or tampering with smoke detectors, fire alarms, or fire extinguishers. Interference with fire drills or the false reporting of fires is also prohibited.
Fires, or dangerous conditions that could lead to a fire, are to be reported immediately to the nearest faculty member, administrator, staff member, or security officer. Evacuation procedures will be initiated while the fire department is being contacted. Fire station and drills are to be taken seriously. Fire wardens and faculty members will facilitate evacuation of the premises.

GAMBLING
Gambling in any form is prohibited on the campus.

HAZING
Hazing in any form, whether on or off campus, is prohibited at the College or by College organizations. Hazing is considered to be planned actions or activities, or created situations that may be demeaning to individuals, produce mental or physical distress or harm, involve the forced consumption of alcohol or drugs, harassment or threats, or which endanger the health or safety of an individual(s). A detailed policy against hazing is found elsewhere in this handbook.

IDENTIFICATION/KEYS/ACCESS TO FACILITIES AND SERVICES
No person shall lend or give to another person a College identification card, key or key card, or other official identification for the purpose of gaining entry into any College building, activity or event or obtaining a service of any kind from the College. No person shall use a Vaughn identification card, key, or key card, or other official identification which is not rightfully his/her for the purpose of gaining unauthorized entry into any College building, activity, or event or obtaining a service of any kind from the College.

LOCKS, SECURITY DEVICES AND ALARMS
Security devices, locks, and alarms are installed to protect individuals and property. It is a violation of College policy to (1) exit through an alarmed door; (2) unlock or prop open alarmed doors or locked exits; (3) possess, use or duplicate College keys not properly issued or authorized; and (4) obstruct or damage physical security devices.

PARKING
Parking is provided as a service to students and staff. Owners are responsible for their vehicles, the drivers of, and the contents of their vehicles on the campus, and the College has no responsibility for vehicles, or the contents, while on campus.
All vehicles must have a valid College parking permit for each semester, available from the office of student services, and must be parked in accordance with applicable safety precautions, as well as the following campus parking regulations and applicable safety precautions:
• Students may not park in areas reserved for faculty or staff or in any designated handicapped parking space unless the vehicle has the appropriate permit.
• Students may not park in the College parking area adjacent to the College, in the Ditmars Avenue and 23rd Avenue parking lots, along the sides of the building prior to 6 p.m. This area is reserved for faculty and staff.
• Parking in the College parking areas is by permit only and solely for the convenience of students, faculty and staff.
• The College assumes no responsibility for the care, custody or control of vehicles.
• Parking is not permitted on concrete aprons.
• Vehicles may not be left on College property overnight without prior clearance of the director of college services and must be submitted in writing to the office of student affairs.
• The College cannot guarantee parking space availability during peak hours. Students are encouraged to use public transportation or to car pool in order to reduce the demand for parking during peak hours.
Individuals who violate the parking regulations, or park without a valid permit, shall be subject to sanctions. Upon the first parking violation a warning sticker will be placed on the vehicle. Second parking offenses will receive a final warning sticker on the vehicle. A third violation of parking regulations will result in a boot placed on the vehicle wheel, rendering it immobile, and the assessment of a fine.
The office of security will remove the boot upon request and present the responsible party with a parking violation fee notice. A fee of $25 will be assessed upon the second parking violation. Failure to pay this fee within 30 days will result in an additional fine of $10; bringing the amount owed to $35. Ninety days following the issuance of the second violation, the fine will increase to $50. These fines will be assessed to the student account. Parking in a handicapped space without appropriate Department of Motor Vehicles placard, or fraudulent use of a disabled placard, will result in a $50 fine and a boot placed upon the vehicle upon the first offense.
Additional sanctions may include, but are not limited to, (1) vehicle being towed at the owner’s expense; (2) loss of parking privileges; (3) fines; and (4) disciplinary measures, such as warnings, probation, suspension or expulsion may be imposed by the College for failure to comply with parking regulations.

PERSONAL RESPONSIBILITY
Students will take responsibility and be accountable for their behavior and for the choices they make as members of the Vaughn College community. Students will not engage in behaviors that could endanger themselves or others in the community.

PETS
Pets or animals of any kind are not allowed inside campus facilities, with the exception of trained guide dogs for the vision-impaired or as allowed for in the Americans with Disabilities Act.
THIEF
Thief of college or personal property and services (including unauthorized borrowing or possession of stolen property) is prohibited and will be subject to discipline proceedings, referral to the judicial process, and/or criminal prosecution. All thefts need to be reported to a student affairs member or to security. The College is not responsible for individual student belongings and strongly encourages students to insure the safety of their own property.

UNAUTHORIZED USE OF COLLEGE NAME, SUPPLIES AND DOCUMENTS/FORGERY
No person shall forge or alter supplies and documents of the College or misrepresent himself/herself to the College or any person or outside agency.

VERBAL ASSAULT
To threaten to kill or to inflict injury upon another person is a breach of Vaughn College policy, whether the ability to carry out the threat is apparent and present or not. Racial slurs and the use of disparaging or derogatory epithets motivated by racism or is ugly, against the law, and a violation of Vaughn College policy. Such violations are considered as serious as any physical assault and may result in probation, suspension, or dismissal.

WEAPONS
The College strictly prohibits on campus the possession, use, sale, or distribution of any weapon, including, but not limited to, firearms, guns, rifles, pellet guns, ammunition, fireworks, explosives, knives, box cutters or any other dangerous instruments that function as a weapon. Weapons may not be carried by an individual on campus or on the College’s premises, including lockers or vehicles. Any student who works in law enforcement and is required to carry a weapon as part of their job must lock up their weapon at the main building security desk prior to entering any campus setting (i.e., classroom, cafeteria, residence hall, etc.).

THE CAMPUS JUDICIAL SYSTEM
The College provides procedures for resolving problems and disputes that involve students and others on campus. The different procedures have been developed based on the nature of the matter to be resolved. General disciplinary and conduct problems of a non-academic nature will be dealt with in accordance with the process outlined in this section of the handbook on the judicial system. Academic grievances and discipline are addressed in the College catalog and inquiries for additional information can be made in the office of the associate vice president of academic support services in consultation with the College’s faculty. Academic grievances and discipline are addressed in the College catalog and inquiries for additional information can be made in the office of the associate vice president of academic support services. Complaints of discrimination and sexual harassment are generally handled by a specific fact-finding and grievance procedure described elsewhere in this handbook. Inquiries on these matters shall be made to the associate vice president of student affairs or his or her designee. Where serious discipline (suspension or a recommendation for expulsion) has been imposed by the associate vice president of student affairs, a student may request that the case be referred to a student conduct board for a full review and determination. A student may appeal a disciplinary determination and imposition of sanctions made by the associate vice president of student affairs or the Student Conduct Board with the senior vice president of the College.

The student judicial process is intended to provide a fair and orderly method for addressing violations of College rules, regulations and conduct codes, as well as fostering a greater understanding of the obligations of membership in a community. It is not a legal process and will be administered with appropriate flexibility. The College reserves the right to modify procedures and time frames based on the circumstances of a specific case. Vaughn may handle a matter through the student judicial process even where civil or criminal proceedings are underway, in its sole discretion. The College may suspend a student pending the results of the student judicial process or external legal proceedings. When a student fails to cooperate with or participate in the student judicial process, the College may proceed with the process, a determination and the imposition of sanctions. The majority of violations of College rules will be handled administratively by the associate vice president of student affairs or his or her designee. Where serious discipline (suspension or a recommendation for expulsion) has been imposed by the associate vice president of student affairs, a student may request that the case be referred to a student conduct board for a full review and determination. A student may appeal a disciplinary determination and imposition of sanctions made by the associate vice president of student affairs or the Student Conduct Board with the senior vice president of the College.

The student judicial process is initiated by a member of the College community by filing a written complaint with the office of student affairs, describing the nature of the conduct or activity which an individual or group of individuals engaged in and which violates a policy of the College. The associate vice president of student affairs may also initiate a complaint. If there is a sufficient basis to pursue fact-finding about the complaint, the office of the associate vice president of student affairs will begin the review process. The student or group charged will be advised of the complaint and may be scheduled to meet with the associate vice president of student affairs or a designated representative, for an informational meeting about the complaint and the process when such a meeting is appropriate. At the conclusion of the meeting the student will be asked to state whether the complaint is valid or to deny the charges. The associate vice president of student affairs will determine whether the incident shall be heard as an administrative case or be referred to a student conduct board; generally cases will be heard administratively.

Students shall have the right during the disciplinary process: (1) to be informed by the College, in writing, of the elements of the complaint, and also to be advised of the relevant evidence to be used by the College to assess the situation, and the date, time and place of the disciplinary meeting or Student Conduct Board hearing; (2) to speak for himself/herself, to present witnesses and evidence, to challenge the College’s evidence, and to raise questions regarding testimony or evidence from the complaintant and/or witnesses; (3) to have a member of the College community assist as an advisor; and (4) to appeal.
ADMINISTRATIVE REVIEW

A student subject to administrative review for a violation of College rules shall be entitled to receive written notice of the charges pending against him or her and shall be given an adequate opportunity to explain the events and circumstances involving the charges. The associate vice president of student affairs, or his or her designee, shall meet with the charged student, who may submit information, documents and evidence in support of his or her explanation. The student may also provide names of relevant witnesses or knowledgeable individuals for the associate vice president to consider interviewing or to attend a disciplinary meeting to give testimony. The associate vice president of student affairs, or his or her designee, shall give the student reasonable time to prepare his or her explanation. The associate vice president or the designee may gather additional appropriate information and other relevant evidence and consider relevant information for the adjudication of a charge.

Within twenty (20) class days of first meeting with the student charged, the associate vice president of student affairs, or his or her designee, shall inform the student of his or her determination. The notice shall contain a brief statement of the associate vice president’s findings and, where appropriate, the sanction to be imposed. Where the complaint under consideration involves allegations of discrimination or harassment, and the associate vice president determines that remedial action is necessary, additional time may be needed. The associate vice president reserves the right to impose additional requirements, beyond sanctions, where appropriate, such as counseling, education, restitution, restrictions on interaction and community service.

The associate vice president may pursue a mutually agreed to resolution of charges with the student involved to resolve a disciplinary matter.

STUDENT CONDUCT BOARD

If the result of the administrative review is a finding that a student has violated a College rule or policy, and the sanction imposed is suspension or expulsion, a student may request that the matter be referred to a student conduct board for a full review of the case, including the presentation of evidence, a determination and a recommendation on a sanction. A request must be made in writing to the associate vice president of student affairs within ten (10) days after receipt of the administrative determination. The request for a student conduct board should specify whether the student is seeking a hearing, whether the student is challenging the administrative determination, the sanction originally imposed by the College or the conduct board. If there are not sufficient representatives in the pool at the time a student conduct board is requested, the associate vice president may promptly make arrangements to convene a student conduct board.

Since the primary goal of a college is to educate, the student conduct board hearings are non-adversarial, confidential to the extent possible, closed to the public and not to be considered analogous to court proceedings. The hearing is a fact-finding proceeding; the student may not necessarily be present to hear all other witnesses and there is no formal cross-examination of witnesses or objecting to evidence, although the charged student may present information challenging other evidence and witness testimony. Students will be permitted to have the assistance of another member of the College community as an advisor, although the advisor is not a participant in the hearing. While students are free to consult with an attorney, a student may not have an attorney present during a disciplinary hearing or at any appeal. A student may request the presence of a family member provided that the family member acknowledges that he or she is an observer and will not seek to participate in the hearing. Hearings are conducted with the formality appropriate to ensure fairness and effectiveness.

The student conduct board is an ad hoc group of students, faculty, and/or staff, consisting of three members and a chairperson. The members are chosen by the associate vice president from a panel of individuals recommended by student leaders, faculty and the administration. The board is convened and constituted on an as-needed basis, as determined by the associate vice president. Three individuals are required, at least one of which must be a faculty member, an administrator and one of which must be a student. The chairperson will be a designated College representative, who shall assist in the coordination and conduct of the hearing. The chairperson will not have a vote in the case.

If there are not sufficient representatives in the pool at the time a student conduct board is requested, the associate vice president, or his or her designee may make interim appointments to the pool, pending action by the faculty and student representatives. A member who believes there is a conflict of interest or a reason for not serving on the conduct board can ask to be excused and shall be replaced. The student facing the charge, as well as any student who has filed the complaint, may advise the dean of a challenge to a member of the conduct board for a potential conflict and he/she shall make a determination whether to appoint a different individual to the board. A representative of the administration shall present the case to the conduct board.

The student conduct board will schedule a hearing to commence within twenty (20) days of the board’s appointment. The student conduct board will be to hear and consider the evidence and other relevant reliable evidence, to make findings of fact, to determine whether the College policies or rules have been violated, and, if so, to recommend appropriate relief and disciplinary sanctions.

The student conduct board will not be bound by the previous determination or recommended sanction of the associate vice president, or his or her designee. The determination and recommended sanction shall be based on the presentation of credible evidence before the student conduct board. All determinations about the consideration of testimony, witnesses, evidence, credibility and the weight to be accorded evidence shall be made by the student conduct board.

The student conduct board shall issue a determination and recommendation on sanctions within fifteen days after the hearing concludes; a brief summary of the findings that form the basis of the determination will be provided to each student conduct board decision will be retained by the College. The board will make a recommendation on whether the student transcript shall reflect the disciplinary action taken and the sanction.

