

Vaughn College  
of Aeronautics and Technology  
2011-2012  
Student Handbook

A publication of the Office of Student Affairs

## Welcome from the President

It is my pleasure to welcome new and returning students to campus for the 2011-2012 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 10 years, Vaughn has invested in new degree programs, including engineering and a master's degree, as well as facilities that include 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 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,

John C. Fitzpatrick, Ed.D.

## Welcome from the Vice President of Student Affairs

On behalf of the office of student affairs, it is my privilege to welcome you to Vaughn College. Vaughn is an energetic, growing place, yet also a close-knit community and we are pleased you will be a part of our campus “family.”

It is the goal of the office of student affairs to help ensure that the educational experience of each student is as positive as possible. A full educational experience that best prepares 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 extracurricular opportunities available to you here.

This handbook outlines the variety of activities, programs and other resources on campus. In addition to the excellent academic support services available, you will also discover there are many different types of activities and clubs on campus. Remember that there is a student government association that welcomes your involvement in important committees, events and also in elected offices. All students are invited to attend its 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 well for success. As with all endeavors, the more you put into your education 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,

John F. Agnelli III

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 2011-2012 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 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 Vaughn's related rights. If you have any questions or need further clarification, please see the assistant vice president of student affairs.

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

Title IX:

John F. Agnelli III	Paul Miranda
Vice President	Assistant Vice President
Student Affairs	Human Resources and College Services
718.429.6600 ext. 221	718.429.6600 ext. 105
john.agnelli@vaughn.edu	paul.miranda@vaughn.edu

Section 504/ADA:

John F. Agnelli III	Sharon McPartland
Vice President	Director
Student Affairs	Student Advisement Center
718.429.6600 ext. 221	718.429.6600, ext. 155
john.agnelli@vaughn.edu	sharon.mcpartland@vaughn.edu

Vaughn College is committed to a policy of equal treatment and opportunity in its relations with students, faculty, staff, applicants and members of the larger community. This commitment includes, but is not limited to, the admissions process, access to programs, privileges, activities and services, and is provided without regard to age, race, color, creed, religion, national origin, citizenship status, gender, sexual orientation, marital status, disability, status as a military veteran, or for any other classification recognized by local, state or federal law.

# MISSION STATEMENT

Vaughn College of Aeronautics and Technology is 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](http://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.

Questions about:	Contact	Title/Office:
Academic support services	Mr. Lamhaouar	assistant vice president, academic support services
Advisement	Mr. Lamhaouar	assistant vice president, academic support services
Arts and Sciences	Dr. LaVergne	chair
Aviation Training Institute	Mr. Proscia	executive director
Aviation/Flight	Dr. Lubner	chair
Engineering/Technology	Dr. Rahemi	chair

Career counseling	Mr. Meade	director, career development
Class/schedule	Ms. McPartland	director, student academic advisement
Disability services	Mr. Agnelli	vice president, student affairs
Discrimination	Mr. Agnelli	vice president, student affairs
Student development	Ms. DeWese	dean, student development and campus life
Financial aid	Ms. Martin	director, financial aid
Management	Dr. Lubner	chair
Health services	Ms. Holland	assistant to the vice president, student affairs
Fitness center	Ms. Holland	assistant to the vice president, student affairs
Higher Education		
Opportunity Pgm (HEOP)	Mr. Haiber	director, HEOP
Housing	Ms. Keeys	director, residence life and student activities
Personal counseling	Dr. Scott	mental health and wellness coordinator
Program for academic success	Mr. Lamhaouar	assistant vice president, academic support services
Prior learning credit	Mr. Papandrea	assistant vice president, enrollment and marketing
Security	Mr. Capuany	director, security
Sexual assault/harassment	Mr. Agnelli	vice president, student affairs
	Mr. Miranda	assistant vice president, human resources
Student activities	Ms. Bellettiere	associate director of student activities and residence life
Student discipline	Ms. DeWese	dean, student development and campus life
Student government president	Oscar Jumelles	president of the student government association
International students	Mr. Alvarez	director, admissions
Transcript requests	Ms. Cruz	director registrar and student accounts
Tutoring	Mr. Wang	assistant director, HEOP
Transfer credit	Mr. Papandrea	assistant vice president, enrollment and marketing
Writing and Language Lab	Ms. Sterneker	assistant director, academic support services

## 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.

As a student, you 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 the peer tutorial program, 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 SERVICES AND 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.

### 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 online at [www.vaughn.bkstore.com](http://www.vaughn.bkstore.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](http://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 can only be used at Vaughn's bookstore.

You can 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 can 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 can 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 campus. Certain clubs, organizations and departments have their own bulletin boards. Certain designated bulletin boards can 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.

## 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), an online career fair and an internships 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 website ([www.vaughn.edu](http://www.vaughn.edu)) and via e-mail.

## 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 website, [www.vaughn.edu](http://www.vaughn.edu). Students are responsible for being familiar with its contents.

## 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 is closed. You can also visit the home page at [www.vaughn.edu](http://www.vaughn.edu) for information. Also, see the section below on the emergency notification system to receive a text message or e-mail when Vaughn closes.

## Common Hour

The period from 11 a.m. to 12 p.m. on Tuesdays and Thursdays 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 use this time 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).

## Counseling Services

The office of mental health and wellness provides counseling services for enrolled Vaughn College students. Walk-in consultations and individual and group counseling services are available. The office is staffed by Dr. Gillian Scott-Ward, who specializes in clinical issues facing young adults, including understanding and mitigating the academic achievement gap.

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 and personal needs to ensure a 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.

## **Code of Ethics**

The mental health counselor maintains the confidentiality of her counsees as consistent with the law. Exceptions to the rule exist in the event a counselee represents an actual or potential danger to himself/herself or others or a health and safety risk. Counselee information can be provided upon completion of a release of information form by the counselee.

## **Referrals for Services**

Referrals by faculty or staff can 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 Dr. Gillian Scott-Ward, director of counseling and wellness, or Sharon McPartland, director of student academic advisement, for assistance. The goal of the College is to work with students with disabilities so that each student can benefit from the educational opportunities. As provided by law, where applicable, the College will work with disabled students to 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 throughout 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 director of counseling and wellness, 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.

## **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 e-mail, 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](http://www.vaughn.edu).

## **Fitness Center**

The student fitness center has weight training and cardiovascular equipment, 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 Ricky Mccollum, assistant director of athletics, recreation and student services.

## **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 is open to all members of the

College community and their invited guests. Daily hours and specials are posted and can be received by e-mailing [food@vaughn.edu](mailto:food@vaughn.edu).

## 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 semiprivate bathroom. 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 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 Janel Keys, director of residence life and student activities, or [housing@vaughn.edu](mailto: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.

## Information Technology Services

Vaughn College has invested significant resources in its computing infrastructure. Network access to computing labs, classrooms, faculty offices and student computers 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 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](http://www.vaughn.edu). The portal provides customizable information, a daily campus calendar, as well as news and information.

