



# Guide To Student Life

## Guide To Student Life

2010-2011

# CONTENTS

ADELPHI UNIVERSITY  
Guide to Student Life 2010–2011

Academic Calendar 2010–2011 .....	2
The Adelphi Story .....	4
Directory of Locations .....	10
Clubs and Activities .....	16
Athletics and Recreation.....	38
Resources and Services .....	42
Campus Safety .....	78
Garden City .....	88
<b>Appendix: University Policies</b>	
Academic Honesty .....	96
Anti-Harassment Policy .....	98
Campus Publicity .....	104
Code of Conduct .....	104
Compliance Statement .....	117
Deadly or Dangerous Weapons .....	117
Illicit Drugs and Alcohol .....	117
Nonsmoking Policy .....	119
Policy on Hazing .....	120
Policy on Public Order .....	121
Policy on Privacy Rights for Parents and Students .....	123
Protocol for Student Complaints Concerning the Actions of Members of Faculty .....	124
University Center Alcohol Service .....	125
Information Systems: Acceptable Use Policy .....	125
Index .....	128



Published 2010  
by Adelphi University  
Garden City, New York 11530

The information in this *Guide to Student Life* was prepared as of June 2010.  
The University reserves the right to make changes in its regulations and  
procedures as educational considerations require.

# Academic Calendar

# Academic Calendar

2010–2011\*

## Fall 2010

**WEDNESDAY, SEPTEMBER 1**  
Classes Begin

**FRIDAY, SEPTEMBER 3**  
Friday classes beginning at or after 3:50 p.m. will need to add 15 minutes to each class meeting.

**SATURDAY-SUNDAY, SEPTEMBER 4–5**  
Labor Day Weekend—No classes

**MONDAY, SEPTEMBER 6**  
Labor Day—No Classes

**SATURDAY, SEPTEMBER 11**  
Saturday courses need to add and additional 15 minutes to each meeting, to meet state requirements

**SUNDAY, SEPTEMBER 12**  
Sunday courses need to add an additional 15 minutes to each meeting, to meet state requirements

**WEDNESDAY, SEPTEMBER 15**  
Late Registration Ends  
Last Day to Add a Course

**MONDAY, SEPTEMBER 20**  
Final Date for Submission of Graduation Applications for January 2011

**WEDNESDAY, SEPTEMBER 29**  
Last Day to Drop a Course  
Last Day to Change Course Grading Option  
Last Day to Add an Independent Study  
Last Day to Process Course Section Change

**MONDAY, OCTOBER 11**  
Open Planning for Spring and Summer 2011 Begins

**TUESDAY, OCTOBER 12**  
Final Date for Submission of Graduation Applications for May 2011 (to have name appear in program)

**WEDNESDAY, NOVEMBER 3**  
Last Day to Withdraw from a Course

**MONDAY, NOVEMBER 8**  
Priority Registration for Spring and Summer 2011 Begins

**WEDNESDAY, NOVEMBER 24**  
Make-up Day (Available for faculty to schedule for a missed class) – No Regular Classes Held

**THURSDAY, NOVEMBER 25**  
Thanksgiving – No Classes

**FRIDAY-SATURDAY, NOVEMBER 26-28**  
Thanksgiving Break – No Classes

**TUESDAY, DECEMBER 14**  
Make-up Day (Available for faculty to schedule for a missed class) – No Regular Classes Held

**WEDNESDAY, DECEMBER 15**  
Finals Begin

**TUESDAY, DECEMBER 21**  
Finals End  
Last Day of Fall 2010 Classes

**WEDNESDAY, DECEMBER 22**  
Emergency Day – If necessary, the Office of the University Registrar will announce the rescheduling of December 15 finals

# Spring 2011

TUESDAY, JANUARY 4

Classes Begin – Intercession 2011

MONDAY, JANUARY 17

Martin Luther King, Jr. Day—No Classes

SUNDAY, JANUARY 23

Classes End – Intercession 2011

MONDAY, JANUARY 24

Classes Begin – Spring 2011

MONDAY, FEBRUARY 7

Late Registration Ends  
Last Day to Add a Course

MONDAY, FEBRUARY 21

Last Day to Drop a Course  
Last Day to Change Course Grading option  
Last Day to Add an Independent Study  
Last Day to Process Course Section Change

MONDAY–SUNDAY, MARCH 14-20

Spring Break – No Classes

MONDAY, MARCH 28

Last Day to Withdraw From a Course

MONDAY, APRIL 11

Research Day – No Classes

TUESDAY, MAY 10

Make-up Day (Available for faculty to schedule for a missed class)—No Regular Classes Held

WEDNESDAY, MAY 11

Finals Begin

TUESDAY, MAY 17

Finals End  
Last Day of Spring 2011 Classes

WEDNESDAY, MAY 18

Emergency Day – If necessary, the Office of the University Registrar will announce the rescheduling of May 11 finals

THURSDAY, MAY 19

Doctoral Hooding Ceremony

FRIDAY, MAY 20

Commencement

# Summer 2011 Session I

MONDAY, MAY 23

Classes Begin – Summer I 2011

MONDAY, MAY 30

Memorial Day (observed) – No Classes

MONDAY, JUNE 27

Last Day of Classes – Summer I 2011

# Summer 2011 Session II

MONDAY, JULY 4

Independence Day – No classes

TUESDAY, JULY 5

Classes Begin – Summer II 2011

MONDAY, AUGUST 8

Last Day of Classes – Summer II 2011

\* Calendar subject to change.

\*\* Classes will only be held if an emergency closing occurred earlier in the semester.

# The Adelphi Story



# WELCOME

## Welcome to Adelphi

Our 114-year history spans three centuries and, as you begin this new chapter in your life, you can be proud to share in our long tradition of academic innovation and rigor, and of an education that unites the liberal arts and professional programs, community engagement, and lifelong learning.

This book is a guide to our Garden City campus: student activities, resources, and services. We encourage you to reach out and take advantage of your coming years at Adelphi to expand your horizons and take part in campus life. Adelphi can be a source of lifelong friends and mentors for you, as it has been for students before you. We offer you the facilities and support needed to excel academically while taking an active part in student activities, events, and government. Through these experiences, you can gain the skills and confidence needed to be a leader in your career and community.