Generally the record of a hearing will be the notes taken by one of the hearing panel members or a designee. It is within the discretion of the College to determine that a disciplinary hearing will be tape recorded. A student who is appealing a decision will be permitted to hear a tape if there is one, and the individual designated to consider an appeal will have an opportunity to hear an existing tape also. Originals or copies will not be released, unless pursuant to a lawfully issued subpoena or court order. Only the College is allowed to tape record the hearing and no individual taping will be permitted.

A student is required to appear at a student conduct board hearing or meeting. Should the student fail to appear, the board may continue to handle the case based on available information, or refer it back to the student affairs office. Additional discipline may be imposed for a student’s failure to participate in the College’s process.

Information about students presented during a proceeding shall be treated as confidential to the extent feasible. Disclosure of privileged and confidential information by a member of the student conduct board will result in the board’s request for that member’s dismissal from service by the associate vice president of student affairs, unless the disclosure takes place as part of the appeal process or is to a College official with responsibility for the judicial process.

The student conduct board may address questions to any party during the proceedings. Any party present may adopt a statement in writing with the consent of the student conduct board and the hearing officer. A party has the right to questions to the witness testifying. The board may consider and request documentary and written evidence.

A decision of the student conduct board must be based upon majority vote. Determinations shall be based only on information presented during the hearing and accepted for the record. The standard of proof that should be applied in determining whether a violation occurred is a preponderance of the evidence, which is defined to mean that upon consideration there is a good faith belief that it is more likely than not that the conduct or incident occurred. Recommendations on the determination and sanctions, if any, shall be filed with the office of student affairs within 10 class days of the final hearing. The associate vice president will review the recommendations of the student conduct board and issue a decision and/or impose sanctions. The student will be notified in writing of the decision.

APPEAL

When a student is found to have violated a College policy or rule, and a sanction is imposed, the student may appeal the determination and/or sanction whether issued by the office of student affairs or the student conduct board. Under certain circumstances, when a student has filed a complaint against another student or group of students for discrimination, bias, sexual assault, harassment or similar violations of individual rights, and the student does not feel that the determination or sanction imposed against the student charged is adequate for the offense, an appeal may also be filed by the original complaining party requesting that the determination and/or the sanction be reviewed.

An appeal should be filed with the associate vice president and dean of student affairs within fifteen (15) days of the receipt of a determination and recommendation of a sanction. The request should state why the student believes that the determination and/or the sanction is not appropriate, clarify whether there was any specific violation of procedures or misapplication of evidence, and identify any potential bias. If there is any new evidence not previously available that the student believes should be considered, that evidence should be detailed in writing in the request for an appeal.

The College shall designate a College administrator or faculty member to consider the appeal and make a recommendation. The determination and recommendation of a sanction will be based on the record compiled by the student conduct board, if any, although the student making the appeal may make a written submission and the person considering the appeal may ask for additional information or clarification. A determination on appeal should be reached within thirty (30) days of the appointment of the individual who shall handle the appeal. The decision on appeal can only be to modify, or reverse the determination and/or the sanction.

The individual considering the appeal can also refer the matter back to the student conduct board for further consideration. It is within the discretion of the person making a determination concerning the appeal to refer the matter to another appropriate College body.

116 117
The decision on appeal is the final step in the process.

In all judicial proceedings, time frames may be extended as reasonably appropriate to permit a fair process. The standard of proof that should be applied in determining whether a violation occurred is a preponderance of the evidence; that is, there must be more evidence to support the finding of guilt than to support the finding of innocence. The burden of proof placed upon consideration there is a good faith belief that it is more likely than not that the conduct or incident occurred. Records of disciplinary action shall be maintained by the College, and the College shall determine what information regarding discipline shall be made a part of a student’s transcript.

SANCTIONS

The College may impose the following sanctions, and reserves the right to impose more than one sanction and/or other sanctions based on the conduct involved. In imposing a sanction, the College may take into account the disciplinary record of the student and related factors that aggravate or mitigate the circumstances.

1. Warning — an oral or written notification to the student that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
2. Censure — a written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for violation of any college regulation within a period of time stated in the letter of censure.
3. Fines — refer to a sum of money to be paid by the charged individual to the College or another specified person or body. Failure to pay fines may result in further discipline and may also result in the denial of a final grade report, denial of registration for the subsequent semester (summer session included), and denial of a diploma or transcript.
4. Restitution — is reimbursement for damage to or for misappropriation of property. This may take the form of appropriate services and/or actual compensation.
5. Behavioral Contract — is an agreement between the student and the College that details required conduct, performance or achievements; a violation of a behavioral contract can result in further discipline.
6. Social Probation — is a written statement of various restrictions on a student's participation in College activities that remains in effect for a period of time specified by the College. The College determines that the student is not to be engaged in further violations of College policies or rules, social probation also may include ineligibility to participate in student activities and/or require participation in a community work project or other activities.
7. Suspension — means separating the student from the College for a specified period of time when a student has violated a College policy, rule or regulation, and when the College makes a credible determination that: (1) the student's continued presence on campus disrupts the conduct of regular college functions and activities; (2) the student's continued presence on campus may pose a risk, threat or danger to others; or (3) the student refuses to comply with significant College directions or regulations. Appropriate faculty, administrators, and College offices will be informed of the terms of a student’s suspension. If deemed appropriate, and consistent with the law, parents or guardians will be advised of the suspension. During a period of suspension, a student may not continue to participate in academic programs or classes; may not be on or adjacent to campus; and may not attend college-related events without written permission of the associate vice president of student affairs. A student who is suspended will have to comply with all conditions established by the College for readmission at the completion of the suspension.
8. Expulsion — termination of student from student status for an indefinite period. The conditions of readmission, if permitted and if then determinable, shall be stated in the notice of expulsion. Students who are expelled are responsible for all institutional charges incurred. Other sanctions may be imposed by the College instead of or in addition to those specified above to achieve an appropriate result; including but not limited to, requirements for counseling, psychological or medical evaluation, participation in a program to educate a student about certain types of conduct or community service. Whenever a sanction is recommended, the vice president of student affairs will have an opportunity, if he or she so elects, to review the recommended sanction and concur or question it before it is imposed.

NOTATION ON COLLEGE RECORDS

Generally the penalties of suspension or expulsion shall be permanently noted on the record of the student; exceptions will be made only in rare instances by the College.

The College may, in its sole discretion and on rare occasions, remove the notation of penalties other than suspension from the general educational record of the student after an appropriate period of time (not less than six months) if the student complies with requirements established by the College for removal. The record of discipline and sanction will be maintained, may be relied upon in assessing future discipline or sanctions, and may be disclosed under specific circumstances afterward.

STUDENT GRIEVANCES

A student who has a grievance not clearly covered by any campus policy, or who feels that he or she is being treated inappropriately, may file a written grievance with the associate vice president of student affairs, or his or her designee, specifying the nature of the student’s complaint, the details of the problem and the remedy sought. The office of student affairs shall undertake a review, consistent with the student judicial process. If the grievant is not satisfied with the associate vice president’s determination, the grievant may request a student conduct board or may appeal the determination. If the grievant requests a hearing, the grievant retains the right to appeal the determination of the board.

The College reserves the right to refer a grievance to another individual in the administration or faculty for a determination. If a grievant requests a student conduct board following the initial level of decision, the College reserves the right to advise the board that in its opinion the grievance lacks substance or has no basis in credible fact. A decision on whether to consider the grievance rests with the board.

MISUSE OF JUDICIAL PROCESS OR GRIEVANCE PROCESS

A student who files a false complaint or grievance, with knowledge that it is false, or a student who provides false testimony, with knowledge that it is false, may be subject to discipline for abuse of the College’s process and violation of College standards of conduct. A student who uses the disciplinary process or the grievance process, or participates as a witness, shall not be subjected to retaliation or suffer a detriment for their participation. Anyone who commits retaliation shall be disciplined.

RESIDENCE HALL POLICIES AND PROCEDURES

The Vaughn College residence hall program strives to provide a living environment that is comfortable, conducive to building positive community, study and intellectual achievement. Life in the residence hall will be exciting, fun and challenging. You will learn about different cultures, interests and values while your roommates and community members learn about you. While Vaughn College strives to provide a pleasant and safe building, each individual who lives, works or studies in our environment has a responsibility to be courteous to neighbors and to observe basic personal safety practices. To be a resident who can make positive contributions to your hall’s community, you must recognize and respect the rights of your neighbors. This collaboration allows for your growth as well as the growth of others.

Each student living in this community is responsible for being a proactive member adding to the overall college experience of others. Students are responsible for taking ownership in developing a safe and healthy living environment for all of its members. Students should respect this environment and act with civility, courtesiness, and responsibility.

As in every community, policies and procedures are necessary to protect the rights of individuals and provide the welfare of the community at large. Therefore, we have developed the policies and procedures described below for the residence hall system that provides a framework to help residents succeed in a community living environment. As a member of this community you agree to abide by and support its standards. Resident advisors and the resident life professional staff work with residents to create a positive living and learning experience for all residents. While every residence hall staff member accepts part of the task of educating residents and enforcing these policies, ultimate responsibility for compliance rests with every resident student. The privilege of living in a residence hall is founded upon the expectation that resident students will exercise good judgment and self-discipline by taking responsibility for their decisions and conduct. When resident students abide by these policies, they are creating and supporting a positive community atmosphere in the residence hall.
ALCOHOL
The use, sale, transfer or possession of alcoholic beverages in the residence hall or on College premises is prohibited, regardless of age. No alcoholic beverage containers (e.g., bottles, cans, flasks, etc.) will be allowed in residence hall rooms or on the College premises, regardless of age. This applies to empty decorative containers and collections as well.

ASSAULT
Assault is a violation of Vaughn College policy as well as a violation of the law. Examples of assault include, but are not limited to, the following:
• Acting with intent to injure or harm another person
• Using physical force to coerce or to retaliate for a real or imagined offense
• Threatening to inflict injury upon another person
• Using any object as a weapon with the intent to injure or harm
• Sexual abuse of any member of the community

BICYCLES AND MOTORIZED VEHICLES
Residents must keep their bicycles parked/stored outside the residence hall in the designated areas or in a bike rack.

CANDLES AND INCENSE
Incense, potpourri burners and candles, burned or unburned, are prohibited in the residence hall. The chance and number of fires that have occurred in college housing around the country dictate this mandate.

CARE OF FACILITIES
Residents are directly and financially responsible for keeping their rooms, its furnishings, the suite common areas, the hallways the public common areas, clean and free from damage. Residents are expected to cooperate with roommates and building residents for the common protection of health, safety, and property. Residents are financially responsible for damages or losses that occur to the property of other students or the College which are caused by their actions, carelessness, or negligence.

All residents are responsible for cleaning the common kitchen after every use including: washing dishes, wiping down sink, counter, stove, microwave, oven and dishwasher. Failure to clean the items you utilize within five hours of usage may result in a disciplinary fine.

CHECK-IN
On move-in day, you will meet with a resident advisor. Together, you will check your room and record the condition of your room on the room condition report (RCR). Please take the time to complete this report accurately as you will be charged for any changes to the condition of your room when you leave. Once you complete the RCR and your emergency contact card you will receive the key to your room.

CHECK-OUT
When a resident vacates a room, he/she must check out properly with a resident advisor between the hours of 6 and 9 p.m. and follow proper check-out procedures:
• Remove all personal belongings from the room. There is a minimum charge of $50 for items that are not removed. Items not removed will be discarded. The College assumes no responsibility for lost, damaged or discarded items.
• Restore your room to its original condition. There is a minimum $50 charge for cleaning a dirty room.
• Have a resident advisor check your room in your presence to note any damages or repair needs on the Room Condition Report (RCR).
• Return your room and suite key.
• There is a $25 fee for improper check-out and a $25 per hour charge for anyone who checks out beyond their approved departure date.
• A minimum charge of $25 per key will be assessed for failure to turn in keys at the time of check-out.

CHILDREN IN THE RESIDENCE HALL
Under no circumstances may dependent children or spouses live in the residence hall. In the event of pregnancy, a student should contact the office of student affairs if a prenatal referral is needed.

Children under the age of 16 may only enter the residence hall if accompanied by a parent or legal guardian, and are not allowed to stay overnight in the residence hall (unless approved by the office of student affairs as part of a campus-wide event). Babysitting in the residence hall is prohibited.

CIVILITY
Residents will maintain integrity in all their relationships and will respect the dignity and value the worth of all persons. At no time will a resident physically, psychologically or sexually abuse any member of the community, nor participate in or condone any form of bigotry, harassment, intimidation or threat, whether verbal, written, physical, psychological, direct or implied. This standard applies equally to all residents and staff of the residence hall, guests, visitors, and other members of the College community.

COMPLIANCE
Residents and their guests may not interfere or be uncooperative with residence hall staff or other College officials in the performance of their duties and/or disregard a reasonable request of any residence hall staff member. Failure to honor the decision of a disciplinary body or board is also considered a violation of this policy. Fines may be imposed if you do not complete community service hours or other conduct sanctions imposed.

Refusal to identify oneself, falsely identifying oneself, or failure to comply with a proper order when requested by an authorized residence hall official is not permitted.

CONDUCT PROCEEDINGS
If a resident has knowledge of and/or is witness to a violation of the housing contract or community standards, he/she may be asked to appear at student conduct proceedings.

As a member of the community, residents have an obligation to help uphold community standards and participate in student conduct proceedings, where they will provide truthful and complete information, when they have information relevant to a violation.

Residents may complete an Incident Report at any time they are aware of a violation of community standards or the housing contract.