## 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, in New York City and in 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. Celso Alvarez, director of admissions, and Jerima DeWese, dean of student development and campus life, 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 at 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 can take the INT401 course, but cannot apply the internship credit toward their degree. International students must consult with the international advisors on 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 forwards the application to the sponsoring company.
3. Once accepted by the company, the student completes 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 registers for INT401 through the office of the registrar.

A five- to seven-page report on the internship experience is 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. 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 DVDs.

## 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 60,000 full-text online books. All faculty, staff and students can access these databases through Vaughn’s website. You must have a Vaughn e-mail account to utilize this service.

An information literacy module is embedded in the library site. This module is part of the information literacy course (ILT101) offered by Vaughn College and is a requirement of all students enrolled in any AAS or BS program. All students, faculty and staff members can access the module to assess their skills in informational literacy.

The library, which occupies more than 4,500 square feet, offers seating for 100 students and has an attached computer lab with 20 computer stations and three virtual flight simulator stations.

Library hours during the fall and spring semester:

Mondays and Tuesdays

7:30 a.m. to 11 p.m.

Wednesdays and Thursdays

7:30 a.m. to 9 p.m.

Fridays

7:30 a.m. to 6 p.m.

Saturdays

8 a.m. to 5 p.m.

Sundays

12 p.m. to 5 p.m.

## Lockers

A limited number of lockers are available for rent on campus for a minimal fee. Lockers are located along the hallway of the main floor as well as on the lower level in the student lounge. Students can rent lockers on a per-semester basis, or can 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, e-mail [lockers@vaughn.edu](mailto:lockers@vaughn.edu).

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 cannot 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 available for club and organization functions at the discretion of the office of student affairs.

## Parking

Parking is provided as a service for students, faculty and staff. Anyone using College parking facilities must register their vehicle with the College and obtain the appropriate parking permit. Students can obtain a 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. Please feel free to e-mail [parking@vaughn.edu](mailto:parking@vaughn.edu) if you have any questions.

## 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.

## Publications

The office of student affairs publishes a monthly newsletter that is e-mailed 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.

## Student Advisement Center

The Student Advisement Center (SAC) is 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.

## Student Handbook

This handbook is one of the most important sources of information you will receive during your years at Vaughn College. If you have 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 the handbook and catalog.

## 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.

# STUDENT GOVERNMENT, LEADERSHIP AND ORGANIZATIONS

## Student Government Association

The Student Government Association (SGA) serves and represents the student body through effective, responsible leadership. Under the purview of the dean 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, as well as the student affairs staff, to coordinate many extracurricular and co-curricular activities. All student organizations operate under the guidance of 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 collegewide election. All registered students are allowed and encouraged to vote in the SGA election.

## Student Clubs

*Caribbean Culture Club* – This club was established by students for the purpose of creating a medium in which its members could unite as one voice. The Caribbean Culture Club aims to share and celebrate the diversity of cultures of its members. Although most members are of Caribbean descent, this club welcomes people of all backgrounds.

*Chess Club* – This student-formed club was created to teach the Vaughn community how to play chess and to give an arena for students to congregate and socialize. The Chess Club holds tournaments throughout the year for friendly competition that are open to students, staff and faculty.

*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 improving campus life by fund-raising for equipment to enhance student resources.

*Dance Club* – This club was established to combine each individual's music culture to create a form of expression and entertainment through dance.

*Japanese Culture Club* – This club was created to show students how parts of the Japanese culture have entered the culture and life of many Americans. Any student can join and members do not have to be of Japanese ethnicity to take part.

*Podcast Club* – This club was established by students who are interested in the digital media realm. The Podcast Club promotes communication between students on a more intimate level by creating a community in which students can exchange ideas and interact with one another in a non-prejudicial environment.

*Recycling Club (Club R4)* – This club was created by students who wanted to bring green awareness to the College. The purpose of the Recycle Club is to educate the school population about conservation practices such as recycling and other lifestyle choices that minimize the harmful impacts humans have on the earth.

*Red Tail Pilots Club* - This club was established to provide assistance to our student pilots, whether 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 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 trends in fashion. It holds numerous fundraisers that are geared to raise money for charities, club events and the annual fashion show.

*Urban Fitness Club* - This club was established to educate and teach students, staff and faculty the quality of a healthy lifestyle. Urban Fitness will help with not only the physical aspect of health but also the nutritional side of a proper diet. Club members want to help in keeping you motivated and energized while establishing and maintaining a healthy lifestyle.

## 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 AA AE works to promote, develop 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 career options in this field. Since 1947, the College has had a student branch that actively participates in intercollegiate design competitions, aircraft manufacturing, company tours and College functions.

*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-related corporations, participates in nationwide competitions and sponsors many student activities.

*Society of Women Engineers* – 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 can join. For more information, contact the coordinator of student activities and leadership.

*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 six intercollegiate sports programs that compete in the Hudson Valley Athletic Conference (<http://hvmac.net> and <http://hvwac.net>). These programs were established to provide athletic opportunities for Vaughn students to compete against NCAA Division III programs and other Hudson Valley Athletic Conference college participants. The sports program is 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 2011-2012, Vaughn has teams in men's basketball, men's cross country, men's soccer, women's basketball, women's tennis and women's cross country. For more information about all the teams, please contact Jon Hochberg, director of athletics, recreation and student services, at extension 131.

Men's Soccer

Men's Basketball

Men's Cross Country

Women's Basketball

Women's Tennis

Women's Cross Country

Note: The soccer team is a men's team but women are allowed and encouraged to try out.

## New Student Organizations

While students are free to form groups and organizations at any time, 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. Students wishing to form new organizations, or those of an existing club that is not recognized, are urged to pick up a copy of the "*Guide to Success*," available through the office of student activities.

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.

Pick up a copy of the "*Guide to Success*."

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 director of student affairs 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 director of student affairs for review.

Once the appropriate paperwork has been submitted, the director of student affairs 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 director of student affairs for his or her 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 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 director of student affairs for all organization-sponsored activities.

Appoint one club representative to the SGA, who will attend all general meetings of the SGA.

Have elected officers to serve as liaison to the College administration and the SGA.

Sponsor at least one social, cultural and/or fundraising activity during the academic year.

The associate director of student activities and residence life 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 assistant director of student activities 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 associate director of student activities and residence life at [activities@vaughn.edu](mailto:activities@vaughn.edu).

### *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 full-time employees 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 director of student affairs must finalize the appointment.

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

### *Publicity Procedures for On-Campus Groups*

The College generally does not permit commercial advertising unless specifically deemed beneficial to the College community.

All flyers, posters and other publicity material distributed within the College by students or student organizations must first be approved and stamped by the director of student affairs or the assistant director of student services.

Distribution privileges can be denied to any person or organization if the content or format of the material is deemed inappropriate or unnecessary. Approved material will be stamped and given a date by which it will have to be taken down and/or out of circulation. It is the responsibility of the publicizing individual or organization to remove all material by the specified date.