Your academic adviser, department chair, the dean of student affairs, the staff of the Office of Academic Services and Retention, and our counseling services are all available to you when you need academic advice or assistance, have suggestions or ideas for events and activities, or are seeking guidance in a personal matter.

And, even as we focus our rich resources on you and our other students, we also serve our local community, state, and nation through the research and practice of faculty; the strengthening of the ties between the professional schools and community; the staging of distinguished cultural events; and, most essentially, the educating of a generation of future leaders and informed citizens, professionals, and community members.





## How did your Class get its colors?

Each incoming undergraduate class takes as its colors those of the preceding senior class. The Class of 2011 has navy and white; the class of 2012 has red and white; the Class of 2013 has purple and white, and the Class of 2014 has jade and white.

### The Adelphi Story

Adelphi's roots reach back to 1863 with the founding of the [Adelphi Academy](#), a private preparatory school located at 412 Adelphi Street, Brooklyn, New York, charged with establishing "a first-class institution for the broadest and most thorough training, and . . . as accessible as possible to the largest numbers of our population." Thirty years later, former classmates Charles H. Levermore and Timothy Woodruff joined the Academy as principal and chairman of the board, respectively. Under their leadership, on June 24, 1896, [Adelphi College](#) was born and received one of the earliest charters granted to a coeducational college by the New York State Board of Regents.

Over the course of the next 100 years, Adelphi grew and changed in response to institutional and community needs. In 1912, Anna E. Harvey was appointed dean, and the board of trustees voted to make Adelphi a women's college. Enrollment soared and with it the need for more space. One month before the stock market crash of October 29, 1929, [Adelphi College](#) relocated to Garden City. Despite the financial hardship that followed, Adelphi was able to survive and thrive under the leadership of President Paul Dawson Eddy by offering programs that, while rooted in the liberal arts and sciences, met the demands of the community for practical education. His strategy would dominate Adelphi's development for the next half century. For example, Adelphi responded quickly to the pressing need for nurses created by U.S. entry into World War II by founding the School of Nursing—the first such school established by a college in New York State.

By 1944, enrollment had expanded to 1,200 students and as American soldiers returned home from WWII, Adelphi again opened its doors to men and expanded into new areas, including business. The admission of men also spurred the creation of basketball, football, swimming, wrestling, baseball, and track teams. Throughout the 1940s and 1950s, Adelphi continued to grow with the founding of the School of Social Work and later the Gordon F. Derner Institute of Advanced Psychological Studies, which has the distinction of being the first university-based graduate school in psychotherapy.

In 1963, 100 years after the founding of Adelphi Academy, and 67 years after the Academy became a college, Adelphi was granted university status by the New York State Board of Regents, becoming [Adelphi University](#). One year later, the School of Business was established as a distinct unit, conferring bachelor's and master's degrees.

By the 1970s, our Garden City campus had expanded from its three original buildings—Blodgett, Levermore, and Woodruff Halls—to 22 buildings on 75 acres, including the Leon A. Swirbul Library. University College was also established during these years, offering degree programs for working adults.

Today, Adelphi's eight colleges and schools include the College of Arts and Sciences, the Gordon F. Derner Institute of Advanced Psychological Studies, the Honors College, the School of Business, the Ruth S. Ammon School of Education, the School of Nursing, the School of Social Work, and University College. From 57 students and 16 faculty members in 1896, Adelphi now serves a student body of almost 8,000 undergraduate and graduate students from 38 states and 63 countries, has a full-time and part-time faculty of 909, and has off-campus centers in Manhattan, Poughkeepsie, and Hauppauge.

### Building for the Future

In fall 2008, Adelphi opened its new Center for Recreation and Sports and the Performing Arts Center (AU PAC). These state-of-the-art facilities expanded and upgraded the needed classroom, rehearsal, and performance space in the case of AU PAC and student recreation and athletic competition in the case of the Center for Recreation and Sports.

## OUR NAMED BUILDINGS

As you walk about campus, you'll notice that many of our buildings are named. These are the names of forward-thinking men and women whose energy, intellect, commitment, and generosity helped to make Adelphi the outstanding university it is today.



**Alice Brown Early Learning Center** is housed in a beautiful new 8,500-square-foot building designed specifically for early learners, is under the auspices of the Ruth S. Ammon School of Education, and provides child care services to children ages 18 months through five years old. The Center is named for Alice Brown M.A. '85, who retired in fall 2006 after 23 years as director of the Center's predecessor, the Child Activity Center.

**Blodgett Hall** houses classrooms for many arts and sciences courses and is named for Frank D. Blodgett, second president of Adelphi College (1915–1937), mayor of Oneonta, NY, and former professor of Latin and Greek. During his tenure, a committee of trustees began the search for a new site for the college, ultimately selecting Garden City.

**Chapman Hall**, a residence hall and home to the Learning Disabilities Program, is named for Alger B. Chapman, chairman of Adelphi's Board of Trustees (1949–1958) and former chairman of the New York State Tax Commission, New York State Republican Party, and the Beech-Nut Nutrition Corporation (formerly Beech-Nut Life Savers).

**Earle Hall**, a residence hall and home to the Honors College, Writing Center, Learning Center, and the Office of Residential Life and Housing, carries the name of Genevieve Beavers Earle, Class of 1907, the first woman member of the New York City Council; Republican Minority Leader of the New York City Council, 1940–1949; and recipient of Adelphi's Honorary Doctorate of Laws in 1942.

**Eddy Hall**, a residence hall, and home to the Greek Suites, bears the name of Adelphi's third president, Paul Dawson Eddy (1937–1965), who led the University through the Great Depression and ultimately to University status in 1963.

**Newest projects, supported substantially through private fundraising, include:**

- Center for Recreation and Sports
- Performing Arts Center
- Fine Arts Center
- Outdoor Sports Stadium and Competition Field
- Woodruff Hall renovation



**Hagedorn Hall of Enterprise** houses the School of Business. In 2003, it was named for Long Island business leader and philanthropist Horace Hagedorn and his wife Amy Hagedorn. Mr. Hagedorn, who received an honorary doctorate from Adelphi in 2001, was founder of Miracle-Gro Garden Products and director emeritus of the Scotts Company.