CONDUCT SANCTIONS
Residents must complete sanctions as directed for violations of community standards or the housing contract for which they are held responsible. Failing to complete conduct sanctions as assigned may result in further disciplinary action and/or loss of on-campus living privileges. The College reserves the right to levy and collect disciplinary fines or charges for violations of community standards and other established conduct regulations.

CONFIDENTIALITY
Although staff members may form bonds with students residing in the residence halls, any information presented to a staff member relating to the violation of college policy and/or the threat/harm to oneself or a member of the College community must be reported to a supervisor.

CONFISCATION
Student affairs staff reserve the right to confiscate and/or discard any item(s) that are not permitted in the residence hall. Any item being misused and/or involved in a violation of College and/or residence hall policies will be confiscated. A resident may be required to ship any confiscated items home at his/her expense.

COURTESY HOURS
All times not designated as quiet hours shall be considered courtesy hours. Behavioral expectations for courtesy hours are not as meticulously defined as those for quiet hours. However, during courtesy hours, residents engaging in normal day-to-day behavior are still expected to act in a manner which demonstrates respect for the rights of others to study and sleep in their rooms.

DAMAGES
Residents will be responsible for any damages that occur in their place of residence. It is up to the residents to indicate to the residence hall staff who is responsible for the damage(s), prior to their leaving the residence hall at the end of the housing contract. All damages will be divided equally between all residents of the room/suite if the perpetrator is not known. All common damages will be divided equally between all residents of the suite, floor or building, if the perpetrator cannot be identified. Each resident will have 10 days to appeal the damage charges. This appeal must be done in writing to the student affairs office.
DISHONESTY
Presentation of false information to residential hall staff or other College employees in the performance of their duties, including at student conduct meetings, is prohibited.

DISORDERLY CONDUCT
Infractions of this rule include, but are not limited to:
• Deliberately resisting or refusing to obey identified College officials, including resident assistants (RAs).
• Failure to properly identify yourself when asked by a College official, including RAs.
• Behaving in a publicly loud or indecent manner on campus or in the residence hall.
• Misusing mechanical or audio devices in order to disturb the peace of the residence hall areas. Directing speakers or other audio devices toward the outside of the building is a violation of this rule.
• Shouting out of residence hall windows.
• Throwing objects from residence hall windows.
• Using windows as exits and/or entrances.
• Violations of community living standards or floor agreements.
• Damaging fire sprinkler heads.
• Peeping open or disabling exterior doors or alarms.
• Removing window restraining devices.

DRUGS
Residents will not possess, use, sell, share or otherwise distribute illegal drugs or controlled substances. Furthermore residents will not misuse prescription drugs or over-the-counter drugs. At no time will a resident, by action or inaction, actively or passively condone the use, possession, or distribution of illegal drugs or controlled substance by others. This standard applies to drugs, controlled substances, and/or related paraphernalia, (including cigarette wrapping paper) in or around the residence hall community.

DRUG PARAPHERNALIA
All equipment of any kind used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance is prohibited.

ELECTRICAL APPLIANCES
Due to fire, damage, electrical considerations and accident potential, the following items are not permitted in the residence hall: microwaves; any items that can be classified as a hot plate, electric frying pan or oven, toaster, etc.; sun lamps; electric blankets; air conditioners; space heaters; waterbeds; halogen lamps; Christmas lights/ornamental lights; grill type units (i.e., George Forman grills); extension cords; and live Christmas trees, etc.

Any item that would be deemed dangerous to the health, safety or welfare of the student’s, as determined by the student affairs staff, is also not permitted. It is prudent of the student to ask the student affairs staff in advance.

ELEVATORS
Residents will use elevators only for the intended purpose of traveling from one floor to another and will neither misuse them nor tamper with their proper operation.

EXTENSION CORDS
For the safety and security of all residents and to comply with safety codes, only extension cords with fused strips (power strips or surge protectors) may be used.

FALSE REPORTING
No person shall cause information regarding College business to be conveyed to any College community members or office knowing the information reported or circulated to be false or baseless.

FIGHTING
Vaughn College prohibits fighting both on campus and off campus if there is a relationship with the college, such as a college event or activity.

On the basis of the first report, students who are found to have been involved in fights may be placed on probation or suspended for a minimum of one semester. The specific course of action chosen will be determined by the crudity of the language used, the seriousness of the threats, the level of violence, and the extent of injuries. Subsequent involvement in any fight may result in suspension of the students involved.

FIRE SAFETY
All residents are required to leave the building when the fire alarm sounds. Attempted deactivation of a room smoke alarm may result in activation of the building’s fire alarm system and will result in judicial action. Activating false alarms, improper use of fire fighting equipment, or refusal to leave the building during an alarm are very serious breaches of safety regulations. Any student who so jeopardizes the safety of the community shall be liable to judicial action and may be reported to local police.

Residents will practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for the residence hall.

Residents will use fire alarms, fire extinguishers, fire exits, fire sprinklers and related equipment only for their fighting purposes.

Residents will not hang or suspend anything on a fire extinguisher or sprinkler outlet and understand that they will be responsible for any damage caused thereby.

Any violations of policies which result in the activation of fire alarms, sprinkler systems, and/or fire safety equipment constitutes a false alarm and is considered to be a serious violation which could result in a fine and possible expulsion from the residence hall system, and the matter may be reported to the local police.

EVACUATION PROCEDURE FOR FIRE
1. Feel the closed door of your room. If it feels hot, the hallway is filled with smoke. Do not open the door.
2. Do not stop to dress. Take a pair of shoes and an overcoat or blanket. Upon leaving the room, leave the lights on and the door closed. Take your keys with you. Knock on the door on each side of your room and be sure your neighbors are awake before you evacuate.
3. If you cannot leave the room:
   a. Open the window if there is smoke. If there is no smoke, leave the window closed to prevent outside smoke from being drawn into the room.
   b. Seal cracks around the door with towels (a damp one, if possible).
   c. Attract attention by hanging an object from the window—the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.
4. If smoke is severe, place a wet cloth over your nose and remember—the floor is usually clear of smoke.
5. When evacuating:
   a. Walk at a brisk pace, but do not run.
   b. Follow the posted corridor instructions to the proper exit route and assembly point.
   c. Move in single file along the wall where the exit is located.
   d. Use only marked exits.
   e. Never use an elevator when fire is suspected.
   f. Remain absolutely silent to enable those in charge to give directions.
   g. While waiting to re-enter into the building, remain 100 feet away from the building to enable appropriate staff needed access. Do not attempt to re-enter the building until you are informed by student affairs staff that it is safe to do so.

FIRE DRILLS AND FALSE ALARMS
As required by law, there will be two unannounced fire drills each semester. All residents are required to leave the building when the fire alarm sounds.

FURNITURE
Residents will use residence hall furniture only for its intended purpose.

Residents will not remove or relocate furniture from student rooms, lounges or other residence hall areas.

Residents will not take apart furniture in student rooms or the common areas.

Waterbeds and modifications of intended use of room furnishings are not allowed.
GUESTS AND VISITATION
Visitation is a privilege in the residence hall. Residents need to understand and agree that the right to study, sleep and privacy take precedence over visitation privileges, and will at all times be considerate of these rights. Residents will be escorted, by the individual who signed them in at security, whenever they are visiting a student in the residence hall. Residents must escort their guests at all times including back to the lobby when signing a guest out of the building.

Residents are responsible and accountable for the behavior of their guests. It is their responsibility to inform their guests of residence hall policies, community standards and other college policies, and that guests are expected to abide by these policies and standards.

- Residents may have a maximum of two guests at any given time.
- Residents cannot sign in a guest for another residential student. The guest that is being signed into the residence hall must be that individual’s guest and be accompanied by this student at all times while in the residence hall.
- A resident, roommate(s) (and suitemates) must be notified in advance about having guests and to the duration of their visit in the residence hall.
- Overnight guest privileges are limited to no more than three consecutive nights per month or six non-consecutive nights per guest. Any guest who has reached the maximum number of overnights is not allowed to sign in under any other resident. Violations of this policy will result in the loss of guest privileges for a period of 30 days.
- Overnight guest hours are from 12 a.m. to 8 a.m. every day. Any guests signed-in during these time periods will be considered an overnight guest.
- Guests may not stay overnight in common areas of the residence hall.
- Children under the age of 16 are not allowed to stay overnight in the residence hall (unless approved by the office of student affairs as part of a campus-wide event).

HALL SPORTS AND GAMES
Residents will not participate in any kind of sport, horseplay, or physically active games inside the residence hall, including but not limited to hockey, golf, roller blading, Frisbee, football, soccer, skating, rollerblading, bowling and water fights.

HALOGEN LAMPS
For fire and safety reasons, halogen lamps are not permitted in the residence hall. Any halogen lamps found in a residence hall room will be confiscated and will be considered a policy violation.

HARASSMENT
Harassing behavior may take a variety of forms including, but not limited to, the following:
- Verbal conduct such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as unwanted touching, blocking normal movement or interfering with work;
- Threats and demands, such as those that seek submission to sexual requests in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors;
- Retaliation, in the form of adverse actions for participating in a good faith investigation proceedings or hearings related to this policy;
- Harassing behavior includes conduct directed towards persons of the same or opposite sex;
- Attempting to coerce, intimidate or force another student out of his/her assigned room is strictly prohibited;
- Telephone harassment is considered repeated unwanted verbal telephone communication;
- Sending obscene/profane audio, visual, written or electronic communications.

HAZING
Individuals or members of registered student organizations are expressly prohibited from engaging in hazing. “Hazing” is defined as committing any act or coercing another, including the victim, to commit any act of initiation individually or with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Groups and organizations, as well as individuals, can be held responsible for any act of hazing. Any penalty imposed by the College shall be in addition to any penalty pursuant to the Penal Law or any other law to which a violator or organization may be subject.
LAW VIOLATIONS
Violations of local, state, or federal laws on college property or off campus where such violations of the law adversely affect the mission of the college or the health, safety or welfare of the individual members of the College community will not be tolerated and will result in disciplinary action.

LEWD BEHAVIOR
Residents will not intentionally expose intimate parts of their body in a public place, or in private premises under circumstances in which they may readily be observed. This includes urinating or defecating in places other than appropriately designated areas.

LOCKOUTS
If you are locked out of your room, call the security desk during the business day or the resident assistant (RA) on duty during evening hours and on the weekend. You will be billed a $5 fee per lockout. It is imperative that you keep your keys on you at all times and that you do not lose them. If, after gaining access to your room, you are still unable to locate your key, contact your resident advisor who will request a lock change. After your lock has been changed, you can pick up the new key from the director of the residence hall and/or desigee or the RA on duty. You will be billed a minimum of $25 per cylinder change and $25 per key. No refunds will be made if you find your key after the lock has been changed. Please note that you must present your Vaughn College ID in order to be keyed into your room.

LOFTS
Residents may not stack their beds on cinderblocks or other furniture.

LOSS OF PERSONAL PROPERTY
The College assumes no responsibility for the loss of or damage to personal property in the residence hall. The College will not compensate for loss of personal property in the residence hall. Damage to personal property in the residence hall should be covered by a renter’s insurance policy and is not compensated by the College. The College urges residents to lock their doors for protection of persons and property. Residents are advised not to keep valuable property or large sums of money in their rooms. In addition, residents are strongly encouraged to obtain insurance to cover personal belongings and valuables. Items remaining in a student’s room after the move-out day and/or after the student completes checkout, will become College property and/or be disposed of.

LOST VAUGHN ID CARDS
If you lose you Vaughn ID card you must go to the office of student services, room number LL 19, to be issued a new card. Student accounts will assess $10 for a new ID. Your lost Vaughn ID card will be de-activated and no refund will be made if you find your ID after a new card has been created.

MAINTENANCE
Report any maintenance issues to your resident advisor. Be as specific about problems as you can. You may also report any maintenance issues on a work order request form, which can be found at the building’s security desk. If you cannot reach your resident advisor and it is an emergency, please speak to the security officer at the front desk of the building. Refusing entry for scheduled maintenance can result in delays to complete the work and could also subject you to fines and/or disciplinary action.

MICROWAVES
Microwave ovens are available for residents’ use in the kitchen area of the building. Microwaves are not allowed in individual student rooms. The residence hall is not equipped with the electrical service to allow residents to have microwave ovens in their rooms.

The College has made arrangements with a vendor to provide both refrigerator and refrigerator/microwave rental units at competitive prices. Although students can purchase refrigerator/freezer units of five cubic feet or less for use in residential rooms, for safety reasons only those refrigerator/freezer/microwave multi-units rented through a College-sanctioned vendor are permitted in the residence hall. To get more information to rent a refrigerator/freezer/microwave unit through our vendor, please visit their website www.collegiategarageandrental.com.

MISUSE OF IDENTIFICATION CARD
Duplication, lending, borrowing, misrepresentation, or misuse of the student identification card is not permitted.

Failure to provide proper identification when requested by a residence hall staff member or other College officials (includes not having an ID to gain entrance to the residence hall or main building) is not permitted.

NOISE
Residents will not make or cause noise that intrudes on the privacy and the needs of others to sleep and study. Noise, which is disruptive to other residents, is prohibited, both inside and outside of the residence halls, and courtesy and consideration for others is expected at all times.

Residents need to be particularly sensitive to this issue during established “quiet hours” and understand that these hours extend Sunday through Thursday from 9 p.m. to 8 a.m. and 11 p.m. to 9 a.m. on Friday and Saturday. Weekend quiet hours are considered to be in effect when the following day is a College holiday.

24-hour quiet hours go into effect during final exam periods. Violations of quiet hours during final exams may result in the assessment of a fine against the resident.