Student organizations may have copies of flyers or banners made through the office of student affairs. The cost of reproduction will be taken out of the organization's budget.

All external publicity must be coordinated and approved by the director of public affairs. For more information on exact guidelines on off-campus publicity procedures, see the associate director of student activities and residence life.

### *Distribution and Posting*

Flyers cannot be left on cars in the College's parking lot.

Posters, banners, etc. are to be posted only on designated bulletin boards. No announcements can be posted on walls, doors, windows or painted surfaces without the permission of student affairs staff. Please e-mail your request and/or a copy of the publicity to [services@vaughn.edu](mailto:services@vaughn.edu). The posting of personal announcements is permitted on designated bulletin boards only after they have been approved. Notices on bulletin boards are to be removed only by persons authorized to do so.

Student organizations that want to make announcements through any mass media must first contact the office of public affairs.

### *Publicity Procedures for Non-Campus Groups*

The College generally does not permit commercial advertising unless specifically deemed beneficial to the college community. All flyers, posters and other publicity material distributed by students or student organizations must first be approved and stamped by the dean of student development and campus life.

## 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 health care 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 that 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. Nicoleau 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.

To obtain more information about emergency precautions and procedures and student health insurance, please contact the division of student affairs located in the residence hall or by calling x300.

### Student Health Insurance

Vaughn offers students a health insurance plan administered by ASCA. Health insurance coverage is required for 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.

The College maintains a voluntary plan for medical insurance for non-resident 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 U.S.

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 remains in force, contact ASCA at 888.526.2272, or visit it on the Web at [www.acsa.com](http://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 immunizations 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. Its locations are:

Corona Health Center  
34-33 Junction Blvd  
Basement Level  
Queens, N.Y.  
(Between 34th Avenue and 34th Road)  
Tuesday, Wednesday and Thursday  
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, Thursday and Friday  
8:30 a.m. to 2:30 p.m.

Chelsea Health Center  
303 Ninth Avenue  
1st Floor  
New York, N.Y.  
(Between 27th and 28th streets)  
Monday to Friday  
8:30 a.m. to 2:30 p.m.

Homecrest Health Center  
1601 Avenue S  
1st Floor  
Brooklyn, N.Y.  
(Between East 16th and E. 17th streets)  
Monday, Wednesday 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, 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.

Campus safety includes, but is not limited to, the wearing of safety equipment and garments, as proscribed 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 discipline.

## Campus Security

This section, describing the College's safety programs, is intended to raise your level of awareness and to increase your understanding of preventative measures. Safety at the College depends on each individual making it a priority. Vaughn College is committed to promoting a campus environment that 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 its 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 vice president for student affairs at extension 221.

## 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 local police and airport security help the College's own efforts as the security service does not make arrests. It can, however, provide a security presence and assist law enforcement officials when members of the College community call them. There are several 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 and 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 have any questions, please e-mail

[id@vaughn.edu](mailto:id@vaughn.edu).

If you witness any suspicious behavior or observe questionable activity by an individual(s) known or unknown, notify the security desk guard immediately so he or she can investigate. Whether you are the victim or a witness, 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 can be phoned in to the security desk (ext. 130) and the police (911 is the citywide 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 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 the director of college services 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 college is everyone's responsibility. Students, faculty and staff 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 assistant vice president of student affairs. The assistant 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 criminal activity—impairment can 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 or other official identification for the purpose of gaining entry into or attempting to gain entry into any College building, activity or event or obtaining and/or seeking to obtain a service of any kind from the College. No person shall use or attempt to use a Vaughn identification card, key or key card, or other official identification that is not rightfully his/hers for the purpose of gaining or attempting to gain unauthorized entry into any College building, activity, or event or obtaining a service of any kind from the College.

## Sexual Assault Prevention

Sexual assault prevention measures are addressed through campus programs. Information is provided to raise awareness of the seriousness of sexual assault, including rape, acquaintance rape and other sex offenses. Reporting of incidents aids in prevention. Sexual assault prevention information is available for students and includes the nature of sexual assault and sex offenses; applicable laws on sex offenses, including the criminal, civil and College penalties; the procedures for reporting and dealing with sex offenses; and the availability of counseling and support services for victims. For further information on these issues, see the director of counseling and wellness at extension 350.

Any student charged with sexual assault or any sexual offense will be subject to disciplinary action through the campus judicial system. 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. The dean of student development and campus life can 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. Both parties will have an opportunity to participate in the disciplinary process and will be advised of the outcome.

Victims of sexual assault and other sex offenses should report the incidents immediately and will be informed of 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 can independently advise local police and law enforcement authorities of a sexual assault or sex offense 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.

Students will be informed of the procedures to follow if a sex offense occurs, including who should be contacted to report the offense, 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.

Information on the criminal laws and penalties for sexual assault can be found in a later section of this handbook.

## 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 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 code 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, harassment, robbery or unlawful imprisonment; and either intentionally selects the person 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, 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, the assistant vice president of student affairs or to College 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 can 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.

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 that 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 that 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 students, faculty 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 has any direct participation

in 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 can 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 authorizing or involved in such conduct could face sanctions that 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 Statistic Act**

Vaughn collects and issues an annual report on campus crime, as required by federal law. Criminal activity on campus in the following categories is reported: murder, manslaughter, rape (including attempted rape and assaults), arson, robbery, aggravated assault, burglary and motor vehicle theft. The College also maintains statistics on arrests and referrals for campus disciplinary action for liquor law and drug abuse violations and weapons possession. The report is available from the assistant vice president of human resources and college services to all applicants, students, and employees; he can be reached at 1.718.429.6600, ext. 105. To view the College annual crime report, please visit the Office of Post-Secondary Education online at <http://ope.ed.gov/security/>. It is the website address for crime statistics filed annually by all colleges with the U.S. 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 U.S. Department of Education. For more information, contact the assistant vice president for human resources and college services or go to the College's website at [www.vaughn.edu](http://www.vaughn.edu).

# TIPS FOR LIVING IN NEW YORK CITY

## City Security

Although it is generally 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 worth the extra money.

## Transportation

New York City's transit system is one of the largest in the world. Subway trains run up to 45 mph with no traffic and express trains speed long journeys. Trains are air-conditioned in the summer. As of 2011, subways and most buses cost \$2.25 each way. MetroCards can be purchased at any subway station. Buses also accept MetroCards 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 MetroCard, 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 website at [www.mta.nyc.us/nyc](http://www.mta.nyc.us/nyc).

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 few and far between. 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 less than \$1) is normal.

Car services generally charge by zones or by the hour and are listed in the phone book. Their cars must have livery 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 the 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, N.J.).