**Harvey Hall** houses the Ruth S. Ammon School of Education, and is named for Anna E. Harvey, who was Dean of Adelphi College (1912-1935).

**The Hy Weinberg Center** houses the Department of Communication Sciences and Disorders and is named for the prominent banker and philanthropist Hy Weinberg, late husband of Adelphi Trustee Marjorie Weinberg-Berman '61.

**Levermore Hall**, the University's main administration building, is named for the first president of the University (1896–1912), Charles H. Levermore.

**Linen Hall**, a residence hall, is named for James A. Linen, former publisher and president of Time magazine, and chairman of Adelphi's Board of Trustees from 1958 to 1963.

**Olmsted Theatre** is named in honor of Robert G. Olmsted, acting president of the University from 1967 to 1969, and a trustee for almost 25 years before being named honorary life trustee in 1972.

**Post Hall** houses the Center for Career Development and is named for the philanthropist and sugar magnate James H. Post, who served as chairman of Adelphi's Board of Trustees from 1908 to 1938.

**Ruth S. Harley University Center** was dedicated in 1972 in honor of Ruth S. Harley '24, who was continuously associated with Adelphi for more than 85 years—as a student, faculty member, administrator, loyal alumna, and dean emerita. The UC is the hub of the University containing the Office of the Dean of Student Affairs, offices for student organizations, student lounges with wireless Internet access, the UC Café, the University Art Gallery, Underground Café, the Thomas Dixon Lovely Ballroom, Bookstore, Student Counseling Center, Interfaith Chapel, International Student Services, and more.

**Swirbul Library**, Adelphi's main library and information commons, is named after Leon A. Swirbul, president and one of six founders of Grumman Aircraft Engineering Corporation. He was also a member of the Adelphi Board of Trustees from 1958 to 1960 and received an Honorary Doctorate of Laws in 1957.

**Waldo Hall**, a residence hall and home of the Health Services Center, is named in honor of Ruth Fanshow Waldo 1909, a former vice president of J. Walter Thompson Advertising and one of the first women executives in American advertising. An active member of Adelphi's Board of Trustees for more than 25 years, she was named Honorary Life Trustee in 1965.

**Woodruff Hall**, one of Adelphi's landmark buildings, is named after Timothy L. Woodruff, former Lt. Governor of the State of New York (1896–1902) and the first Chairman of the Board of Trustees (1895-1908). Completely renovated and reopened in fall 2009, the reconfigured space includes a refurbished pool and 5,000-square-foot recreation center, plus upgraded programming space for Health, Physical Education, and Human Performance Science.



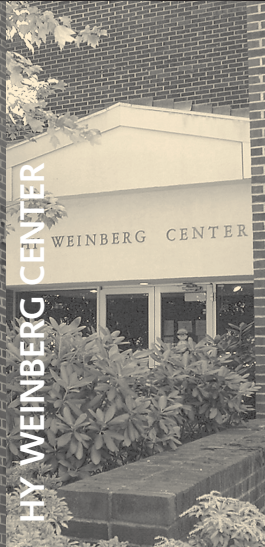
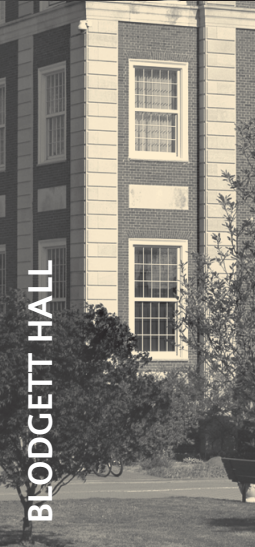
FRANK D. BLODGETT



ANNA E. HARVEY



LEON A. SWIRBUL



CHARLES H. LEVERMORE




RUTH S. HARLEY '24



HY WEINBERG


Put a face to that name

# Directory of Locations



## CAMPUS DIRECTORY

**ADELPHI UNIVERSITY**  
GARDEN CITY • NEW YORK • 11530

- Parking
- Gates
- ADA Accessible

<b>AHE</b>	Alumni House
<b>ALH</b>	Alumnae Hall
<b>BLH</b>	Blodgett Hall
<b>CHH</b>	Chapman Hall
<b>CRS</b>	Center for Recreation and Sports
<b>EDH</b>	Eddy Hall
<b>EHA</b>	Earle Hall A
<b>EHB</b>	Earle Hall B
<b>ELC</b>	Alice Brown Early Learning Center
<b>GMB</b>	Grounds Maintenance Building
<b>HHE</b>	Hagedorn Hall of Enterprise
<b>HRH</b>	Harvey Hall
<b>HWC</b>	Hy Weinberg Center
<b>KFA</b>	Adele and Herbert J. Klapper Center for Fine Arts
<b>LNH</b>	Linen Hall
<b>LVH</b>	Levermore Hall
<b>PAC</b>	Performing Arts Center
<b>PSB</b>	Public Safety Booth
<b>PSH</b>	Post Hall
<b>RHA</b>	Residence Hall A (New Hall)
<b>RHB</b>	Residence Hall B (Opening 2011)
<b>SCB</b>	Science Building
<b>SWB</b>	Social Work Building
<b>SWL</b>	Swirbul Library
<b>UNC</b>	University Center
<b>WDH</b>	Woodruff Hall
<b>WHL</b>	Waldo Hall
<b>PG</b>	Parking Garage
<b>ALX I</b>	Alumnae Hall Annex I
<b>ALX II</b>	Alumnae Hall Annex II
<b>PSX</b>	Post Hall Annex