Excessive noise at any hour is unacceptable and at no time should amplified sound or yelling be directed out of or toward residents’ windows. Reasonable quiet in areas near the residence hall must be maintained, and noise may be deemed disruptive if it can be heard through a closed door or window.

Residents need to respond positively and courteously to requests to reduce noise and to respectfully approach others with requests for noise reduction.

PARENTAL NOTIFICATION
Disclosure to a parent/legal guardian may be made when necessary to protect the health and safety of the student or others when a student who is under age 21 is determined to have committed a violation of drug or alcohol regulations of the College or the law involving use and/or possession. If the College determines that a student committed a violation of the College’s rules or the law involving a crime of violence or a non-forcible sexual offense, the College may report the final results of the disciplinary process to the parent.

PERSONAL RESPONSIBILITY
Residents will take responsibility and be accountable for their behavior and for the choices they make as a member of the residence hall community. Residents will not engage in behaviors that could endanger others or themselves in the community.

PETS
Pets are a problem in College housing because of sanitation, pest control, allergies, noise and destruction of property. Pets including but not limited to animals and reptiles are prohibited. Only fish in small aquariums are allowed (10 gallon maximum).

POSTING
All postings of signs within the residential hall must be authorized by the student affairs staff. Signage that does not have a student affairs staff approval is to be removed immediately. If postings are of an offensive or derogatory nature or attack individuals, they should be brought to the residence life office and will be reported to the proper authorities. The following guidelines have been established to ensure that flyers are posted in a consistent manner in the residence hall:

- For safety reasons, flyers are not permitted on glass doors, elevators, exit doors or windows.
- All flyers pertaining to the particular residence hall must be hung by the building staff.
- All flyers shall be removed no later than 30 days after posting or no later than 24 hours after the event to which it relates has ended, whichever is earlier.
- No flyer will advertise or imply improper use of alcohol or drugs, or other inappropriate or illegal activities.
- The student affairs staff reserve final judgment on objectionable flyers, advertisements and decorations.

PRANKS
Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student’s rights, inflict physical or psychological pain or cause personal humiliation or damage to college or personal property. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under New York state law.

PROHIBITED ITEMS
Residents will refrain from using or possessing candles, dartboards, incense, halogen lamps, kerosene lamps, open-coil heaters, waterbeds, hookahs, extension cords, electric blankets, cooking appliances, firearms or weapons, electric grills, pets, microwaves, toasters, air conditioner units, hot plates and satellite dishes.
PROPERTY DAMAGE/DESTRUCTION
No person shall take, steal, burn, destroy or damage any property, be it personal or otherwise, on the College campus or other property under College control or belonging to another member of the College community. In addition, no person shall in any manner whatsoever deface any property under the ownership or control of the College.

PROPPING DOORS
The propping open of any residence hall door is prohibited (i.e., entry, fire doors, etc.).

RESPECT FOR PROPERTY AND ENVIRONMENT
Residents will respect their personal property, as well as property belonging to other members of the community and the College. Residents will do no damage to property and will not condone damages committed by others. Residents will promote a clean and safe environment in the residence hall, including their room/suite, bathroom, and common areas. Residents may be billed individually or collectively for any property damages or for excessive cleaning necessary as a result of individual resident or group behavior.

ROOF ACCESS
Only authorized College personnel may have access to or be on the roof of the residence hall. Any student(s) found on the roof will be considered in serious violation or safety codes and will be subject to disciplinary action.

ROOM REFRIGERATORS
Residents may have a refrigerator in their room, but it may not exceed five cubic feet.

ROOMMATE AND SUITEMATE AGREEMENTS
Residents must complete the roommate agreement with their roommate(s) (and suitemates) when moving in together or when changing rooms.

ROOM/SUITE INSPECTION
Periodically, the student affairs staff or maintenance staff will be entering rooms/suites to do inspections for damages or fire rounds. Advance warning will be given when possible by maintenance. Any attempt to interfere with or not grant access for required maintenance procedures will be considered failure to comply. Fire rounds will be unannounced in order to protect the integrity of the inspections. Other times will be during breaks to check on windows, appliances and heat. Housing inspections for damages generally occur at the end of each semester and the beginning of mid-semester breaks, but can occur at any time if there is just cause. The office of student affairs reserves the right to enter a room at all times.

ROOM CHANGES
Requests for room changes will be accepted beginning two weeks after the start of classes. All approved changes are to be completed within 48 hours of approval from the director of residential life. Room changes may be made as often as requested during scheduled room change periods provided space is available. Only in unusual circumstances will requests received outside of the scheduled period be approved by the director of residential life or his/her designee. Improper room changes may result in a monetary fine and the individual(s) involved may be required to move back to the regularly assigned room(s).

ROOM DECORATIONS
Each resident is responsible for the condition of his or her room and for the care of College furnishings. The following things are prohibited: Any adhesive other than masking tape, particularly duct tape; nails, tacks, etc.; wall murals; chalk; hooks or holes for hanging objects; beer cans; alcohol bottles; traffic signs, public signs, traffic horses, reality signs, etc.; Christmas/ornamental lights; The use of beer case containers to decorate walls, etc. Fines, repairs and sanctions will be imposed against violators.

ROOM OCCUPANCY
After entering students are officially admitted to the College, have signed the residence hall contract, and paid the required housing deposit fee, they are assigned a room as space permits. Assignment is determined by the date of application, within the priority groups. Whenever possible, written requests for a specific roommate(s) will be honored, but the College reserves the right to make whatever room assignments are considered in the best interest of the institution and student body. Students may not move into any room other than the one assigned. If a resident fails to occupy his or her assigned space on or before the first day of classes, the assignment may be canceled if proper notice of late arrival is not given to student affairs. However, a resident who enrolls but fails to occupy his or her assigned space will be required to pay full housing fees. Residents who withdraw from the College at the end of or during the fall semester or spring semester must officially check out with a student affairs staff member. Residents may request and pay extra for a single room if space is available. This includes rooms designed for double occupancy.

If a resident has a vacancy in their double room accommodation, they must keep the vacant side of the room clean at all times and may not utilize any of the additional unused furniture on the unoccupied side. If a resident is found to have pushed the beds together, utilized the extra drawer space, etc., the resident’s student account will immediately be billed for a single room usage.

A resident who has a vacancy in their room must accept another roommate as assigned. If deemed necessary, the College reserves the right to consolidate available spaces (having a student move to another room if both rooms have a vacancy).

ROOM PAINTING
Residents are prohibited from painting their rooms. However, if a resident feels that his/her room is in serious need of painting, they should contact the student affairs staff to arrange for their room to be painted.

ROOM VACATING
When residents vacate their space, they must officially check out with the appropriate student affairs staff member according to published procedures. Failure to do so may result in additional charges. At the end of each semester, residents must vacate their room within 24 hours of their last exam. Students removed from the residence hall for disciplinary reasons will not be entitled to a refund from their housing contract.

SAFETY AND SECURITY
Residents must actively promote and support safety and security within the residence hall community at all times. As such, they will not prop open or otherwise disable the latching/locking mechanism of any door to the building and will “unprop” any door that they find propped open or otherwise unsecured.

Residents will not permit access to the residence hall by non-residents who are not their personal guests and will not condone others doing so.

Residents will not enter or exit their room or any residence hall room through a window, except in the event of fire or other similar emergency situation.

SMOKING
The entire residence hall is non-smoking. Smoking is prohibited. This includes cigarettes, electronic cigarettes, cigars, aromatic cigarettes, herbal cigars, burning incense, hookah and electronic hookahs (hookah pens). Students may smoke outside in designated areas away from the residence hall access doors.

SMOKING PARAPHERNALIA
All equipment of any kind used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled smoking substance is prohibited.

SOLICITATION
Commercial solicitation and canvassing are not permitted in the residence hall. Any unauthorized solicitation activity needs to be reported to a student affairs staff member or to Security. Residents are prohibited from operating a business from their rooms or over the Internet.

SOUND EQUIPMENT
The use of sound equipment such as stereos, radios, televisions, tape decks, etc. must not infringe upon the rights of others. We strongly encourage the use of headphones. The use of sound equipment in which the volume exceeds acceptable levels can result in disciplinary action. The student may be required to remove the equipment from the residence hall.

STORAGE
Storage space is limited to the space available in student rooms. The storage of personal belongings in student rooms or any other area in the residence hall over the summer months is not permitted.
**THEFT**

Theft of college or personal property and services on campus or in the residence hall (including unauthorized borrowing or possession of stolen property) is prohibited and will be subject to discipline proceedings, referral to the judicial process, and/or criminal prosecution. All thefts need to be reported to a student affairs member, resident assistant and/or to security. The College is not responsible for individual student belongings and strongly encourages residents to insure the safety of their own property. It is the resident’s responsibility to keep their room door locked whenever they are away from his/her room or sleeping.

**UNAUTHORIZED ACCESS**

Residents may not enter restricted access areas unless specifically authorized to do so by student affairs staff. Restricted areas include but are not limited to the security front desk, roof of the residence hall, outside gated hangar area, or machine/storage rooms. Forced or unauthorized entry into any residence hall or resident’s room is prohibited.

**VANDALISM**

The abuse or destruction of College or individually owned/rented property constitutes vandalism. Disciplinary sanctions may include separation or suspension from the college and/or cancellation of the student’s residence hall contract.

**VERBAL ASSAULT**

To threaten to kill or to inflict injury upon another person is a breach of Vaughn College policy, whether the ability to carry out the threat is apparent and present or not. Racial slurs and the use of disparaging or derogatory epithets motivated by racism or anger is ugly, against the law, and a violation of Vaughn College policy. Such violations are considered as serious as any physical assault and may result in probation, suspension, or dismissal.

**WALLS**

Residents should keep their walls in as good a condition as possible. Nails, adhesive tape, glue, screws, and tacks should not be used on residence hall walls. Also any tape, stickers, or other adhesives that are placed on the walls must be fully removed prior to checking out. Residents will be charged for any nail holes or other marks that were not noted on their room condition report.

**WEAPONS**

Residents may not bring any type of weapon into the residence hall. The term “weapon” includes but is not limited to firearms (or C02 cartridge guns, stun guns, pellet guns, bows-and-arrows, paintball guns and sling shots); dangerous chemicals; any explosives or explosive device including fireworks; ammunition; nun chucks; brass knuckles; hunting knives and other materials that can be used in the endangerment of others. In unclear cases of definition, the context in which a particular object was used will determine whether it is indeed a weapon.

**WINDOWS**

Residents will not remove and/or damage the windows or window restraining devices in their residence hall. Additionally, residents will refrain from leaning out windows, and from dropping, suspending, throwing, or shooting anything from or through them. Throwing anything out a window can seriously endanger the safety of others and this behavior will be met with serious consequences, including possible removal from the residence hall.

**WIRING**

Exterior wiring, satellite equipment and/or antennas are not permitted in order to maintain the exterior physical condition of the residence hall, as well as for safety reasons.

**POLICY AND PROCEDURE GOVERNING USE OF COLLEGE COMPUTER SYSTEMS, COMMUNICATIONS SYSTEMS AND EXTERNAL DATABASE ACCESS**

The College provides on-campus computer facilities and on-line computer access to the Internet and to various other on-line external databases and services (electronic mail, information services, etc.) for use by students, faculty and staff engaged in college-related educational and scholarly pursuits. In order to ensure that resources are allocated on an equitable basis and that equipment or access not be used for purposes inconsistent with the educational mission and operation of the College, the following policies and procedures will govern the use of the systems:

1. Computer facilities and external access is provided for the purpose of educational and offerings only. Users who desire to access external sources (including but not limited to downloads of information and/or programs) for personal, recreational, commercial, consumer or other non-research-related uses are expected to do so from off-site through their own facilities.

2. Computer facilities and external access will be provided to authorized users by the assignment limited hard disk space on College hardware, for their own individual use. Authorized users will be personally responsible for maintaining the integrity of the College’s access policy and may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party other than a reasonable request by a College official.

3. Participation in external two-way or multi-party communications services (electronic mail, bulletin boards, forums, “chat lines,” etc.) is in all respects limited as previously outlined. In addition, no user may utilize College facilities under any circumstances (a) to harass, intimidate or annoy any other person, or (b) to express an opinion or point of view as representing an official opinion or point of view of the College. All users are responsible for compliance with applicable laws governing the use of such systems and information materials, and communication sent or received.

4. Software, information and data obtained from external sources, may not be used in any manner inconsistent with the copyright laws of the US, or in any other manner forbidden by applicable federal or state law. In addition, such information and data may not be used except in compliance with College policies governing plagiarism and the attribution of third-party information sources.

5. Users may not install additional software or utilities on any College hardware, or make any modifications to College software, without prior written permission.

6. Users must respect the integrity and security of the College’s systems and network and the access privileges, privacy and reasonable preferences of other users. The College reserves the right to limit access time and disk space in order to optimize an equitable allowance of resources among users.

7. The College reserves the right to monitor individual uses of its systems and network. The systems are the property of the College and there shall be no expectation of privacy with regard to the use of the computer system, communication system, e-mail or Internet communications and the College reserves the right to review and monitor such activities.

**EFFECTS OF DRUGS AND ALCOHOL**

**STANDARDS OF CONDUCT**

Vaughn College of Aeronautics and Technology is committed to creating an environment that is not adversely affected by drug and alcohol abuse, and that complies with local, state and federal law. We strongly support a combination of preventive education about drug and alcohol abuse and counseling services for those with drug- and alcohol-related problems as the most effective means to achieve and maintain this environment. The College’s respect for individual dignity and commitment to social justice, however, requires that the importance of providing for the safety and well-being of the community as a whole and by its responsibility to fulfill its educational mission. At the same time, the College expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order and consideration of the rights of others. Included in these expectations is the recognition that students are responsible for making their own decisions and accepting the consequences of those decisions. To assist members of the College community to make informed choices, students should educate themselves about the consequences of drug and alcohol use.