## Driving in the City

Most bridges and tunnels have tolls of between \$5 to \$12, depending upon time traveled and whether or not you use E-ZPass. As of 2011, Port Authority bridges cost \$12 cash on the way from New Jersey to New York, but are free on

the return trip. The Verrazano-Narrows Bridge to Staten Island costs \$13 cash leaving Brooklyn, but is free the other way. While some bridges to Manhattan are \$6.50, the Manhattan, Queensboro, Williamsburg and Brooklyn bridges are free.

The city's Police and Department of Transportation and Traffic will ticket and tow illegally parked vehicles. Towing can result in damage to your car, and tickets have high 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 can, 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 U.S. 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 can 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 can 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 activities and 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 education 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 can 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, 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 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). These policies apply to on-campus conduct as well as conduct at College-sponsored or affiliated events or that 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, such as ability and effort. 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 feels they 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 can be described as unwelcome sexual advances, requests to engage in sexual conduct or for 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 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 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 can include severe, persistent and 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). For individuals seeking additional training on sexual harassment, the College has provided access to a web-based training program at [www.newmedialearning.com/psh/aero/](http://www.newmedialearning.com/psh/aero/).

Similar discriminatory treatment, insensitive or derogatory language or actions based on other factors, including race, religion, national origin or a disabling condition, are equally offensive and prohibited by the College. These types of behavior can be considered demeaning, coercive or, depending on the circumstances, threatening, and will be treated in a manner similar to a sexual harassment complaint. Disciplinary measures will be taken against individuals who engage in acts of discrimination or harassment.

## 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 a College administrator directly of the circumstances. The College has designated the 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.

The College will not tolerate sexual harassment nor discrimination, and has adopted a fact-finding and grievance procedure intended to provide students, faculty and staff with a way to raise these issues, and to provide an orderly and sensitive process for dealing with them. Informal measures may be taken first to resolve these matters. 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.

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 may be reasonable to ignore accidental or isolated acts, generally it is important to communicate promptly that such conduct is unwelcome.

A student, or any individual, should always let a person know if he or she objects to language or actions to make it clear that the conduct is unwelcome, may be offensive, and will not be tolerated. This may be done by a discussion or a note. If the matter is not resolved by these attempts, the person should report the incidents and seek guidance promptly from the appropriate administrator, supervisor, faculty advisor or counselor.

## Fact-Finding and Grievance Procedure

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. 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, consistent with resolving the problem.

Students or employees should feel free to report on incidents, whether or not they have decided to file a formal complaint. They may merely want to discuss an incident or matter, review ways to deal with the situation personally or want information on how to file a formal complaint. 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

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; name(s) and position(s) of the other persons involved who have allegedly committed the discriminatory or harassing acts; a description of the allegedly discriminatory or harassing acts (including dates, times, locations, background information); the names or identity of any witnesses to the alleged 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.

## Resolving the Grievance

### *Informal Process*

Generally, the initial process for resolving a grievance relating to discrimination or harassment is to handle the matter informally. 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 relevant materials. The College will make every reasonable effort to develop findings and to propose a solution within 30 class days of a complaint being filed. When classes are not in session or when there are holiday periods, it may take additional time to complete a fact-finding. Based on the results of the fact-finding, a resolution will be proposed to the parties. If the complaint is resolved to the satisfaction of the parties and the College, the matter will be concluded at this stage.

If there is no mutually acceptable resolution, if the resolution is inconclusive or if either party is dissatisfied with the progress of the informal procedure, a written request to proceed to a formal review can be sent promptly to the assistant 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 recommended to serve in this capacity. The designated 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 assistant vice president of student affairs will determine if the panel member is to be replaced.

During the formal process, the parties will be advised of the elements of the complaint, have a full and free opportunity to be heard and 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 witnesses, to call witnesses and to request information and documentation. The College can provide any

evidence gathered during the fact-finding to the panel. The legal rules of evidence do not apply in this process and the panel will determine the appropriate procedural standards.

Each party can be assisted and/or advised by another member of the College community, but advisors generally cannot participate directly in the formal hearing process. Attorneys will not be permitted to participate in the process.

Generally, the panel should make every reasonable effort to conclude its review, deliberate and issue a determination within 30 class days of its designation. 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 under way 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 can 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. The standard of proof applicable to this process is that there is a good-faith determination that there are reasonable grounds to conclude the conduct or incidents occurred and for action to be taken by the College. 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 vice president of student affairs and/or the assistant vice president of human resources and college services for review. The vice president of student affairs or human resources can: (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 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.

### Appeal

Either party can appeal the determination and/or sanctions. The appeal should be made promptly, in writing, to the vice president of student affairs, setting forth the reasons for the basis of the appeal. The vice president, or appointed designee, shall review the existing record, determination and sanctions, and can affirm, deny, modify or recommend reconsideration of the matter in whole or in part. The determination on appeal is final.

To the extent there are time frames set forth in the process, they may be extended by the College for good and sufficient reason.

### Sanctions

The College can impose a variety of sanctions or a combination of sanctions. 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 can 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 or discrimination 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 discrimination and

harassment must have someone and somewhere to turn for assistance, it is also important to realize that unsubstantiated or malicious charges can 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 abuses the process 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.

Any individual who brings a complaint or participates in the process will not be subject to retaliatory treatment. If there are any concerns that retaliation has occurred, or is likely to occur, it should be reported to the vice president of student affairs or assistant vice president of human resources and college services immediately. Anyone who engages in retaliation will be subject to discipline.

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 his or her rights under other appropriate College procedures, subject to consultation with the College, or from pursuing any federal, state or local remedies.

## **INVOLUNTARY 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 that need to be addressed.

The College can place a student on a leave of absence from his or her academic program and attendance at the College when the student poses a direct threat to the health and safety of the student or others and the student is not able or 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, rules or regulations although the same conduct can 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 he or she will continue to be subject to the previously imposed academic or disciplinary status.

## **INVOLUNTARY LEAVE – ADMINISTRATIVE WITHDRAWAL POLICY**

### **Health and Safety**

Vaughn College has established 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 in which the College has determined 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 of self and others.

The U.S. 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 the student and/or others 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 belief 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 vice president for student affairs or designee 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 his or her rights will be explained.

A student under consideration for an involuntary leave will be asked to provide relevant medical and/or psychological information from the student's personal health care provider and will be given a required medical and/or psychological evaluation by the College or a designee of the College. The student will also have the opportunity to provide other relevant information and the College can 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 of appeal, the College can 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 appeal the determination to the vice president for 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 vice president, or his or her designee, will have three days to consider and decide the appeal. The vice president can, 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 vice president can extend the time frames for reasonable cause. The decision of the vice president is final.

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

At the commencement of the leave, a student will surrender his or her College identification card and leave College housing, if applicable. The student may, depending on 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 vice president for student affairs or designee. 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 re-enroll. The notification should be in writing to the vice president for student affairs or designee. 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. 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 can provide the College with additional information and confer with a doctor or counselor at the College about information relevant to 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 can 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 appropriate College officials about the student's continued fitness to be enrolled, and that the student meet on a regular basis with a designated College official. Any determination about a student's readiness to re-enroll 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 re-enroll that semester, the student should follow the stated policy when the student wants to be considered next for a return to the College.