## CAMPUS LOCATIONS AND TELEPHONE EXTENSIONS

### Academic Advising, Probation, Regulations, and Support

Office of Academic Services and Retention	Levermore Hall 303	3150
Accounting	Hagedorn Hall 332	4620
Admissions, Office of	Levermore Hall 114	3050
African American and Ethnic Studies, Center for	Harvey Hall 216	4980
Anthropology	Blodgett Hall 102	4110
Art and Art History	Blodgett Hall 302	4460
Art Education	Harvey Hall 130	4100
Art Galleries	Adele and Herbert J. Klapper Center for Fine Arts University Center Gallery Swirbul Library Gallery	
Arts and Sciences, College of	Science Building 127	4120
Athletics Department	Center for Recreation and Sports	4240
ATM	University Center, First Floor Post Hall, First Floor	
Biology	Science Building 103	4200
Bookstore, Textbooks, and Supplies	University Center, LL	3900
Business, School of	Hagedorn Hall 121	4600
Campus Recreation	Woodruff Hall	4242
Car Registration, Office of Public Safety and Transportation	Levermore Hall, LL	3500
Career Development, Center for	Post Hall	3130
Change of Address, Name, Telephone Number, Change of Major Office of the University Registrar	Levermore Hall, LL	3300
Chemistry	Science Building 201	4130
Class Officers, Center for Student Involvement	University Center 110	3603
Club Information, Meeting Notices, Center for Student Involvement	University Center 110	3603
College Work-Study Program,		

Note on making telephone calls: When making calls from on campus, dial only the extension (for example: 3600); from off campus, simply add the 877 prefix (for example: 877-3600). Area code: 516.

Student Financial Services	Levermore, LL	3080
Communication Sciences and Disorders	Hy Weinberg 117	4770
Communications (Arts and Sciences)	Blodgett Hall 113	4905
Commuter Student Services	University Center 110	3603
Dance	Performing Arts Center	4250
Dean of Student Affairs	University Center 108	3660
<i>Delphian, The</i> (student newspaper)	Earle Hall LL	6935
Derner Institute of Advanced Psychological Studies	Hy Weinberg 301	4800
Disability Support Services	University Center 310	3145 TTY (516) 877-3138
Drop/Add Courses, Office of the University Registrar	Levermore Hall, LL	3300
Economics	Hagedorn Hall 332	4620
Education, Ruth S. Ammon School of	Harvey Hall 130	4100
English	Harvey Hall 201	4020
Environmental Studies	Science Building 103	4170
Exceptions to Academic Regulations, Office of Academic Services and Retention	Levermore Hall 303	3150
Finance	Hagedorn Hall 332	4620
Financial Services, Office of Student	Levermore Hall, LL	3080
Fraternities, Center for Student Involvement	University Center 110	3603
Gender Studies	Blodgett Hall 105	4938
General Studies Program	Science Building 303	3440
Grants-in-Aid, Student Financial Services	Levermore Hall, LL	3080
Health Services Center	Waldo Hall	6000
History	Blodgett Hall 200	4790
Honors College	Earle Hall 100	3800
ID Cards, Public Safety	Levermore Hall, LL	3500
Information Technology (Help Desk)	Swirbul Library, 2nd Floor	3340
Insurance, Health Services	Waldo Hall	6000

Interfaith Center	University Center 302	3113
Catholic Chaplain		3116
Humanist Chaplain		3112
Jewish Chaplain		3115
Muslim Chaplain		3112
Protestant Chaplain		3114
Interfaith Chapel	University Center 306	
International Education (Study Abroad)	Alumnae Hall 111	3487
International Student Services	University Center 110	4990
Language Laboratory	Earle Hall, LL, Room 3	3557
Languages and International Studies	Science Building 216c	4050
Learning Center	Earle Hall, LL	3200
Learning Disabilities Program	Chapman Hall, LL, Room 7	4710
Leave of Absence, Letters of Recommendation, Good Standing, Office of Academic Services and Retention	Levermore Hall 303	3150
Levermore Global Scholars Program	Science Building 122	4190
Library Hours		3572
Mail Room	Chasner Street, Hempstead	3090
Mail Room, for Resident Students	Earle Hall	6180
Major, Declaration/Change, Office of the University Registrar	Levermore Hall, LL	3300
Management	Hagedorn Hall 334	4640
Mathematics and Computer Science	Post Hall 2nd Floor	4480
Meal Card, University Dining Services	University Center Café	3950
Multicultural Affairs, Office of	University Center 110	3602
Music	Performing Arts Center	4290
Nursing, School of	Alumnae Hall 220	4510
<i>Oracle</i> (yearbook)	Earle Hall, LL	6940
Parking Permits and Decals, Parking Tickets, Office of Public Safety and Transportation	Levermore Hall, LL	3500
Pass/Fail Option, Office of the University Registrar	Levermore Hall, LL	3300

Permission for courses at another University (forms available at Office of the University Registrar)	Respective Dean's Office	
Philosophy	Harvey Hall 216	4580
Physical Education	Woodruff Hall Level one	4260
Physics	Blodgett Hall 8	4880
Political Science	Blodgett Hall 202	4590
Pre-Professional Advising and Fellowships, Office of	Levermore Hall 303	3140
President's Office	Levermore Hall 100	3700
Printing	Service Bureau	3095
Provost	Levermore Hall 100	3160
Psychology	Blodgett Hall 212	4750
Public Safety	Levermore Hall, LL	3500
Readmission, Office of Academic Services	Levermore Hall 303	3150
Registrar	Levermore Hall, LL <i>off campus (516) 877-3300</i>	2210
Residential Life and Housing	Earle Hall 100	3650
Resident Student Association	Earle Hall 100	3650
Room Reservations (UC), Reservations Coordinator	University Center 301	3604
Schedule Change, Office of the University Registrar	Levermore Hall, LL	3300
Scholarships, Office of Student Financial Services	Levermore Hall, LL	3080
School Closing Information (Garden City)		6870
Social Work, School of	Social Work Building 201	4300
Sociology	Blodgett Hall 102	4110
Sororities, Center for Student Involvement	University Center 110	3603
Speech and Hearing Center	Hy Weinberg 211	4850
Sports Information	Center for Recreation and Sports	4240
Stamps, Bookstore	University Center, LL	3900
Student Accounts Office	Levermore Hall, LL	3080
Student Activities Board	Earle Hall LL	6939
Student Conduct and Community Standards	University Center 308	3612