- Vaughn College will not tolerate the unlawful possession, use, abuse or distribution of illegal drugs or alcohol on its property or at its events, or at off-campus activities or business that has a connection to the College. Accordingly, the College sets forth the following basic campus conduct standards for students, faculty and staff which are in addition to the applicable civil and criminal laws and regulations.
  - Vaughn College has established a drug- and alcohol-free workplace policy in order to reaffirm its long-standing opposition to the unlawful or abusive use of controlled substances and alcohol.
  - Vaughn College prohibits the unlawful manufacture, distribution, dispensation or possession on the premises.
  - Vaughn College requires that students, faculty and staff not be under the influence of illegal drugs, prescription drugs (unless as directed by a doctor) or be impaired by the use of alcoholic beverages while on campus for the conduct of his or her education, or the performance of his or her job, or while engaged in College business or activities elsewhere.

To the extent it ever occurs, the possession, use, sale, service or consumption of alcoholic beverages on College premises or at college-related events or activities must be in full compliance with New York state and local laws. For example, persons under the age of 21 are prohibited from possessing any alcoholic beverages at the College campus or any College related or affiliated event, on or off campus. No person shall be sold or served alcoholic beverages if the person is, or appears to be, under the legal drinking age of 21, seems to be intoxicated or is known to be a problem drinker. Similarly, no one under the age of 21 should present or use fraudulent proof of age.
his or her age in order to purchase, or try to purchase, alcoholic beverages or to gain admittance to an activity for which the person must be 21 years of age or older. 

The College’s policy governing the use of alcohol applies to recognized student groups as well. Any violation of the policy can result in sanctions against the group, including loss of privileges and sanctions against the individual members of the group involved in the violation of policy. 

The office of student affairs maintains detailed standards of conduct, which are available separately. The assistant vice president of human resources and college services has further information for faculty and staff. 

HEALTH RISKS OF ALCOHOL AND ILLICIT DRUGS

The following briefly summarizes health risks and symptoms associated with alcohol abuse and use of illicit drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size, gender and a variety of other physical and psychological factors. 

Alcohol 

Alcohol consumption is a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. 

Repeated use of alcohol can lead to addiction. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Drinking during pregnancy may cause birth defects such as fetal alcohol syndrome, mental retardation and irreversible physical abnormalities. Research also indicates that children of alcoholic parents are at greater risk of becoming alcoholics. 

Marijuana 

Marijuana use leads to a substantial increase in the heart rate. It impairs or reduces short-term memory and comprehension. Motivation and cognition can be altered. With extended use, it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation and causes changes in the menstrual cycle and possible birth defects. Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, odor of the drug, and a poor sense of timing and increased appetite. 

Cocaine and Crack 

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose and depression. Other symptoms of cocaine may include nausea, vomiting, insomnia, tremors and convulsions. Chronic users may become paranoid and/or experience hallucinations. 

Barbiturates 

In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses, or doses taken in combination with other central nervous system depressants (e.g., alcohol), may cause respiratory depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions. 

Amphetamines 

Amphetamines, methamphetamines or other stimulants can cause increased heart and respiratory rates, elevated blood pressure and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia. 

Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin) 

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon in PCP users. Chronic use causes memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and liver failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and body movements slowed. People using LSD may experience loss of appetite, sleeplessness, confusion, anxiety and panic and may report perceptual distortion. Flashbacks may occur. 

Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan) 

Because narcotics are generally injected, the use of contaminated needles may result in many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite and sweating, cramps and nausea when withdrawing from the drug. 

Counseling/Rehabilitation at the College 

Information and brochures are available through any student affairs professional staff member as well as the office of counseling and wellness. Referrals to outside services of counselors and medical assistance are also available. In addition to talking with one of the staff members, you may get involved in the AA (Alcoholic Anonymous) or ACOA (Adult Children of Alcoholics) meetings in the community. Vaughn, to the extent permitted by law, shall treat communications and records of a personal nature involving a counselor and a student with discretion. 

DISCIPLINARY SANCTIONS 

Students, staff or faculty who engage in conduct prohibited by law or this drug and alcohol policy will be sanctioned. Students who violate the law, the College’s standards of conduct or related policies are subject to the student disciplinary process. 

At the discretion of the College, a student or employee found to have violated the law, these standards of conduct or related policies may be required, in addition to any disciplinary action taken or as an alternative to disciplinary action, to participate in and satisfactorily complete, an appropriate counseling, rehabilitation or assistance program. 

Penalties that are imposed may also be entered on student’s permanent academic records, including transcripts. Under federal law, possession or trafficking in illegal drugs can also lead to forfeiture of property (such as a car), the loss of federal licenses (including pilot licenses), and the denial of federal benefits such as student loans and grants. The federal Higher Education Act provides that a student who is convicted under federal or state law of possession or sale of illicit drugs is suspended from eligibility for federal student financial aid. Depending upon the number and type of convictions, the suspension may be for one year or indefinitely; a student may regain eligibility upon the completion of an acceptable rehabilitation program. A felony conviction may also prevent an individual from entering many professional careers. 

CRIMINAL SANCTIONS 

The unlawful possession, use, abuse or distribution of illegal drugs and alcohol is punishable by sanctions imposed by the US Government and by the state of New York. Where appropriate or necessary, the College will cooperate fully with the law enforcement agencies. 

Penalties are imposed based on the nature of the drug and the amounts in possession or distributed; i.e., possession of two to eight ounces of marijuana in New York state is a Class A misdemeanor, carrying a penalty of six months incarceration and a $1,000 fine. A class B misdemeanor is committed when an alcoholic beverage is given to a person under the age of 21. The crime is punishable by up to three months imprisonment and a $500 fine. A class D felony is committed with possession of 500 milligrams or more of cocaine. This crime carries a prison term of one to three years and a $15,000 fine. It is important to note that in New York a gift of a drug, including marijuana, is considered a sale. 

Driving While Intoxicated (DWI) is a misdemeanor punishable by up to a year imprisonment and a $500 fine and the loss of a driver’s license. 

In New York, for example, if you are under the age of 21, you are prohibited from possessing alcoholic beverages with the intent to consume them and this action is punishable by a fine. A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substances by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in
open view in a room under certain circumstances may be evidence of knowing possession by anyone in close proximity.

This policy will be reviewed regularly and amended or revised in accordance with our experience administering it as well as changes in local, state and federal laws and regulations. Any questions from students regarding the implementation of the policy should be referred to the associate vice president of student affairs.

**PENALTIES FOR ILLICIT DRUGS**

The following federal trafficking penalties for illegal drugs took effect November 18, 1988, under the Controlled Substance Acts (CSA).

**CSA I and II Penalties**

For possession of 10–99 gram (gm) or 100–999 gm mixture of methamphetamine or PCP; 100–999 gm mixture of heroin; 500–4,999 gm mixture of cocaine; 5–49 gm mixture of cocaine base; 1–10 gm mixture of LSD; 40–399 gm mixture of fentanyl; 10–99 gm mixture of fentanyl analogue, the penalty is:

First offense: not less than five years or more than 40 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of not more than $2 million for individuals or $5 million for other than individual.

Second offense: not less than 10 years of imprisonment or more than life; if death or serious injury occurs, not less than life imprisonment; a fine of not more than $4 million for individuals, $10 million for other than individual.

For possession of 100 gm or more, or one kg or more mixture of methamphetamine or PCP; one kg or more mixture of heroin; five kg or more mixture of cocaine; 50 gm or more mixture of cocaine base; 10 kg or more mixture of LSD; 400 gm or more mixture of fentanyl; 100 gm or more mixture of fentanyl analogue; the penalty is:

First offense: not less than 10 years of imprisonment or more than life; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of not more than $4 million for individuals, or $10 million if other than individual.

Second offense: not less than 20 years of imprisonment or more than life; if death or serious injury occurs, not less than life imprisonment; a fine of not more than $8 million for individuals, $20 million for other than individual.

For other drugs, not including marijuana, hashish, or hash oil, the penalty is:

First offense: not more than 20 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of $1 million for individuals, $5 million for other than individual.

Second offense: not more than 30 years of imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of $2 million for individuals and $10 million for other than individual.

**CSA III, IV, and V Penalties**

For CSA III drugs, not more than five years of imprisonment: a fine of not more than $250,000 for individuals, or $1 million for other than individual.

Second offense: penalties double that of first offense.

For CSA IV drugs:

First offense: not more than three years of imprisonment; a fine of not more than $250,000 for individuals, or $1 million for other than individual.

Second offense: penalties double that of first offense.

For CSA V drugs:

First offense: not more than one year of imprisonment; a fine of not more than $100,000 for individuals, or $250,000 for other than individual.

Second offense: penalties double that of first offense.

**Marijuana, Hashish, and Hashish Oil**

For possession of 1,000 kilogram (kg) or more, or 1,000 or more plants of marijuana or mixture containing discernible quantity:

First offense: not less than 10 years of imprisonment, not more than life imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of not more than $4 million for individuals, $10 million for other than individual.

Second offense: not less than 20 years of imprisonment or not more than life imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of not more than $8 million for individuals, $20 million for other than individual.

For possession of 100 kg or 1,000 plants of marijuana, or mixture containing discernible quantity:

First offense: not less than five years of imprisonment, not more than 40 years of imprisonment. If death or serious injury occurs, not less than life imprisonment; a fine of not more than $2 million for individuals, or $5 million for other than individual.

Second offense: not less than 10 years of imprisonment or more than life imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of not more than $4 million for individuals, $10 million for other than individual.

For possession of 50 to 100 kg, or 50–99 plants of marijuana, or mixture containing discernible quantity:

First offense: not more than 20 years of imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of $1 million for individuals, $5 million for other than individual.

Second offense: not more than 30 years of imprisonment. If death or serious injury occurs, life imprisonment, a fine of $2 million for individuals and $10 million for other than individual.

For possession of under 50 kg of marijuana, less than 10 kg of hashish, or less than 1 kg of hashish oil:

First offense: not more than five years of imprisonment; a fine of not more than $250,000 for individuals, or $1 million for other than individual.

Second offense: not more than 10 years of imprisonment; a fine of not more than $500,000 for individuals, or $2 million for other than individual.

In addition, the state of New York has passed a number of laws regarding drugs and drug use. For example, criminal possession of a hypodermic instrument is a Class A misdemeanor; criminal injection of another person with a narcotic drug, with their consent, is a Class E felony; and a gift of drugs, including marijuana, is treated as a sale.

**ALCOHOL AND SUBSTANCE ABUSE HELP**

The following programs for alcohol and drug abuse are available in the New York area:

**Alcoholics Anonymous** .................................................................212.647.1680

**BreakThrough Program at Gracie Square Hospital** ..................212.988.6205

**US Department of Health Substance Abuse Hotline** ................800.662.4357

**Narcotics Anonymous** ..............................................................212.929.6262

**Project Green Hope Services for Women** .................................212.860.6650

**Second Wind (Substance Abuse)** ............................................212.481.1055

**Veritas** ......................................................................................212.864.4128

Alcohol treatment centers require a license from the state of New York. If there is a question about a facility that offers treatment, contact the New York State Division of Alcoholism and Alcohol Abuse (718.957.6380 or 1.800.711.6375).

**SEXUAL ASSAULT LAWS AND PENALTIES**

The College’s commitment to educating the campus community about sexual harassment and sexual assault includes raising students’ awareness about the conduct, advising students how to seek assistance in the event of an assault, and the consequences to an individual who engages in such misconduct. In addition to College penalties, there are potential criminal penalties as well. This issue is of such significant importance in the higher education community that the College is legally required to educate students about these matters.

It is important for members of the campus community to be aware that there can be serious legal consequences for engaging in certain types of sexual conduct. In general, sexual contact in New York state constitutes a crime if: (1) a person does not consent or is not capable of giving consent; (2) a person is under the age of 17 years; (3) a person is incapable of understanding the sexual act; or (4) a person is physically helpless or temporarily incapacitated. For someone who is able to give consent, a court may consider that anything less than “yes” means “no.” Someone who has said “no” to sexual contact does not have to prove it by resisting or risking death or serious injury. Physical force and threats constitute forcible compulsion whether they are directed at the target of the sexual advances or at someone else in order to force submission. A person may be guilty of a sex crime by participating in the offense even if he or she was not the primary actor.
Sex offenses in New York include rape, sodomy, sexual abuse, and sexual misconduct. Penalties increase when there are aggravating circumstances such as the use of force or an attack on a child. For example, any type of non-consensual sexual misconduct, which is punishable by up to one year in prison. Sexual contact means any touching of the intimate parts of another person’s body for the purpose of gratifying sexual desire. It includes touching the victim or having the victim touch the actor, whether directly or through clothing. The following is a brief summary of the essential elements of the applicable laws.