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 circumstances to make a reasonable determination. The College's determination in such circumstances will be treated under this policy as if the student did participate and the student will retain his or her 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 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 up the student 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 or freedoms, however, is balanced by a readiness to assume existing 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 that govern student behavior, policies and procedures to deal with specific conduct issues (computer use, drugs and alcohol, sexual assaults); a judicial code that 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 that 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 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, whether published or not, 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 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 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 that 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; (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, can 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

## 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 problems and disciplinary matters are handled by a separate process administered under the jurisdiction of the assistant 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 assistant 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 vice president of student affairs and/or the assistant vice president of human resources and college services. A basic grievance procedure, which is available for matters that do not fall under these other procedures, is also outlined in this handbook. The College reserves the right in its sole discretion to determine which procedure is appropriate for a specific matter.

The College's jurisdiction to deal with conduct under these and related codes and policies extends to conduct occurring on the College's premises or property, during College-sponsored or approved events and activities, while a student is acting as a representative of the College or where the conduct adversely affects the College community.

The College administration retains the authority to determine which process will be used to hear a complaint and to make reasonable determinations about the composition of judicial bodies. The College, subject to the parties' agreement, can recommend third-party arbitration or mediation. The College also can recommend a matter for the judicial process even in the absence of a violation of specific standards or rules of prohibited conduct.

The College has the right to adjudicate special cases and to suspend or expel a student immediately if the student is deemed injurious to him or herself and/or others.

The College can take action against a student who fails to cooperate with the judicial process and/or who has also been charged with a violation of local, state or federal law, even if the violations result from the same situation without regard to the pending civil or criminal proceedings. Actions under College judicial procedures can be carried out before, at the same time as, or after other civil or criminal proceedings.

Time periods, to the extent set forth in the various procedures, can be extended by the College for good reason.

No retaliatory action shall be taken against any individual who uses or cooperates with any grievance, disciplinary or dispute resolution process.

Internal grievance, disciplinary and dispute-resolution processes of the College are not civil or criminal proceedings and are not bound by the legal rules of evidence or laws applying to governmental bodies. Individuals can be advised in these proceedings by a member of the College community who can serve as an advisor but who shall not participate in the actual proceeding.

To the extent feasible, when conducting a thorough fact-finding and investigation, confidentiality will be respected.

By attending Vaughn College, students are agreeing to comply with the standards set forth by the College. Any person not adhering to these standards should expect to be subject to disciplinary action.

## Civility

All members of the College community will maintain integrity in all their relationships and will respect the dignity, value and 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 established 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 that would be viewed as such by a reasonable individual, is also prohibited by the College. Harassing behavior can 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 good-faith investigation proceedings or hearings related to this policy;
- Harassing conduct directed toward 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 in the residence hall areas.

Providing false information.

## **Disruptive and/or Illegal Conduct**

Members of the College community shall not engage in conduct that 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 that 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 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 can 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, seriousness of the threats, level of violence and extent of injuries. Subsequent involvement in any fight can 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 that 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 or attempting to gain entry into any College building, activity or event or obtaining and/or seeking to obtain a service of any kind from the College. No person shall use or attempt to use a Vaughn identification card, key or key card or other official identification that is not rightfully his/hers for the purpose of gaining or attempting to gain 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 contents of their vehicles on the campus, and the College has no responsibility for vehicles or contents while on campus.

All vehicles must have a valid College parking permit for each semester, available from the office of student affairs and must be parked in accordance with applicable safety precautions and following campus parking regulations and applicable safety precautions.

Students cannot park in areas reserved for faculty or staff or in any designated handicapped parking space unless the vehicle has the appropriate permit.

Students cannot 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 cannot be left on College property overnight without prior clearance from the assistant vice president 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 on 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 that may be imposed by the College for failure to comply with parking regulations.

## **Pets**

Pets or animals of any kind are not allowed inside campus facilities with the exception of small fish (10-gallon maximum) and trained guide dogs for the vision-impaired or as allowed for in the Americans with Disabilities Act.

## **Student Judicial System**

Vaughn College supports the right of a student to be educated in a respectful and civil environment, conducive to the acquisition of knowledge. The College, therefore, reserves the right to initiate and enforce regulations that support these purposes. Members and visitors of the College community are required to abide by all College regulations as well as all applicable laws.

## **Student Judicial Process**

Violations of the College's codes of conduct, rules and regulations generally will be handled by the student judicial process — unless the matters involve an academic issue — and are governed by the College's academic regulations and procedures. When a violation can be handled by more than one process, the determination about which College procedure shall apply will be made by the College. College responsibility and authority in matters of student conduct reside with the president of the College and the person to whom he or she has delegated immediate responsibility and authority.

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 under way and, in its sole discretion, the College can suspend a student pending the outcome 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 dean of student development and campus life or his or her designee. Where serious discipline (suspension or a recommendation for expulsion) has been imposed by the dean, a student can request that the case be referred to a student conduct board for a full review and determination. A student can appeal a disciplinary determination and imposition of sanctions made by the dean or the student conduct board with the vice president of student affairs.

The student judicial process is initiated by a member of the College community by filing a written complaint with the dean of student development and campus life or his or her designee, describing the nature of the conduct or activity that an individual or group of individuals is alleged to have engaged in and that violates a policy of the College. The vice president of student affairs can also initiate a complaint. If there is a sufficient basis to pursue fact-finding about the complaint, the office of the 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 dean 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 dean 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 discipline 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 complainant and/or witnesses; (3) to have a member of the College community assist as an advisor; and (4) to appeal.

## 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 anger is ugly, against the law, and a violation of Vaughn College policy. Such violations are considered as serious as any physical assault and can 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 cannot 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 his or her job must lock up the weapon at the main building security desk prior to entering any campus setting (i.e., classroom, cafeteria, residence hall, etc.).

## 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 vice president of student affairs, or his or her designee, shall meet with the charged student, who can submit information, documents and evidence in support of his or her explanation. The student can also provide names of relevant witnesses or knowledgeable individuals for the vice president to consider interviewing or to attend a disciplinary meeting to give testimony. The dean of student development and campus life or his or her designee shall give the student reasonable time to prepare his or her explanation. The dean or the designee can gather additional appropriate information, interview individuals and consider relevant information for the adjudication of a charge.

Within twenty (20) class days of first meeting with the student charged, the dean of student development and campus life or his or her designee shall inform the student of his or her determination. The notice shall contain a brief statement of the dean's findings and, where appropriate, the sanction to be imposed. Where the complaint under consideration involves allegations of discrimination or harassment and the dean is working with the complaining party in fashioning a remedy, additional time may be needed. The dean reserves the right to impose additional requirements, beyond sanctions, where appropriate, such as counseling, education, restitution, restrictions on interaction and community service.