Student Counseling Center	University Center 310	3646
Student Financial Services	Levermore Hall, LL	3080
Student Government Association	University Center 307	6934
Student Involvement, Center for	University Center 110	3603
Student Loans, Student Financial Services	Levermore Hall, LL	3080
Study Abroad (International Education)	Alumnae Hall 111	3486
Support, Office of Academic Services	Levermore Hall 303	3150
Teacher Certification, School of Education	Harvey Hall	4100
Telephone Services	Hagedorn Hall, LL	3000
Theatre	Performing Arts Center	4010
Transcripts, Office of the University Registrar	Levermore Hall, LL	3300
Tutoring, Learning Center	Earle Hall, LL	3200
University Center Operations	University Center 301	3611
University College	Hagedorn Hall 201	3400
Veterans' Affairs, University College	Hagedorn Hall 201	3412
Withdrawal, Course Office of the University Registrar	Levermore Hall, LL	3300
Withdrawal, University Office of Academic Services and Retention	Levermore Hall 303	3150
Writing Center	Earle Hall, LL	3296



# Clubs and Activities



## ARTS AND EVENTS

events.adelphi.edu

### Cultural Events

The Cultural Events Committee brings world-renowned and fascinating speakers to our campus. Past speakers have included authors James Bradley, Jonathan Kozol, Walter Mosley, and Jane Smiley; political commentators James Carville and Mary Matalin; Nobel Prize winner Bill Phillips; and social activist Al Sharpton. Still other recent guest speakers have ranged from former SEC Chairman Arthur Levitt and provocative political author/media critic Mark Crispin Miller to psychosexual therapist/media personality Dr. Ruth Westheimer and James Horton, historian, author, and member of the Abraham Lincoln Bicentennial Commission. Olympic champion and all-time gold medalist Michael Phelps spoke at the Adelphi campus on the first day of the sale of his book, *No Limits: The Will to Succeed*. Nobel Prize winner Elie Wiesel, as well as Pulitzer Prize winners Nicholas Kristof and Sheryl WuDunn, were recent guest speakers.

### Performing Arts

Tickets and production information: call campus extension 4000, or log on to [aupac.adelphi.edu](http://aupac.adelphi.edu)

Throughout the year, you can experience the performing arts—concerts, dance and dance workshops, cabarets, theatre workshops and mainstage productions in the Performing Arts Center, a new state-of-the-art facility, including performance, rehearsal, and academic spaces for theatre, arts, music, and dance.

### Art

Coordinated by the Department of Art and Art History, the University Center Gallery, the Adele and Herbert J. Klapper Center for Fine Arts Gallery, UC Underground Café Gallery, Swirbul Library Gallery, Alumni House, and the Adelphi/Manhattan Center Gallery have featured exhibits by renowned artists Gene Chin, Elaine de Kooning, Puneeta Mittal, Larry Rivers, Dan Welden, Frank Wimberley, Nina Salvatore, and internationally revered photojournalists Audrey R. Topping and Dick Meek. Master's thesis shows are presented annually, as well as exhibits by outstanding undergraduate art students.

# Q

## What makes our dance program unique?

Adelphi University's dance program, founded by Ruth St. Denis in 1938, was the first dance department in an American university.



### Music

Audition and schedule information: call campus extension 4290 or log on to [academics.adelphi.edu/artsci/pfa/music](http://academics.adelphi.edu/artsci/pfa/music)

In addition to concerts featuring well-known guest artists, the Music Department offers you opportunities to join in:

- **Adelphi Symphony Orchestra**, open to students and the Adelphi community, rehearses weekly, explores a broad range of classical and contemporary repertoire and presents two to three concerts each year. An audition for the Director is required.
- **Adelphi Chorus** rehearses twice weekly, performs a wide variety of choral literature (from classical to folk to Broadway) in regular concerts, and may perform off-campus.
- **Adelphi Jazz Ensemble** rehearses twice weekly and features arrangements of classical and contemporary jazz programs each semester. It is open to both vocalists and instrumentalists. An audition for the Director is required.
- **Adelphi Chamber Workshop** and **Opera Workshop** meet weekly and are open to all vocalists and instrumentalists. An audition for the Director is required.
- **Flute Performance Workshop** meets weekly, and is open to all students. No audition is required.
- **Guitar Ensemble** meets weekly, and is open to all students. An audition for the director is required.
- **World Music Ensemble** meets twice a week, and is open to all students. Explore a broad range of music from around the world. No audition is required.

### Lectures

Adelphi invites artists and authors from around the globe and across the nation as part of its Cultural Events lecture series. Poets, philosophers, and political pundits share their experiences and insights to enhance the student academic experience and enlighten the community on national and international issues.

### Films and Off-Campus Events

Purchase reduced-rate movie tickets for local cinemas at the Panther Tainment booth outside UC 110, or call extension 3603.

Attend Broadway shows at reduced group-ticket prices for trips to New York City—sponsored by the Student Activities Board (SAB).

## CAMPUS MEDIA

Express yourself, meet new friends, and gain valuable experience by participating in campus media. Conveniently housed in the Student Media Center located in the lower level of Earle Hall are the university newspaper, literary magazine, yearbook, intranet radio and student media club.

### *The Delphian*

students.adelphi.edu/delphian  
Earle Hall, Lower Level  
Campus extension: 6935

The Delphian has been Adelphi's independent student newspaper for more than 50 years, publishing news, art, opinions, and sports. It's a great opportunity to gain journalism experience and get involved in campus life.

### *Magnum Opus*

The Adelphi literary and arts magazine, Magnum Opus, is a showcase for student art, photography, poetry, short fiction and feature articles. The magazine encourages student creativity and self-expression.

### *The Oracle*

students.adelphi.edu/sa/csi/campuslife/student\_orgs/oracle.php  
Earle Hall, Lower Level  
Campus extension: 6940

Working on The Oracle is a great way to gain experience with page design, photography, writing, and editing. You can be involved behind the scenes by creating pages that last a lifetime, or out on campus doing interviews, taking pictures, or attending different events you'd like to see in the yearbooks such as homecoming, guest speakers, Greek week, etc. We are starting fresh this year with a whole new outlook on The Oracle and need YOU to be our photographers, committee chairs, staff, etc.

### **P.A.W.S. Radio**

home.adelphi.edu/~paws  
Earle Hall, Lower Level  
Campus extension: 3760

Tune in to P. A. W. S. radio—music without pause—on the University's Intranet. P.A.W.S. streams continuous music, cultural and educational forums, general and sports information, as well as entertainment for the Adelphi community.