Rape in the first, second or third degrees are felony crimes punishable with prison sentences up to 25 years. Rape in the first degree occurs when a person engages in non-consensual sexual intercourse with another by physical force, coercion or threat, or with a person who is incapable of consent by reason of being physically helpless or under age. Under the law, the term “sexual intercourse” has its ordinary meaning and occurs upon any penetration, however slight. Rape is a crime whether the actor is a stranger, an acquaintance, or a date. It is first-degree rape if the victim is mentally incapacitated by the influence of drugs, or alcohol administered without consent. Sodomy in its varying degrees is a felony or misdemeanor crime, punishable by up to 25 years imprisonment. Under New York law, sodomy occurs when a person engages in deviate sexual intercourse with another. “Deviate sexual intercourse” means sexual conduct between persons not married to each other consisting of various contacts between the mouth, sexual organs and rectum. Sexual abuse, in its varying degrees, can be a felony crime, and involves sexual contact by forcible compulsion or when the other person is incapable of consent. Aggravated sexual abuse under New York law is a felony crime that occurs when sexual contact consists of the insertion of a finger or foreign object in the sexual organs or rectum of another person causing physical injury to such person. Sexual misconduct is a misdemeanor and occurs when a male engages in sexual intercourse with a female without her consent or engages in deviate sexual intercourse with another person without that person’s consent. Lack of consent of the victim (with the exception of consensual sodomy) is an element of every sexual offense defined in New York state law. Lack of consent results from: (1) forcible compulsion; (2) incapacity to consent; or (3) where the offense charged is sexual abuse, in any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct. A person is deemed incapable of consent when one is (a) less than 17 years old; (b) mentally defective; (c) mentally incapacitated; or (d) physically helpless.

For your reference, the New York law provides the following definitions; (1) “mentally defective” means that a person suffers from a mental disorder or defect which renders one incapable of appraising the nature of one’s conduct; (2) “mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling one’s conduct owing to the influence of a narcotic or intoxicating substance administered without one’s consent, or to any other act committed upon the person without consent; (3) “physically helpless” means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act; and (4) “forcible compulsion” means to compel by either: (a) use of physical force; or (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, or another person, or in fear that he, she or another person will immediately be kidnapped.

Sexual assault, domestic violence, dating violence, and stalking are prosecuted criminally in New York State. The College will have information about these offenses available to students through on campus workshops, programming and activities as part of raising awareness, educating students and combating assault. The College has its own campus regulations, which are enforced separately from any criminal action. Any abusive or unwanted sexual advances or acts that may amount to domestic violence, dating violence, or stalking should be reported to Jerima DeWese, Title IX Coordinator for students at 718.429.6600, ext. 221 or via email at jerima.dewese@vaughn.edu. Please see the Sexual Assault, Domestic Violence, Dating Violence and Stalking and Fact-Finding and Grievance Procedure sections of this handbook for further information. In appropriate cases, such as those involving violence, the College administrators may report offenses to the police in addition to referring the matter for student disciplinary action. Any student charged with sexual assault, domestic violence, dating violence, stalking, or any sexual offense on or off campus shall be subject to discipline through the campus judicial system. Proceedings will be prompt, fair and impartial and use a preponderance of the evidence standard in determining an outcome. If it is determined that a student has committed such an act, he or she will be subject to disciplinary sanctions up to and including dismissal. The College may suspend a student immediately, pending a judicial hearing, if there is enough circumstantial evidence of the conduct to indicate that permitting the student to remain on campus creates a risk of harm to others. Both parties will have an opportunity to be present during the disciplinary process and will be advised of the outcome.
APPENDIX

SEXUAL AWARENESS FACTS AND EDUCATION (SAFE) GUIDE

Vaughn College is committed to maintaining a learning environment and place of work free from sex discrimination including sexual harassment and sexual violence such as domestic violence, dating violence, stalking, sexual assault and rape for all students and employees. Sexual harassment and sexual violence are prohibited by Federal and state law. It is expected that students, employees and other individuals covered by these guidelines will treat one another with respect. View the College’s Non-Discrimination Policy and Student Handbook.

PREVENTION MEASURES

At Vaughn College, sexual assault prevention measures are addressed through campus programs, workshops, and trainings. Information, aids, and demonstrations are provided to raise awareness of the seriousness of sexual assault and violence (including rape, acquaintance rape, and other sex offenses). Ongoing awareness and prevention education measures are paramount and required to effectively educate our community on sexual harassment, misconduct, assault and violence.

WHAT IS SEXUAL DISCRIMINATION AND HARASSMENT?

Sexual harassment is a specific form of discrimination, which is illegal and not permitted in the College community. In general, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct or sexual favors, and other severe, persistent or pervasive physical or expressive behavior of a sexual nature where:

• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;
• Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
• Such unwanted severe, persistent or pervasive conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or demeaning educational or employment environment.

Sexual harassment can be verbal, visual or physical. It can be overt (e.g., in a suggestion that a person can get a higher grade by submitting to sexual advances), or it may be implied from conduct or circumstances. Sexual harassment can also consist of severe, persistent and pervasive unwelcome attempts to make an educational or professional relationship into a personal one. It may include severe, persistent or pervasive unwelcome sexual flirtation or inappropriate or derogatory language, including jokes involving individuals or classes of people, or persistent requests for dates. Sexual harassment also can be the display of offensive materials, unwelcome physical contact, or serious physical abuse (sexual assault or rape).

WHAT IS SEXUAL ASSAULT, MISCONDUCT OR VIOLENCE?

The College’s commitment to educating the campus community about sexual misconduct, assault or violence includes raising students’ awareness about appropriate conduct and advising students on how to seek assistance in the event of an assault, and the consequences to an individual who engages in such misconduct. In addition to College penalties, there are potential criminal and civil penalties for these offenses. This issue is of such significant importance in the higher education community that the College is legally required to educate students about these matters.

It is important for members of the campus community to be aware that there can be serious legal consequences for engaging in certain types of sexual conduct. In general, sexual contact in New York state constitutes a crime if:

1. A person does not consent or is not capable of giving consent;
2. A person is under the age of 17 years;
3. A person is incapable of understanding the sexual act; or
4. A person is physically helpless or temporarily incapacitated.

For someone who is able to give consent, a court may consider that anything less than “yes” means “no.” Someone who has said “no” to sexual contact does not have to prove it by resisting or risking death or serious injury. Physical force and threats constitute forcible compulsion whether they are directed at the target of the sexual advances or at someone else in order to force submission. A person may be guilty of a sex crime by participating in the offense even if he or she was not the primary actor.

Sexual assault and/or violence including domestic violence, dating violence, stalking, rape, acquaintance rape and other sexual offenses are illegal and prohibited. Victims of sexual assault or violence should immediately contact the Title IX Coordinators, the office of student affairs and/or local law enforcement and seek medical attention. Perpetrators may be subjected to criminal and civil consequences in addition to College penalties.

SEXUAL ASSAULT

Any actual or attempted non-consensual sexual activity, including, but not limited to, attempted intercourse, sexual touching, and certain forms of exhibitionism is considered sexual assault.

DATE RAPE/ACQUAINTANCE RAPE

Date/accquaintance rape occurs when you are forced or manipulated into having sex against your will by someone you know, whether that person is your date, a boyfriend, a girlfriend, a significant other, an acquaintance, a friend, a neighbor, a classmate, a co-worker, or a teammate. This is the most common form of sexual assault.

RAPE

If a person engages in non-consensual sexual intercourse due to physical force, coercion, or threat — actual or implied — the act is considered rape, a felony in New York State. A person who is asleep, unconscious, physically helpless, or impaired due to drug or alcohol consumption, mentally incapacitated, and/or disabled, is considered unable to consent. Rape, acquaintance rape, and other sexual offenses are illegal and prohibited.

These definitions include, but are not limited to, any form of non-consensual intercourse and/or sexual activity, actual or attempted, by person(s) known or unknown to the victim. Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is mentally incapacitated, is physically helpless due to drug or alcohol consumption, or is unconscious.

If you believe you have encountered sexual harassment or are a victim of sexual misconduct, assault or violence we encourage you to IMMEDIATELY notify the Title IX Coordinators and local law enforcement. HOW DO I FILE A REPORT? View the College’s Student Handbook.

CONFIDENTIALITY

The College recognizes the importance of confidentiality. College administrators and others responsible for implementing these policies will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment or sexual violence to the extent reasonably possible.

It is important to note that confidentiality does not mean that information will be kept “secret”—rather confidentiality should be understood as respect for privacy, that information will only be shared with appropriate individuals or groups when absolutely necessary for the protection and well-being of an individual or group. However, there are limits to confidentiality. Examples of situations when confidentiality cannot be maintained include circumstances when the law requires disclosure of information and when the disclosure is necessary to protect the rights of all members of the college community.

RETAILATION

It is a violation of Vaughn College’s policy to retaliate in any way against an individual or group following a notice or complaint of sexual harassment, sexual violence (including sexual harassment, sexual assault, stalking, rape and acquaintance rape, dating violence and domestic violence) or other such offenses. Any individual or group reporting sexual harassment or sexual violence is entitled to protection from any form of retaliation following a report made in good faith, even if the report is later not proven.

Retaliation can take many forms, including attempts to intimidate, threaten, coerce, or discriminate against any individual or group. Direct or indirect retaliation involving communications via telephone, internet, social media, or other devices is prohibited.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate, whether committed by or against an individual or a group. This policy applies to all members of the Vaughn community, including students, faculty, staff, alumni, third parties, and visitors. View the College’s Non-Discrimination Policy and Student Handbook.

If you believe you have encountered a form of retaliation we encourage you to IMMEDIATELY notify the college and file a report with the Title IX Coordinators, the office of student affairs and/or local law enforcement. HOW DO I FILE A REPORT?

Vaughn College remains committed to the safety and well-being of the entire College community. It is important that we take the necessary steps to educate ourselves and the community on College policies and state and local laws related to personal safety. Additional resources such as Frequently Asked Questions (FAQs) and SAFE Resources are available for use.
Students can submit a formal complaint to the Title IX Coordinator for students who will investigate internally.

Everyone has every right to report the situation to the New York Police Department (NYPD) by calling 718-429-6600.

Students may confidentially explore the situation and options available with the office of counseling and support services for victims. For further information on these issues, see the office of student affairs or the Student and/or Faculty Handbook.

Anyone who believes he/she is a victim of sexual violence or unwanted sexual contact is strongly encouraged to IMMEDIATELY report these situations to the college.

• Security personnel are available 24 hours a day in the main campus and residence hall. Security can be contacted at 718-429-6600, ext. 130 (main campus), ext. 300 (residence hall) or ext.329 (annex building) or via email martin.capunay@vaughn.edu.

• Students may confidentially explore the situation and options available with the office of counseling and wellness. You can contact Dr. Nancy Adegoke in the office of counseling and wellness at 718-429-6600, ext. 350 or via email at nancy.adegoke@vaughn.edu.

• Students can submit a formal complaint to the Title IX Coordinator for students who will investigate internally. You can contact the Associate Vice President of Student Affairs Ms. Jerima DeWese at 718-429-6600, ext. 221 or via email at Jerima.dewese@vaughn.edu.

• Faculty and staff member can submit a formal complaint to the Title IX Coordinator for faculty and staff who will investigate internally. You can contact the Assistant Vice President of Human Resources Ms. Mary E. Durkin at 718-429-6600, ext. 105 or via email at mary.durkin@vaughn.edu.

• Everyone has every right to report the situation to the New York Police Department (NYPD) by calling 911. If the student chooses to file a police report, a member of the college staff will accompany the student throughout the charging process.

REPORTING PROCEDURES FOR THE COLLEGE

Victims of sexual assault and other sex offenses should report the incident immediately. When students are filing a report, they will be informed of the college procedures, college officials who the offense should be reported to, the importance of preserving evidence if a criminal act of sexual assault has occurred, the importance of seeking prompt medical attention and the availability of counseling and support services for victims of sexual assault. Students will be informed of their right to protect their privacy, how information will—or will not—be shared, and the actions the College will take to assist in dealing with the situation. Students will be counseled about their option to notify law enforcement authorities, including the police, and the option to be assisted by College officials in notifying and cooperating with these authorities. College officials may independently advise local police and law enforcement authorities of a sexual assault or sex offense as part of its coordinated effort on campus security. When the victim decides not to make a report, the College will make an effort to keep that person’s identity confidential. The College can provide additional information about these issues if a student has questions. Please contact Ms. Jerima DeWese, the College’s Title IX Coordinator for students at 718-429-6600, ext. 221 or via email at Jerima.dewese@vaughn.edu, or Ms. Mary Durkin, the College’s Title IX Coordinator for faculty and staff at 718-429-6600, ext. 105 or via email at Mary.durkin@vaughn.edu.

FILING A COMPLAINT

An actual complaint generally should be made in writing. It is best to provide the complaint as soon as possible following the discriminatory or harassing incident. The written summary of the complaint should be as complete as possible and should include, to the extent applicable, the individual’s name and status within the College; the name(s) and position(s) of the other persons involved who have committed the discriminatory or harassing acts; a description of the discriminatory or harassing acts (including dates, times, locations, background information); the names or identity of any witnesses to the acts or any other individuals who have been treated similarly; copies of any materials that may be relevant to the complaint; an explanation of the individual’s reasons for concluding that the conduct was discriminatory or harassing, and the remedy sought. In emergency or crisis situations an incident can be reported via telephone, in person or email, to the Title IX Coordinator, student affairs, the dean of students, to security, or through the counseling center.

For more information about how to file a complaint and the grievance process please see the Student Handbook at page 113. The Student Handbook can be found here: http://www.vaughn.edu/attachments/2013-2014-studenthandbook.pdf

CONFIDENTIALITY

The College recognizes the importance of confidentiality. College administrators and others responsible for implementing these policies will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment or sexual violence to the extent reasonably possible. It is important to note that confidentiality does not mean that information will be kept “secret” – rather confidentiality should be understood as respect for privacy, that information will only be shared with appropriate individuals or groups when absolutely necessary for the protection and well-being of an individual or group. However, there are limits to confidentiality.