The dean can 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 can 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 vice president of student affairs within ten (10) days after receipt of the administrative determination. The request for a student conduct board should specify why the student is seeking a hearing, whether the student is challenging the administrative determination, the sanction or both. The College will promptly make arrangements to convene a student conduct board.

Since the primary goal of a college is to educate, 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 can 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 cannot have an attorney present during a disciplinary hearing or at any appeal. A student can 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 dean of student development and campus life or his or her designee 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 dean of student development and campus life or his or her designee. Three individuals are required, at least one of which must be a faculty member or administrator and one of which must be a student. The chairperson will be the dean of student development and campus life or his or her designee, 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 dean can make interim appointments to the pool, pending action by the faculty and student representatives. A member who believes there is a conflict of interest in his or her 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, can 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 function of the student conduct board will be to hear and consider testimony 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 dean. The determination and recommended sanction shall be based on the record 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 15 days after the hearing concludes; a summary of the findings that form the basis of the determination will be provided. A copy of 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 can 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 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 can address questions to any party during the proceedings. Any party present can address questions to the chairperson of the student conduct board and the chairperson shall then pose the questions to the witness testifying. The board can 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 ten (10) class days of the final hearing. The dean of student development and campus life or his or her designee 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 can appeal the determination and/or sanction whether issued by the dean of student development and campus life or his or her designee 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 can 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 vice president 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 the determination and or the sanction is not appropriate, clarify whether there was any specific violations 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. Except in unusual circumstances, the appeal will be based on the record considered by the dean or the student conduct board, if any, although the student making the appeal can make a written submission and the person considering the appeal can 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 be to sustain, modify or reverse the previous determination and/or the sanction in whole or in part. The individual considering the appeal can also refer the matter back to the dean or 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.

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

In all judicial proceedings, time frames can 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, 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. 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 can 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 can 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 can 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** — a sum of money to be paid by the charged individual to the College or another specified person or body. Failure to pay fines can result in further discipline and can 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** — reimbursement for damage to or for misappropriation of property. This can take the form of appropriate services and/or actual compensation.
5. **Behavioral Contract** — 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** — 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. In addition to requiring that the student on probation is not to engage in further violations of College policy or rules, social probation also can include ineligibility to participate in student activities and/or require participation in a community work project or other activities.
7. **Suspension** — 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 the student or 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 cannot continue to participate in academic programs or classes; cannot be on or adjacent to campus; and cannot attend college-related events without written permission of the dean of student development and campus life or his or her designee. 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 can 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.

## STUDENT RECORDS

In accordance with the policies set forth in this handbook and at the College, the College may provide notification of disciplinary matters to a parent/legal guardian of a student who is identified as a dependent for federal tax purposes. Additionally, disclosure to a parent/legal guardian may be made when necessary to protect the health and safety of the student or others or when a student who is younger than 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.

## 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 can, in its sole discretion and on rare occasions, remove the notation of penalties other than suspension or expulsion 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, can be relied upon in assessing future discipline or sanctions and can 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 not being treated appropriately, can file a written grievance with the dean of student development and campus life or his or her designee, specifying the nature of the student's complaint, details of the problem and remedy sought. The dean of student development and campus life or his or her designee shall undertake a review, consistent with the student judicial process. If the grievant is not satisfied with the dean of student development and campus life or his or her designee's determination, the grievant can request a student conduct board or can 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 can be subject to discipline for abuse of the College's process and violation of College standards of conduct. A student who uses the disciplinary or grievance processes or participates as a witness shall not be subjected to retaliation or suffer a detriment for 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 is exciting, fun and challenging. You 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 developing a safe and healthy living environment for all members. Students should respect this environment and act with civility, courtesy 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 to provide 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 on 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.

Learning how to live in and contribute to a community takes personal effort and time. We believe the experience of living on campus is a vital part of the total educational experience of students. It is our objective to provide a living environment that is conducive to the continued growth and realization of the potential of students at Vaughn College.

## 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.) are 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 agree to keep their bicycles parked/stored outside the residence hall only in areas that are designated 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 and its furnishings as well as hallways and other common areas clean and free from damage and to cooperate with roommates in 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 that 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 can 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 form (RCF). 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.

The check-in process is as follows:

1. Fill out your emergency contact information through SONIS. This can be done in advance by logging in to your SONIS account and clicking on the tap that says "Emergency Contact."
2. Clearance by student accounts and a balance below \$500 or a plan to pay for college is required to receive your keys. The college will assist while plans are being made for your payment plan by providing you access to your room but not the keys until the billing issues are resolved. You will have a maximum of seven (7) days but must address this issue during the college's next business day in order to remain in the hall.
3. Keys will be issued and you will be escorted to your room. Please review the RCF with staff member present and sign the document. You will be responsible for the condition of the room, common areas and building as a member of the community.

## CHECK-OUT

When a resident vacates a room, he/she must check out properly with a resident advisor between the hours of 6 p.m. 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 \$175 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 (RCF).

Return your room and suite key.

There is a \$50 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 \$75 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 can 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 younger than 16 can 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 campuswide event. Babysitting in the residence hall is prohibited.

## CIVILITY

Residents will maintain integrity in all their relationships and will respect the dignity, 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 in which they will provide truthful and complete information when they have information relevant to a violation.

Residents can 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 can 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 can 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 can 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 that 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 among 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 lewd or indecent manner in the residence hall areas.
- Misusing mechanical or audio devices 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.
- Propping open or disabling exterior doors or alarms.
- Removing window restraining devices.
- Providing false information.

## DRUGS

Residents will not possess, use, sell, share or otherwise distribute illegal drugs or controlled substances. Further, 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 students 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) can 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 can 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, seriousness of the threats, level of violence and extent of injuries. Subsequent involvement in any fight can 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 can result in activation of the building's fire alarm system and will result in judicial action.

Activating false alarms, improper use of firefighting equipment or refusal to leave the building during an alarm are serious breaches of safety regulations. Any student who so jeopardizes the safety of the community shall be liable to judicial action and can 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 firefighting 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 that 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 that 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. Go to your window and wait for rescue. If the door is cool, close your window before slowly opening 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 to gain 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 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. Guests 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 guests of residence hall policies, community standards and other college policies, and that guests are expected to abide by these policies and standards.

Residents can 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.

Overnight guest privileges are limited to no more than three consecutive nights per month or four 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. Guests signed in during these time periods are considered overnight guests.

Guests cannot stay overnight in common areas of the residence hall.

Children younger than age 16 are not allowed to stay overnight in the residence hall unless approved by the office of student affairs as part of a campuswide 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, 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 can 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 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.

Any initiation or new member activities engaged in by any registered student organization must first be approved by the office of student affairs.