### **Works In Progress**

students.adelphi.edu/sa/csi/campuslife/student\_orgs/works-progress.php  
Earle Hall, Lower Level

Works in Progress showcases student film and video projects and provides a voice in the community. It also produces a weekly public access cable show on the Optimum System Channel 71 and Cablevision Channel 25.

Enjoy regularly scheduled cultural events featuring prestigious guests, talented faculty, and student creators and performers. You'll have opportunities to attend performances in dance, theatre, and music; lecture series, including an Ambassador Series; and art exhibitions.

## **CAMPUS INVOLVEMENT**

### **Center for Student Involvement**

students.adelphi.edu/sa  
University Center, Room 110  
Campus extension: 3603

Campus life is an essential component of students' college experience, and the Center for Student Involvement (CSI) provides the means to get involved. There are currently more



Famous Adelphi alumni in the arts include Jonathan Larson, author of the Pulitzer Prize-winning Broadway musical *RENT*. Adelphi's Performing Arts Center opened in September 2008 with an engagement of *RENT*, which had concluded its 12-year Broadway run in August of that year as the seventh longest running show in Broadway history.

than 80 student clubs and organizations which reflect the academic, social, political, and religious diversity of the student population. Whether you are a commuter or resident, every student is encouraged to become part of the campus community through the support services available from CSI. If you don't find what you're looking for, representatives of the CSI can help you start a group of your own. Through membership in cocurricular activities, students can pursue their interests, build their leadership skills, further their studies, exchange ideas, and explore new cultures.

### Keeping Track of your Clubs/Organizations

Keep track and stay connected with the clubs and organizations you're interested in with OrgSync, the innovative Club Management software and the newest addition to the Center for Student Involvement. Similar to Facebook, OrgSync allows you to create a profile and then request to join the available student groups you are interested in. Get information about upcoming events, vote on what events should come to campus by taking part in polls, view photos and videos of events, discuss the issues you would like the student groups to address, and much more.

Get involved and stay organized today. Find out more and register online for OrgSync by visiting eCampus, clicking on the Services tab, and selecting OrgSync.

### Student Government Association

students.adelphi.edu/sa/csi/sga.php  
 Meets every Tuesday at 6:00 p.m.  
 University Center, Room 307  
 Campus extension: 6934  
 Mailbox located in UC 110

The Student Government Association (SGA) of Adelphi University promotes the general welfare of the undergraduate student body and of the University as a whole, and develops general and specific policies for governing the undergraduate student body and student organizations. The SGA is responsible for representing and uniting the members of the undergraduate student body of Adelphi University to the University administration. The SGA is comprised of an executive cabinet, student senate, and student court, who are elected in the fall and spring semesters to represent the student body for each academic year. The SGA strives to advocate and improve the quality of academic and social life at Adelphi University through various programs and initiatives.

### Student Activities Board

students.adelphi.edu/sa/csi/campuslife/student\_orgs/sab.php  
 Earle Hall, Lower Level  
 Campus extension: 6939  
 Mailbox located in UC 110

The Student Activities Board (SAB) is the largest organization on campus and is open to any student who attends Adelphi University. SAB works hand in hand with the Center for Student Involvement in planning multiple events for students and to enhance campus life. Members of the SAB possess qualities of school spirit, leadership skills and compassion for others. By taking part in this organization, one has the opportunity to help out at events while meeting other students with the same interests.

### Resident Student Association

[students.adelphi.edu/sa/csi/campuslife/student\\_orgs/rsa.php](http://students.adelphi.edu/sa/csi/campuslife/student_orgs/rsa.php)  
Residential Life and Housing  
Earle Hall, Room 100  
Campus extension: 3650  
Mailbox located in UC 110

The Resident Student Association (RSA) serves as the voice of all resident students, offering a wide variety of educational, social, and community activities to enhance the quality of campus life. The RSA is composed of two bodies—the Executive Board and the Hall Councils.

The RSA Executive Board works closely with the Office of Residential Life and Housing, organizing campus-wide activities and serving as a communications link between the students and the University.

Hall Councils are the governing bodies of the individual residence halls. Each Council is responsible for planning hall events, as well as voicing the concerns of those they represent. Each Council is composed of a president, vice president, treasurer, secretary, events chair, and individual floor representatives.

### Commuter Student Organization

[students.adelphi.edu/sa/csi/commuter/services.php](http://students.adelphi.edu/sa/csi/commuter/services.php)  
Center for Student Involvement  
Mailbox Located in: UC110  
Email: CSO@adelphi.edu

The Commuter Student Organization (CSO) serves as the primary student organization representing the needs of the commuter student population at Adelphi. The CSO advocates the needs of the students to the Center for Student Involvement, as well as provides educational and social programs for all commuters.

The CSO has an executive board of officers and representatives for each class. Students who wish to become more involved in commuter student life should consider joining this organization or attending one of their weekly meetings.



### Student Athlete Advisory Committee (SAAC)

[aupanthers.com/saac/adel-saac.html](http://aupanthers.com/saac/adel-saac.html)

Mailbox located in UC 110

The Student Athlete Advisory Committee is a board composed of student-athletes who are committed to generating a voice for this group within the NCAA. One of the main purposes of SAAC is to make other student-athletes aware of proposed NCAA legislation and to recommend legislation to the NCAA. SAAC is dedicated to promoting a positive student-athlete image within athletic programs and creating leaders of tomorrow.

## CLUBS AND ORGANIZATIONS

### Accounting Society

The Accounting Society works to bridge the gap between classes and the professional world by bringing professionals and students together in both formal and informal settings. Our goal is also to provide students who are just starting their accounting program with information about what accounting really is and the opportunity to speak to professionals in the field.

### Adelphi Ballroom Dancing Club

Practice, improve, and enjoy the art of ballroom dancing with this club. An annual Spring Ball is sponsored by the club to celebrate the efforts and accomplishments of participants, as members showcase their abilities to the Adelphi community.

### African Peoples Organization

African Peoples Organization (APO) has historically represented the interests of black students on the Adelphi campus and has sponsored exciting cultural programs. Kwanzaa, celebrated on the first Saturday in December, is a celebration of life and unity. APO uses Kwanzaa as an opportunity to gather family and friends to celebrate the oneness and goodness of life. Black History Month is a time for open panel discussions and Black History Month Jeopardy.