Examples of situations when confidentiality cannot be maintained include circumstances when the law requires disclosure of information and when the disclosure is necessary to protect the rights of all members of the college community.

RELATIONSHIP

An individual reporting sexual discrimination, harassment, misconduct, assault or violence, including dating violence, domestic violence, stalking and rape is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. Retaliation violates college policy. An individual reporting sexual discrimination, harassment, misconduct, assault or violence, including dating violence, domestic violence, stalking and rape will be subject to prompt and appropriate disciplinary actions. Any student, faculty or staff member who knowingly brings a false or malicious or frivolous charge may be subject to disciplinary action.

If you believe you have encountered a form of retaliation we encourage you to IMMEDIATELY notify the Title IX Coordinator Ms. Jerima DeWese, the College’s Title IX Coordinator for students at 718-429-6600, ext. 221 or via email at Jerima.dewese@vaughn.edu, or Ms. Mary Durkin, the College’s Title IX Coordinator for faculty and staff at 718-429-6600, ext. 105 or via email at Mary.durkin@vaughn.edu and file a report.
**SEXUAL AWARENESS FACTS AND EDUCATION (SAFE)**

**FREQUENTLY ASKED QUESTIONS (FAQ’S)**

**What do I do if I am the victim of sexual discrimination, harassment, assault, and violence?**

Anyone who believes he/she is a victim of sexual violence or unwanted sexual contact is strongly encouraged to IMMEDIATELY report these situations to the college.

- Security personnel are available 24 hours a day in the main campus and residence hall. Security can be contacted at 718-429-6600, ext. 130 (main campus), ext. 300 (residence hall) or ext.329 (annex building) or via email martin.capunay@vaughn.edu.
- Students may confidentially explore the situation and options available with the office of counseling and wellness. You can contact Dr. Nancy Adegoke in the office of counseling and wellness at 718-429-6600, ext. 350 or via email at nancy.adegoke@vaughn.edu.
- Students can submit a formal complaint to the Title IX Coordinator for students who will investigate internally. You can contact the Associate Vice President of Student Affairs Ms. Jerima DeWese at 718-429-6600, ext. 221 or via email at jerima.deweese@vaughn.edu.
- Faculty and staff members can submit a formal complaint to the Title IX Coordinator for faculty and staff who will investigate internally. You can contact the Assistant Vice President of Human Resources, Ms. Mary E. Durkin at 718-429-6600, ext. 105 or via email at mary.durkin@vaughn.edu.
- Everyone has every right to report the situation to the New York Police Department (NYPD) by calling 911. If the student chooses to file a police report, a member of the college staff may accompany the student throughout the charging process.

**How do I make a formal report with the College?**

A victim is encouraged to report the incident promptly. Title IX Coordinators, the Office of Student Affairs, the Security Department, the Dean of Students, or members of the Residence Life staff are designated college officials to receive and address incident reports. The College will interview the victim and conduct a thorough investigation. When an investigation is conducted, the Title IX Coordinator for students, Ms. Jerima DeWese or Title IX Coordinator for Faculty and Staff, Ms. Mary Durkin will initiate the College’s fact-finding and judicial process. See “How Do I File A Report” section of this Appendix or visit: http://www.vaughn.edu/assets/downloads/How_do_I_file_a_reportSAFE_page_October_2013_REV3.pdf, on Vaughn’s website.

If I do make a formal report with the College, do I have to go to the police?

No, but if the situation is reported to the police, a College official may accompany the student to the New York City Police Department. Vaughn College encourages any student who is the victim of a sexual violence to notify the College immediately and to report the incident to the NYPD. In certain cases, the College reserves the right to notify local law enforcement as required by statute. Students always have the right to report any alleged crime to law enforcement directly.

What if I want to make a formal complaint with the College (but not to involve NYPD), what happens?

A victim is encouraged to report the incident to the College. When a member of the administrative staff is notified of a potential sexual assault or sexual violence an immediate investigation (informal and/or formal) is initiated. A member of the Student Affairs staff will contact you to schedule a meeting and take your complaint. The College may then interview the alleged attacker and any witnesses. In certain cases, the College reserves the right to notify local law enforcement required by statute.

**Will the person who did this know I am talking with the College?**

Yes, a student can file a report anytime he/she feels they have been a victim of sexual assault or violence about any case, it will be important to avoid contact with this person.

**What if the incident involves a staff or faculty member?**

There may be times when this person has an existing relationship with the attacker. People in relationships can coerce, discriminate against, or harass (whether overtly or covertly) any individual (complainant, bystander, or investigator) pursuing a complaint of sexual discrimination, harassment, misconduct, assault, or violence will be subject to prompt and appropriate disciplinary actions. Any student, faculty, or staff member who files a false, malicious, or frivolous charge of sexual discrimination, harassment, misconduct, assault, or violence may be subject to disciplinary action. The procedure for reporting retaliation and other violations is outlined at the link below: http://www.vaughn.edu/assets/downloads/How_do_I_file_a_reportSAFE_page_October_2013_REV3.pdf.

**What can I do if there is someone retaliares against me for making the complaint?**

An individual reporting sexual discrimination, harassment, misconduct, assault, or violence is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. Retaliation violates College policy. Any member of the College community who attempts to interfere with, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual (complainant, bystander, or investigator) pursuing a complaint of sexual discrimination, harassment, misconduct, assault, or violence will be subject to prompt and appropriate disciplinary actions. Any student, faculty, or staff member who files a false, malicious, or frivolous charge of sexual discrimination, harassment, misconduct, assault, or violence may be subject to disciplinary action. The procedure for reporting retaliation and other violations is outlined at the link below: http://www.vaughn.edu/assets/downloads/How_do_I_file_a_reportSAFE_page_October_2013_REV3.pdf.

**Will I have to move from the residence hall?**

No. A reported victim of a sexual assault or violence will not be required to move. In the majority of cases, once a report is made and the investigation begins, the alleged attacker is moved to another location if he/she lives on campus and in proximity to the reported victim.

**Have I heard that investigations at other schools take a long time. How long will Vaughn’s process take?**

Vaughn’s judicial process for sexual assault or violence typically takes about one month. Some cases are more rapid while others can take longer depending on the details of the case, the time of year and other factors. Vaughn works to make things move as quickly and judiciously as possible.

**Do I have to prove that I have been the victim of a sexual offense?**

No. Vaughn does not place the burden of “proving” that an attack has occurred on the student. As the incident is investigated, the Title IX Coordinator works with a standard called “preponderance of evidence.” This means that the dean will use his/her judgment based on all available information from Security, the victim, the alleged attacker and witness interviews to determine whether there is enough information to confirm that a violation of College policy has occurred and what the appropriate action by the College will be.

**Do I have to tell my story before a panel?**

No, the Vaughn process of investigation is confidential. Meetings and interviews are private and may include the victim, a support person and the Title IX coordinator only. The alleged attacker is interviewed separately with his/her own support person. If a student appeals the appeal to the College, it is possible that the victim would be called by the Judicial Conduct Board or designated appeals officer. Calling of a victim by an appeals board is strongly discouraged. In the event that an appeal is filed the Title IX coordinator will present all relevant information to the board.

**What if I have class with the person who attacked me?**

While every case is different, efforts will be made to assist the student victim in eliminating or minimizing contact with the alleged attacker. When a situation is reported and/or being investigated, all parties are warned to avoid contact or risk adjudication. In some cases, the alleged attacker may be removed from the residence hall or campus pending the outcome of the case. Unless notified that the alleged attacker has been removed, the student should be prepared for the possibility of seeing the alleged attacker on campus. Student victims are encouraged to inform the College as soon as possible if he/she has classes or lives near the alleged attacker. In any case, it will be important to avoid contact with this person.

**Can I make a report about someone with whom I have been in a relationship?**

Yes, a student can file a report anytime he/she feels they have been a victim of sexual assault or violence about anyone they believe has violated their rights and the College’s policy on sexual offenses, assault or violence. There may be times when this person has an existing relationship with the attacker. People in relationships can violate the sexual offenses, assault or violence policy and it is important for the victim to receive assistance and know their options for reporting the incident. Students are encouraged to contact the office of student affairs if they have been sexually assaulted.

**What if the incident involves a staff or faculty member?**

You may use any of the described reporting options, but responses will be handled by the Title IX Coordinator for faculty and staff, Ms. Mary Durkin, at 718-429-6600, ext. 105, Annex Building. The security department and Ms. Durkin will coordinate and conduct the investigation for any complaints involving faculty or staff.
Where can I see how many violations of Vaughn’s sexual offense policy are reported?
All crime statistics are shared with faculty, staff and students on an annual basis. The College routinely reviews security reports and publishes items from which names and identifying information have been removed for privacy. See the Annual Security Report (ASR) at: http://www.vaughn.edu/student-services.cfm#security

What if I am a bystander and see something is wrong? How should a bystander intervene if she/he suspects or sees something is wrong?
If someone suspects a friend, acquaintance, or stranger may be in a high risk situation for becoming a victim, is being victimized, or has been victimized in any form of sexual offense, assault or violence, it is important to decide as a bystander whether there is a safe and reasonable way to intervene effectively.

Do’s:
• Remind friends that “consent” is the difference between sex and sexual assault and that someone can be too intoxicated to consent;
• Take the initiative to help friends who aren't thinking clearly from becoming targets of violence (or) take steps to stop a friend who chooses to use violence;
• When possible, prevent an intoxicated friend/person from going to a private location with an acquaintance or friend;
• Contact Vaughn College security, the Title IX Coordinator or another person of authority who can assist.

Don’ts:
• Walk/run alone in secluded areas or at night;
• Leave a friend or acquaintance alone at a party;
• Leave your residence hall door unlocked;
• Place yourself in a vulnerable situation where you are unable to voice consent or say “no” to unwelcomed sexual advances.

Am I required to intervene and act as a bystander?
No, there is no legal obligation in New York State for a bystander of a potentially violent situation or crime to intervene or act.

Who should I contact with any questions about the policies and procedures in this FAQ?
The best sources of information:
• Associate Vice President of Student Affairs Jerima DeWese at 718-429-6600, ext. 221 or via email at jerima.dewese@vaughn.edu (Title IX Coordinator for Students)
• Assistant Vice President of Human Resources Mary E. Durkin at 718-429-6600, ext. 150 or via email at mary.durkin@vaughn.edu (Title IX Coordinator for Faculty and Staff)
• Security department at 718-429-6600, ext. 130 (main building), 300 (residence hall), or 329 (annex) or via email martin.capunay@vaughn.edu.
• Dean of Students Mr. Jack Gormley at 718-429-6600, ext. 302 or via email at jack.gormley@vaughn.edu
• Director of Counseling and Wellness Dr. Nancy Adegoke at 718-429-6600, ext. 350 or via email at nancy.adegoke@vaughn.edu
• Director of Student Affairs Ms. Kamla Holland at 718-429-6600, ext. 170 or via email at kamla.holland@vaughn.edu
LANGUAGE ARTS  (parts of speech)

NOUN  A WORD THAT NAMES A PERSON, PLACE, THING, QUALITY, ACT OR FEELING.

Common nouns are general and do not refer to a specific person, location or object.
Examples: man, city, tonight, honesty, happiness

Proper nouns are capitalized and refer to a particular person, place or thing.
Examples: Reggie, Market Square Arena, Saturday

PRONOUN  A WORD THAT TAKES THE PLACE OF A NOUN.

Nominative Case Pronouns replace the subject of a sentence or clause.
Examples: She took the bus to visit Aunt Jane.
We are looking forward to visiting Oregon.

Objective Case Pronouns receive a verb's action or follow a preposition.
Examples: Please give me the papers.
Timothy's outstanding service earned him the award.

Possessive Case Pronouns show ownership or possession.
Examples: The cougar escaped from its cage.
Their car slid off the icy road.

VERB  A WORD THAT EXPRESSES ACTION OR A STATE OF BEING. IT ALSO INDICATES THE TIME OF ACTION OR STATE OF BEING. A VERB HAS DIFFERENT FORMS DEPENDING ON ITS NUMBER, PERSON, VOICE, TENSE AND MOOD.

Number indicates whether a verb is singular or plural. The verb and its subject must agree in number.
Examples: One dog barks. Two dogs bark.

Person indicates whether the subject of the verb is 1st, 2nd or 3rd person and whether the subject is singular or plural. Verbs usually have a different form only in 3rd person singular of the present tense.
Examples: Singular  Plural
1st Person: I stop. We stop.
2nd Person: You stop. You stop.
3rd Person: He/She/It stops. They stop.

Voice indicates whether the subject is the doer or the receiver of the action verb.
Examples: Cathy wrote the letter. (active voice)
The letter was written by Cathy. (passive voice)

Tense indicates when the action or state of being is taking place.
Examples: We need the information now. (present)
Reggie shot the ball. (past)
You will enjoy the school play. (future)

ADVERB  A WORD THAT DESCRIBES OR MODIFIES A VERB, AN ADJECTIVE OR ANOTHER ADVERB. AN ADVERB TELLS HOW, WHEN, WHERE, WHY, HOW OFTEN AND HOW MUCH.

Examples: The ball rolled slowly around the rim.
Soccer scores are reported daily in the newspaper.

ADJECTIVE  A WORD THAT DESCRIBES OR MODIFIES NOUNS AND PRONOUNS. ADJECTIVES SPECIFY COLOR, SIZE, NUMBER AND THE LIKE.