## HEALTH AND SAFETY INSPECTIONS

To maintain our high standards of cleanliness and personal safety, health and safety inspections are conducted on a regular basis. The College reserves the right to inspect students' rooms at any time regardless of whether the rooms are occupied at the time of inspection. These health and safety inspections are conducted periodically during each semester by the director of residence life and student affairs and/or designee in conjunction with the resident advisor staff or other designated college personnel. Possession of prohibited items in the residence hall can result in judicial action. Although fines are generally the sanction for proprietary violations, any violation could be grounds for disciplinary action. The prohibited items will also be confiscated.

## HOLIDAY DECORATIONS

For fire and safety reasons, holiday decorations must not hang from or touch any light fixtures or fire safety equipment. Live holiday trees are not permitted and all decorations shall not block any doorways or windows.

## ILLEGAL OCCUPANCY

If a new or non-resident student occupies a room without the consent of student affairs, the student will be fined and made to pay a pro-rated housing charge. The student can also be required to vacate and is subject to disciplinary action. Unregistered non-student occupants are subject to arrest and the occupants of the room are subject to a fine plus a pro-rated housing charge.

## IMMUNIZATION

New York state law mandates that all students born after January 1, 1957 and attending college for six credits or more must be fully immunized against mumps, measles and rubella. Two doses of the measles vaccine are required. Proof of immunization, including the second measles vaccine, must be provided within 30 days of the first day of classes.

Students who fail to comply will not be allowed to live in the residence hall and will not be able to return until they are in compliance.

## INTERNET USE

A resident is responsible for all activity originating from his or her Internet connection. Residents must take reasonable precautions to prevent unauthorized use by others of this connection, and his/her accounts, programs or data. Residence hall connections are provided for individual use only. Residents cannot create accounts on his/her computing system that provide campus network access for anyone else. Residence hall connections are for College-related activities only. Residents cannot conduct a commercial business via the residence hall connection. Residents cannot participate in illegal activities such as software piracy — either the distribution of copyrighted software or illegal attainment of software or other copyrighted materials — from the residence hall connection.

To ensure that the Internet is being used for purposes consistent with the educational mission and operation of the College, students are required to sign and abide by the rules of the Vaughn College usage agreement.

The second-floor residence hall study lounge is for use by all residents — please show common courtesy. The study lounge computers are for educational purposes. A resident utilizing the computer for personal use must vacate the computer when a resident requires access for educational purposes.

## JOINT RESPONSIBILITY

A resident is responsible for the actions of people in his or her room and/or suite regardless of whether or the resident is present in the room. Additionally, if a resident is present in his or her own or any other residence hall room or area where college policies are being violated he or she is subject to the same disciplinary action as the resident of that room.

## KEYS

Residents are responsible for keys/access cards that are issued to them for their proper use. They will not lend or otherwise permit others to use their keys or their Vaughn ID at any time. A resident must immediately report lost or damaged keys/access cards to the student affairs staff.

## LAUNDRY FACILITIES

The College is not responsible for laundry that is lost, damaged or stolen. Laundry left in the laundry rooms may be disposed of. The College recommends that students stay with their laundry while it is in the laundry room. Laundry facilities are for residents' use only.

## LAW VIOLATIONS

Violations of local, state or federal laws on college property or off campus, where such violations 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 can 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 with 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 assistant director of residential life or the RA on duty. You will be billed a minimum of \$45 per cylinder change and \$35 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 to be keyed into your room.

## LOFTS

Lofts or other structures that require assembly inside the room are not permitted in the residence hall. Residents cannot 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 your Vaughn ID card, you must go to the office of student services, room number LL 17, to be issued a new card. Student accounts will assess \$5 for a new ID card and \$10 for a new proxy chip. Your lost Vaughn ID card and proxy chip will be de-activated and no refund will be made if you find your ID after a new card and proxy chip have been created. Please note you must have your ID on you at all times and present it whenever requested by a college official.

## MAINTENANCE

Report any maintenance issues to your resident advisor. Be as specific as you can. You also can report any maintenance issues to your resident advisor on a work order request form, which can be found at the building's security front 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 5 cubic feet or less for use in

residential rooms, for safety reasons only those refrigerator/freezer/microwave multiunits rented through a College-sanctioned vendor are permitted in the residence hall.

## 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 official, including 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 that 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 Sundays through Thursdays from 9 p.m. to 8 a.m. and from 11 p.m. to 9 a.m. on Fridays and Saturdays.

Weekend quiet hours are considered to be in effect when the following day is a College holiday.

Twenty-four-hour (24) quiet hours go into effect during final exam periods. Violation of quiet hours during final exams can 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 can 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

The College may provide notification of disciplinary matters to a parent/legal guardian of a student who is identified as a dependent for federal tax purposes. Additionally, disclosure to a parent/legal guardian can be made when necessary to protect the health and safety of the student or others or when a student who is younger than 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 can 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 behavior 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 (10-gallon maximum) are allowed.

## 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 not 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 damage committed by others.

Residents will promote a clean and safe environment in the residence hall, including their room/suite, bathroom and common areas. Residents can 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 of safety codes and be subject to disciplinary action.

## ROOM REFRIGERATORS

Residents may have a refrigerator in their room, but it may not exceed 5 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 residence life and student affairs or designee.

Room changes can 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 associate director of residential life or his/her designee.

Improper room changes can result in a monetary fine and the individual(s) involved can 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 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, realty signs etc.; Christmas/ornamental lights; 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 the deposit 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 cannot move into any room other than the one assigned. Please note that a student seeking a specific roommate will only have the ability for such a request if each student has paid their deposit. Deposits can be made right on line at [www.vaughn.edu/housing](http://www.vaughn.edu/housing). If you have any questions, you can e-mail housing at [housing@vaughn.edu](mailto:housing@vaughn.edu).

If a resident fails to occupy his or her assigned space on or before the first day of classes, the assignment can 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 can 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 his or her double room accommodation, he or she 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 fined \$100. If possible, a room can be bought out for a semester during the first week of October in the fall and the first week of February in the spring. During the first week of October and February 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). The college will do all it can to not consolidate and a student may be given the option to move a roommate in first. A resident who has a vacancy in his or her room must accept another roommate as assigned.

## ROOM PAINTING

Residents are prohibited from painting their rooms. However, if a resident feels that his or her room is in serious need of painting, he or she should contact the student affairs staff to arrange for the 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 can result in additional charges. At the end of each semester, residents must vacate their rooms 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 nonresidents 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. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars and burning incense. Students can smoke outside in designated areas away from the residence hall access doors.

## 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 can 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 in the residence hall, including unauthorized borrowing or possession of stolen property, will be subject to disciplinary proceedings, referral to the judicial process and/or criminal prosecution. Any 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 residents to insure their own property. It is the resident's responsibility to keep their room door locked whenever they are away from his or her room or sleeping.

## UNAUTHORIZED ACCESS

Residents cannot enter restricted-access areas unless specifically authorized to do so by student affairs staff. Restricted areas can 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 a resident's room is prohibited.