### Anime Club

Interested in computer graphics and cell animation? The Anime Club is an opportunity to take a closer look at the cell animation and computer graphics commonly used in the creation of anime.

### Anthropology Club

This is the club for students interested in exploring ancient and modern cultures through archaeology and the study of human beings and their ancestors.

### Biology Club

The Biology Club's mission is to promote awareness of the various disciplines and career options within the biological sciences. We encourage students to participate in biological research either with Adelphi University faculty or at another institution. We facilitate discussion, promote the formation of study groups, and provide a venue for students and faculty to interact.

### **Caribbean Cultural Awareness Club**

The Caribbean Cultural Awareness Club celebrates cultural differences among Caribbean students, generates common interests among students of all nationalities, enhances channels of solid communication and interaction among Adelphi students, and sponsors social functions, cultural exchanges, and seminars.

### **Chemistry Club**

The Chemistry Club is the problem-solving, team-building, discovery-making, and mind-expanding organization for Adelphi University students. The Chemistry Club gathers students with intellectual curiosity and helps them to build relationships with other science students, professors, scientists, and other science professionals. Both majors and nonmajors are welcome to join. The goal is to bring science to everyone, allowing them to broaden not only their own horizons but also the horizons of the people they meet. The Chemistry Club offers a variety of activities, such as invited lectures, brief seminars presented by students, interesting experiments performed in the laboratory, trips, movies, discussions, events, projects, and demonstrations for Adelphi and outside communities.

### **Criminal Justice Club**

The Criminal Justice Club provides social events and/or criminal justice activities in which the goals are to expose students to the criminal justice environment and or to increase the roles of Adelphi University's criminal justice program.

### **Debate Society**

Providing stimulating conversation on scintillating topics, the Debate Society emphasizes the importance of public speaking and staying informed about current events. Though we are a competitive team, members can do as little or as much as they want. We work closely with St. John's University and often host full-format debates during our weekly meetings, as well as periodic confidence-building speech games. If you like to talk in front of people or just want to get better at it, this is the club for you!

### **Entrepreneurship Society**

The Entrepreneurship Society provides the means for innovative students' ideas to grow into profitable businesses by combining the knowledge and skills acquired in the classroom with professional, real-world experience. You will have an opportunity to jump start your career by working in an Entrepreneurship Society-owned business and gain first hand experience—from selling the product to expanding to new global markets. We hold various business-skill-building events that connect you with alumni, potential employers, one-on-one mentors, members of local communities, and like-minded students on and off campus.

### **Finance Society**

The Adelphi University Finance Society is open to all students who are interested in the field of finance. At our meetings and special events, you will learn valuable outside-of-classroom skills that will benefit your future successful career in the field of finance. Discover what jobs are available and where your interests in finance can take you while getting to know many of your peers.





## Which community outreach program is in its 30th year?

The Adelphi New York Statewide Breast Cancer Hotline and Support Program, established in 1980.

### Future Teachers Association

The purpose of the Future Teachers Association is to educate the Adelphi community about issues within the education system that affect the general public. The Association meets weekly in order to discuss such issues. Numerous events and community service projects have been hosted by the Association, including collaborative panel discussions with the Education Honor Society, a book drive for Kenyan orphanages, and participation in the Caroline Wambui Mungai Foundation Memorial campus walk. The Association's goal is to create a better understanding and interest in education throughout the Adelphi community.

### Health, Physical Education, and Exercise Science Club

If your interests are in health and physical education, this club is designed to develop unity and professionalism among students in the Department of Health Studies, Physical Education and Human Performance Science. Activities include attending and presenting at professional conferences, sponsoring intramural tournaments, and organizing outings. The club's major charity events are Hoops for Heart, which raises funds for the American Heart Association, and a Wheelchair Basketball Tournament, which raises funds for the Make-A-Wish Foundation and promotes awareness of disabled sport.

### Hellenic Society

The Hellenic Society brings together students of Greek origin and provides them with the opportunity to make new friends, both from Adelphi and other universities. Activities include Greek dance workshops, a celebration of Greek Independence Day, and participation in the Greek Independence Day Parade.

### History Society

The History Society of Adelphi University aims to aid not only history majors but all who love history. This is accomplished through holding guest lecture series, discussions, and off-campus trips.

### Human Resources Society

Do you look forward to managing people in organizations? The Human Resources Society offers opportunities for you to explore human resources management issues in "real world" settings. Activities include guest speakers, trips to companies, and competitions with human resources clubs from other universities. This group's affiliation with the Long Island Chapter of the Society for Human Resources Management enables you to network with human resources professionals by attending dinner meetings and conferences.

### International Student Society

The International Student Society represents Adelphi students from all over the world, providing opportunities for cultural exchange; helping new international students adjust to American culture and become acquainted with Adelphi University; providing social activities and improving relations among students of all nations; and giving all Adelphi students the opportunity to be introduced to diverse cultures.

### **Latin American Student Organization**

At the Latin American Student Organization (LASO), our objective is to unify, inspire, educate, and advocate for Latino culture. LASO serves the community, explores different cultures, and roots, and unifies everyone regardless of ethnic background through various social and educational activities.

### **Math and Computer Science Club**

The Math and Computer Science Club provides academic enhancement by coordinating research projects and competitions. They provide teaching through tutoring services and career information by inviting working professionals in the field.

### **National Student Speech Language Hearing Association (NSSLHA) Adelphi Chapter**

The NSSLHA provides students with information about communication impairments and their treatment, encourages contact between students and faculty, and provides volunteer services on campus. The local National Student Speech Language Hearing Association is a chapter of a larger group, emanating from the American Speech Language Hearing Association. Membership in the national group includes membership in the local chapter, along with receipt of journals and other educational information. Club members represent the University at local health fairs and are involved in a number of fundraising activities throughout the year, donating money to purchase clinical materials and to support scholarships at the Hy Weinberg Center for Communication Disorders.

### **Pre-Law Society**

Are you interested in law and looking for guidance? The Pre-Law Society is a student-led organization that provides information and encouragement to students considering a career in law. The Society has periodic meetings with speakers and panel discussions on entry into law school, on the varieties of law practice, and on the role of law in society. The Society works together with the Center for Career Development and the faculty's Pre-Law Council to provide guidance and advice on an individual basis.