Examples: red, large, three, gigantic, miniature

Adjectives have three forms: positive, comparative, and superlative.
The positive form describes a noun or pronoun without comparing it to anything else.
Example: My apple pie is good.
The comparative form compares two things.
Example: Aunt Betty's apple pie is better than mine.
The superlative form compares three or more things.
Example: Mom's apple pie is the best of all!

PREPOSITION  A WORD (OR GROUP OF WORDS) THAT SHOWS HOW A NOUN OR PRONOUN RELATES TO ANOTHER WORD IN A SENTENCE.

Examples: The man walked into the gym.
The horse leaped over the fence.
Their team won the meet in spite of several players being injured.

CONJUNCTION  A WORD THAT CONNECTS INDIVIDUAL WORDS OR GROUPS OF WORDS.

Coordinating conjunctions connect a word to a word, a clause to a clause, or a phrase to a phrase. The sentence elements joined by a coordinating conjunction must be equal. Common coordinating conjunctions are: and, but, or, nor, for, yet, so.

Coordinating conjunctions used in pairs are called correlative conjunctions. Common correlative conjunctions are: either, or; neither, nor; not only, but also; both, and; whether, or.
Examples: Raccoons and squirrels frequently invade our bird feeders.
Neither Mary Ann nor Julie will be able to go with you.

Subordinating conjunctions connect and show the relationship between two clauses that are not equally important. Common subordinate conjunctions are: until, unless, since, where, before, as, if, when, although, after, because, while, as long as, as if, though, whereas.
Examples: Until you decide to study, your grades won't improve.
If I hadn't already made plans, I would have enjoyed going to the mall with you.

INTERJECTION  A WORD THAT IS USED IN A SENTENCE TO COMMUNICATE STRONG EMOTION OR SURPRISE. PUNCTUATION IS USED TO SEPARATE AN INTERJECTION FROM THE REST OF THE SENTENCE.

Examples: Hooray! We finally scored a touchdown.
Oh, no! I forgot the picnic basket.
Yes! Her gymnastic routine was perfect.
Ah, we finally get to stop and rest.
### LANGUAGE ARTS (capitalization & plurals)

#### Capitalization
The following chart provides a quick overview of capitalization rules.

<table>
<thead>
<tr>
<th>All proper nouns</th>
<th>Proper adjectives</th>
<th>The first word in every sentence</th>
<th>All proper adjectives</th>
<th>Official titles</th>
<th>Official documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon O'Connor</td>
<td>Kraft cheese</td>
<td>Her dress is stunning.</td>
<td>Ana, French, African-American</td>
<td>President Clinton</td>
<td>Emancipation Proclamation</td>
</tr>
<tr>
<td>Orlando, Bill of Rights</td>
<td>Bounty paper towels</td>
<td>Sunday, Monday, Tuesday</td>
<td>God, Allah, Yahweh</td>
<td>Mayor Bradley</td>
<td>Declaration of Independence</td>
</tr>
<tr>
<td>Phillips screwdriver</td>
<td>Amazon River</td>
<td>Her dress is stunning.</td>
<td>God, Allah, Yahweh</td>
<td>Mayor Bradley</td>
<td>Emancipation Proclamation</td>
</tr>
</tbody>
</table>

#### Plurals
The following chart provides a quick overview of pluralization rules.

<table>
<thead>
<tr>
<th>The plural of nouns that end in s</th>
<th>The plural of numerals</th>
<th>The plural of symbols, letters and figures</th>
<th>The plural of words ending in sh, ch, x, s and z</th>
<th>The plural of words that end in y preceded by a consonant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples: pie =&gt; pies</td>
<td>Examples: 5 =&gt; 5s</td>
<td>Examples: + =&gt; +s</td>
<td>Examples: church =&gt; churches</td>
<td>Examples: fly =&gt; flies</td>
</tr>
</tbody>
</table>

The plural of nouns that end in sh, ch, x, s and z are made by adding s.

The plural of words that end in y preceded by a consonant are formed by adding es.

### LANGUAGE ARTS (sentence structure & spelling rules)

#### Sentence Structure
A complete sentence must express a complete thought and must have a subject and a verb.

Example: He lost the game.

A sentence fragment results from a missing subject, verb or complete thought.

Example: Because he was lost.

There are four types of sentences: simple, compound, complex or compound-complex.

1. **A simple sentence** consists of one main clause. It expresses one main thought and has one subject and one verb.

   Example: We enjoyed the concert.

2. **A compound sentence** contains two or more main clauses (in italics) connected by a conjunction, a semicolon or a comma.

   Example: Amy and Scott were married yesterday. (compound subject: Amy and Scott)

   Ben is leaving work and going home. (compound verb: leaving and going)

3. **A complex sentence** has one main clause (in italics) and one or more subordinate clauses (underlined).

   Example: Dad says that good grades are the result of diligent studying. (main clause, one independent clause)

   Diligent studying is difficult because I have to work several hours before I can start studying. (main clause, two dependent clauses)

4. **A compound-complex sentence** has two or more main clauses (in italics) and one or more subordinate clauses (underlined).

   Example: Because the school bus broke down, the team rode in a van, and the cheerleaders rode in cars. Unless my eyes are deceiving me, Kristi is on that runaway horse, and Dale is behind her.

#### Spelling Rules

Write / before e except after c, or when sounded like e as in weigh and eight.

Exception: se, weird, either, leisure, neither

When the /e/ combination is not pronounced ét, it is usually spelled et.

Example: reign, weigh, neighbor

Exception: friend, view, mischief, fiery

When a multi-syllable word ends in a consonant preceded by one vowel, the accent is on the last syllable and the suffix begins with a vowel — the same rule holds true: double the final consonant.

Example: prefer => preferred | allot => allotted | control => controlling

If a word ends with a silent e, drop the e before adding a suffix that begins with a vowel.

Example: use => using | like => liking | state => stating | love => loving

When the suffix begins with a consonant, do not drop the e.

Example: use => useful | state => statement | nine => ninety

Exception: argument, judgment, truly, ninth

When y is the last letter in a word and y is preceded by a consonant, change the y to i before adding any suffix except those beginning with i.

Example: lady => ladies | try => tries | happy => happiness | ply => pliable

#### Rules

- **Example:** Handfuls of handsfls | paiffuls => paiffuls | tankfuls => tankfuls

- **Example:** Breakfast, lunch, dinner, dessert

- **Example:** Hands, trousers, trousers, trousers

- **Example:** of, of, of, of
For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format and sentence complexity than one written to your senator.

About what subject should I write? If possible, choose a subject that interests you. Research your subject well.

Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, to instruct, to inform or to persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.

What point of view or “voice” will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. Writing in a voice other than your own can add variety and help you see your subject in a new way. Make sure your “voice” remains consistent.

What form will my writing take? Different forms of writing, such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

PLANNING AND WRITING AN ESSAY OR COMPOSITION

(1) Select a general subject area that interests you.
(2) Make a list of your thoughts and ideas about the subject.
(3) Use your list to help focus on a specific topic within the subject area.
(4) Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
(5) Make a list of details to support your statement.
(6) Arrange the list of details into an outline.
(7) Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
(8) Write a first draft.
(9) Revise your first draft, making sure that:
   (a) The introduction includes a clear statement of purpose.
   (b) Each paragraph begins with some link to the preceding paragraph.
   (c) Every statement is supported or illustrated.
   (d) The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
   (e) Words are used and spelled correctly.
   (f) Punctuation is correct.
(10) Read your revised paper aloud to check how it sounds.
(11) Proofread your revised paper two times: once for spelling, punctuation and word usage, and again for meaning and effectiveness.

LANGUAGE ARTS (punctuation)

COLON
Use: after words introducing a list, quotation, question or example.
Examples: Sarah dropped her book bag and our spilled everything; books, pens, pencils, homework and makeup.

SEMICOLON
Use: to join compound sentences that are not connected with a conjunction.
Examples: It’s elementary, my dear Watson; the butler is clearly responsible.
Use: to separate groups of words.
Examples: I packed a toothbrush, deodorant and perfume; jeans, a raincoat and sweatshirts; and boots and tennis shoes.

QUOTATION MARKS
Use: to frame direct quotations in a sentence. Only the exact words quoted are placed within the quotation marks.
Examples: “I don’t know,” she said, “if I will be able to afford the vacation.”
Use: to distinguish a word that is being discussed.
Examples: Mr. Jones suggested I replace the word “always” with “often” in my theme.
Use: to indicate that a word is slang.
Examples: Julie only bought that outfit to show that she’s “with it.”
Use: to punctuate titles of poems, short stories, songs, lectures, course titles, chapters of books and articles found in magazines, newspapers and encyclopedias.
Examples: “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

SINGLE QUOTATION MARK
Use: to punctuate a quotation within a quotation.
Examples: “My favorite song is ‘I’ve Been Working on the Railroad,’” answered little Joey.

EXCLAMATION MARK
Use: to express strong feeling.
Examples: Help! Help!

LANGUAGE ARTS (the writing process)
quiet | free from noise
quite | truly or almost completely
absent | not including
accept | Our teacher insists that all students are quiet during a test.
accept | This enchilada is quite spicy.
accede | the contraction for they are
accompany | Their new puppy is frisky.
achieve | Please place all of the newspapers over there.
accomplish | They’re coming over tonight.

land | One of science is that all matter occupies space.

Hawaii. One principle of science is that all matter occupies space.
Basic Rules

According to the sixth edition of the Publication Manual of the American Psychological Association:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invent authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then et al. after the sixth author's name to indicate the rest of the authors).
- Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2008 article would appear before a 2009 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.

Use "et. al." instead of "and" after the last author's name when listing multiple authors of a single work.

Basic Forms for Sources in Print

An article in a periodical (such as a journal, newspaper or magazine)


You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well. If Title of Periodical, volume number (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

For "Location," you should always list the city and you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. Use the two-letter zip-code abbreviation for each state.

A government publication


A book or article with no author or editor named


A translated work and/or a republicated work


A web page

Author, A. A. (Date of publication or revision). Title of full work. Retrieved from http/web address

Online journal or magazine

Author, A. A., Author, B. B. & Author, C. C. (Date of publication). Title of article. Title of journal, volume number. doi:00000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (no DOI assigned)

Author, A. A., Author, B. B. (Date of publication). Title of article. Title of journal, volume number. Retrieved from http/web address

Email

Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 1995).

152
A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

A healthy diet is one that emphasizes fruits, vegetables, whole grains and fat-free or low-fat milk products; includes lean meats, poultry, fish, beans, eggs and nuts; and is low in saturated fats, trans fats, cholesterol, salt (sodium) and added sugars.

Daily recommendations vary depending on age, weight, calorie intake and exercise patterns. The United States Department of Agriculture (USDA) has developed a website, ChooseMyPlate.gov, to help you figure out the foods and portions that are right for you.

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**HEALTHY LIVING** (dietary guidelines)

**DIETARY GUIDELINES**

**RECOMMENDATIONS FOR DAILY FOOD CHOICES**

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**GRIANS**

Eat grains, especially whole-grains, like brown rice, oatmeal or popcorn. Other grain choices include bread, crackers, cereal or pasta.

**VEGETABLES**

Vary your veggies

Eat more dark-green veggies like broccoli, spinach. Eat more orange vegetables like carrots and sweet potatoes. Eat more dry beans and peas like pinto beans, kidney beans and lentils. Limit starchy vegetables.

**FRUITS**

Eat a variety of fruit. Choose fresh, frozen, canned or dried fruit. Go easy on fruit juices.

**DAIRY**

Get your calcium-rich foods.

Go low-fat or fat-free when you choose milk, yogurt and other milk products. If you don’t consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages.

**PROTEIN**

Go lean with protein.

Choose low-fat or lean meats and poultry. Bake it, broil it or grill it. Vary your protein routine – choose more fish, beans, peas, nuts and seeds.

**SUCCESS SKILLS** (plan for success)

**PLAN FOR SUCCESS**

SUCCESSFUL PEOPLE DON’T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON’T PROcrastinate. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

1. **Organization** – Getting organized is the first step to success.
   - Remember that you are responsible for knowing about and completing your assignments and special projects.
   - Use your datebook to write down your homework, extracurricular activities, community activities and home responsibilities.
   - Make sure you have all the materials you need when you go to class and when you do your homework.

2. **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.
   - Plan a definite time to do your homework.
   - Plan time for extracurricular and social activities as well as home responsibilities.
   - Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

3. **Set Priorities** – If you have lots to do, it is important to set priorities.
   - Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
   - When doing homework, start with the subject in which you need the most improvement.
   - Check off finished tasks.
   - If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

4. **Set Goals** – Just wishing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem.
   - Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:
     - **Be specific.** List specific goals for each academic subject. Also list goals for other school and home activities.
     - **Set time limits.** Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
     - **Set realistic goals.** For example, if math has always been difficult for you, don’t aim for an “A” in Algebra at the beginning of the year. If you usually get a “C-” in math, you may want to begin by setting a short-term goal of “C+” or “B-”. Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
     - **Draw up a step-by-step plan of action for reaching each goal; then go for it!**
     - **Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.**
     - **Share your goals with others — your parents, teachers, good friends, etc. They can give you encouragement.**
     - **Keep at it!** Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
     - **Reward yourself when you reach a goal.**

**Your food and physical activity choices each day affect your health — how you feel today, tomorrow and in the future. To find the foods and portions that are right for you, go to ChooseMyPlate.gov.**

**Find your balance between food and physical activity**

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Teenagers should be physically active for 60 minutes every day, on most days.

**Know the limits on fats, sugars and salt (sodium)**

- Make most of your fat sources from fish, nuts and vegetable oils.
- Limit solid fats like butter, margarine, shortening and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, trans fats and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.