## VANDALISM

The abuse or destruction of College or individually owned/rented property constitutes vandalism. Disciplinary sanctions can 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 can 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 cannot bring any type of weapon into the residence hall. The term weapon includes but is not limited to firearms (or CO2 cartridge guns, stun guns, pellet guns, bows and arrows, paintball guns and sling shots); dangerous chemicals; any explosives or explosive device, including fireworks; ammunition; nunchucks; 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 the 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 online computer access to the Internet and to various other online external databases and services (electronic mail, information services, etc.) for use by students, faculty and staff engaged in college-related educational and scholarly pursuits. 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 assignment to the 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 multiparty communications services (e-mail, bulletin boards, forums, "chat lines," etc.) is in all respects limited as previously outlined. In addition, no user can utilize College facilities under any circumstances (a) to harass, intimidate, annoy or threaten 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 cannot be used in any manner inconsistent with the copyright laws of the U.S. or in any other manner forbidden by applicable federal or state law. In addition, such information and data cannot be used except in compliance with College policies governing plagiarism and the attribution of third-party information sources.
5. Users cannot 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 preventative 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, must be balanced by 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. Implied 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 in making 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 have a connection to the College. Accordingly, the College sets forth the following basic campus conduct standards for students, faculty and staff that are in addition to the applicable civil and criminal laws and regulations:

Vaughn College has established a drug- and alcohol-free workplace policy 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 their education or the performance of their job or while engaged in College business or activities elsewhere.

To the extent that 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 younger than 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 younger than age 21 should present or use fraudulent proof of his or her age 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 student conduct that 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 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 causes 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 can 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.

### *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 can produce psychosis, including hallucinations, delusions and paranoia.

### *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), can cause respiratory depression, coma and even death. A person who uses barbiturates can have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive or have slowed reactions.

### *Cocaine (including Crack)*

Health risks can include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts can cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine can severely damage nasal tissue and the septum. Smoking cocaine can damage the lungs. Someone using cocaine can 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 can include nausea, vomiting, insomnia, tremors and convulsions. Chronic users can become paranoid and/or experience hallucinations.

### *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 common in PCP users. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung 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 can become paranoid and experience hallucinations and have time and body movements slowed. People using LSD can experience loss of appetite, sleeplessness, confusion, anxiety and panic and can report perceptual distortion. Flashbacks can occur.

## *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 can laugh inappropriately and have bloodshot eyes, dry mouth and throat, odor of the drug and a poor sense of timing and increased appetite.

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

Because narcotics are generally injected, the use of contaminated needles can result in different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions and coma and can 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 can get involved in 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 can 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.

Sanctions that are imposed can also be entered onto 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 on the number and type of convictions, the suspension can be for one year or indefinitely; a student can regain eligibility upon the completion of an acceptable rehabilitation program. A felony conviction can 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 federal 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 6 months incarceration and a \$1,000 fine. A Class B misdemeanor is committed when an alcoholic beverage is given to a person younger than age 21. The crime is punishable by up to 3 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 1 to 3 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 1 year imprisonment, a \$500 fine and the loss of a driver's license.

In New York, for example, if you are younger than age 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 can 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. Questions from students regarding the implementation of the policy should be referred to the dean of student development and campus life.

## 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 5 years or more than 40 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment; a fine of not more than \$2 million for individuals or \$5 million for other than the individual.

Second offense: not less than 10 years of 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 the 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; 5 kg or more mixture of cocaine; 50 gm or more mixture of cocaine base; 10 gm 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; if death or serious injury occurs, not less than 20 years of imprisonment; a fine of not more than \$4 million for individuals or \$10 million if other than the individual.

Second offense: not less than 20 years of 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 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; a fine of \$1 million for individuals, \$5 million for other than the 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, \$10 million for other than the individual.

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

For CSA III drugs, not more than 5 years of imprisonment: a fine of not more than \$250,000 for individuals, or \$1 million for other than the individual.

Second offense: penalties double that of first offense.

For CSA IV drugs:

First offense: not more than 3 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 1 year of imprisonment; a fine of not more than \$100,000 for individuals or \$250,000 for other than the 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. If death or serious injury occurs, not less than 20 years of imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than the individual.

Second offense: not less than 20 years of 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 the individual.

For possession of 100 kg to 1,000 kg, or 100–999 plants, of marijuana or mixture containing discernible quantity:

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

Second offense: not less than 10 years of 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 the individual.

For possession of 50 to 100 kg, or 50–99 plants, of marijuana; 10 to 100 kg hashish; or 1 to 100 kg hashish oil: First offense: not more than 20 years of imprisonment. If death or serious injury occurs, not less than 20 years of 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 the individual.

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

First offense: not more than 5 years of imprisonment; a fine of not more than \$250,000 for individuals, \$1 million for other than the individual.

Second offense: not more than 10 years of imprisonment; a fine of not more than \$500,000 for individuals, \$2 million for other than the 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
Alcoholism Council of New York	212.252.7001
BreakThrough Program at Gracie Square Hospital	212.988.4400
U.S. Department of Health Substance Abuse Hotline	800.662.4357
Narcotics Anonymous	212.929.6262

Project Green Hope Services for Women

212.996.8633

Second Wind (Substance Abuse)

212.481.1055

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 Services (518.473.3460 or 877.846.7369).

## 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 younger than 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 can 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 can 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 contact constitutes sexual misconduct, which is punishable by up to 1 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 of 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, 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 that 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, that places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.

Sexual assault is prosecuted criminally in New York state, and the state legislature has mandated that colleges make this information available to students as part of raising awareness, educating students and combating assault.

The College has its own campus regulations that are enforced separately from any criminal action. Any abusive or unwanted sexual advances by a member of the College community should be reported to a College official. Please see the **Sexual Assault** section of this handbook for further information.

In appropriate cases, such as those involving violence, College administrators may report offenses to the police in addition to referring the matter for student disciplinary action.

Any student charged with sexual assault or any sexual offense on or off campus shall be subject to discipline through the campus judicial system. 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. The College can suspend a student immediately, pending a judicial hearing, if there is enough circumstantial evidence to indicate that permitting the student to remain on campus creates a risk. The parties will have an opportunity to be present during the disciplinary process and will be advised of the outcome.

Victims of sexual assault and other sex offenses should report the incidents immediately. Students will be informed of what procedures to follow and who should be contacted to report the offense; 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 this situation. They also 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 can 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 the office of student affairs for further information.

## A FINAL WORD

We hope that your journey through Vaughn College will be a smooth, pleasant learning experience that assists you in achieving your professional goals. If you have any problems, please feel free to approach a staff member. That's why we're here. The amount of information contained in this handbook may be daunting at first. However, it's essential that you know what resources are available to you; where to go if you need help; what the campus rules and regulations are;

and some of the local laws. Your suggestions for the next student handbook are encouraged and welcomed. Please forward your comments to the office of student affairs. Best wishes for a successful academic year.