### **Psychology Club**

The Psychology Club provides a structure for students, especially psychology majors, to engage in a variety of enjoyable and beneficial activities. Members arrange various charitable and recreational activities and obtain information related to taking the Graduate Record Exam, applying to graduate schools, seeking employment opportunities, and more.

### **Society of Physics**

You don't have to be a physics major to be part of this club. The Society of Physics promotes the knowledge of physics, the other sciences, engineering, and math to provide an atmosphere of mutual acquaintance and good fellowship among students and between students and instructors. Membership is open to all with an interest in and appreciation of physics and science in general.

### **Spanish Club**

The Spanish Club provides an opportunity to unite Spanish-speaking students of all levels in order to learn more about the language and literature of Hispanic countries. Through the study of the different elements of Hispanic culture, members will develop a greater understanding of these societies.

### **Student Nurses Acting For Progress (SNAP)**

SNAP is an organization of nursing students whose purpose is to discuss problems, issues, and concerns that affect the nursing profession. Through weekly meetings and programs they provide the means of education to the Adelphi population in relation to prevalent health issues on a local, national, and international level while encouraging self health that promotes healthy living.

### **Undergraduate Social Work Council**

This organization provides an opportunity for social work students to network and engage in activities that complement and enrich their educational experience. The Council holds regular forums, with presentations by distinguished professionals working in different areas of social work, and provides opportunities for students to meet informally with faculty members and administrators in the School of Social Work to discuss issues of common concern.

### **Young Actors Designers and Dancers of Adelphi (YADDA)**

The main objective of YADDA is to help students obtain a wealth of knowledge about the performing arts. This organization offers students an opportunity to participate in performance pieces while learning about their craft.

## **COMMUNITY SERVICE AND SOCIAL ACTION CLUBS**

### **Amnesty International**

Amnesty International is a worldwide movement of people who campaign for internationally recognized human rights. Its mission is to undertake research and action focused on preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression, and freedom from discrimination, within the context of its work to promote all human rights.

### **C.A.L.I.B.E.R.**

C.A.L.I.B.E.R. (Cause to Achieve Leadership, Intelligence, Brotherhood, Excellence, and Respect) strives to help students attain academic success by creating cultural understanding and appreciation. Students raise scholarship funds through the annual International Talent and Fashion Show.

### **Circle K International**

Circle K is part of the Tri-K family: Key Club, Circle K, and Kiwanis, the largest nonprofit collegiate organization in the world. Members are dedicated to leadership, friendship, and community service. In the past, members have supported the American Heart Association, National Children's Leukemia Foundation, Muscular Dystrophy Association, Multiple Sclerosis Association of America, St. Mary's Children's Hospital, American Cancer Society, and Save the Children. Each semester, a textbook drive is highly successful, with almost 1,000 books donated to benefit literacy programs around the world.



### **Environmental Action Coalition**

The goal of the Environmental Action Coalition (EAC) is to inform Adelphi students and surrounding communities of the importance of environmental education and awareness. The EAC hosts a well-attended Earth Day event to promote campus and global green initiatives.

### **National Association for the Advancement of Colored People (NAACP)**

The NAACP is a national organization whose purpose is to improve the political, educational, social, and economic status of minority groups; to eliminate racial prejudice; and to keep the public aware of the adverse effects of racial discrimination.

### **Pride Alliance**

Pride Alliance is a strong and vital student group at Adelphi. Working to foster not only a welcoming and safe space for lesbian, gay, bisexual, and transgender students at Adelphi, this organization promotes understanding and acceptance of all people within the Adelphi community.

### **Republican Club**

The Adelphi Republicans is a new club and is open to all students. However, students with Republican, conservative, traditional, libertarian, or other view points may find our club particularly interesting. We participate in campaigns and political events in addition to our regular meetings.

### **United Nations Society**

The United Nations Society raises awareness of social responsibility, encourages students to participate in public affairs, and shall acquaint them with the workings, function, structure, and values of the United Nations and similar organizations. They coordinate various events such as panel discussions, debates, and a celebration of UN Day.

### **Up 'Til Dawn**

Up 'Til Dawn is a fundraising organization for St. Jude Children's Research Hospital. Students who lead Up 'Til Dawn on more than 180 campuses nationwide educate the community about the hospital while raising money through a variety of activities. At the end of the program, campuses host a Finale Event and stay "Up 'Til Dawn" celebrating their achievements and honoring the St. Jude patients. Students "fight the yawn" so that St. Jude hospital patients will also have the chance to grow up and attend college.

## **STARTING A NEW STUDENT ORGANIZATION**

Center for Student Involvement  
University Center, Room 110  
Campus extension: 3603

The Center for Student Involvement encourages students to participate in clubs and organizations in order to further develop their leadership skills. The Center recognizes that as times change, the interest of students change, ultimately affecting the clubs on campus. This is why the Center for Student Involvement, in conjunction with the Student Government Association, created a process for students who are interested in starting a new club: New

Student Club Recognition Process. Below are the steps on how to start a club and how to obtain recognition.

1. Student(s) must review the available active clubs on campus and their mission statements prior to attempting to start a new club. No new club will be accepted if it has a similar purpose to another established club on campus.
2. At least one (1) student from the proposed club's executive board (president, vice president, secretary or treasurer) must meet with the Center for Student Involvement to discuss the new student club recognition process. Please visit the Center for Student Involvement, located in the University Center, Room 110, to set up an appointment.
3. The proposed club must complete and submit the New Club Application form. The New Club Application form can be found at—and is to be submitted to—the Center for Student Involvement, located in the University Center, Room 110. (Typically, the application is provided at the initial meeting.)
4. The proposed club must create and submit a constitution. The constitution contains vital information about the club, including purpose, executive board positions and duties, election and impeachment procedures, etc. Please see the "Sample Constitution" section for more information.
5. Once the proposed club has submitted the New Club Application form and constitution, as well as met with CSI, they will be reviewed by the Club Relations and Student Activities Committee, consisting of CSI staff and SGA representatives. The Club Relations and Student Activities Committee will make sure the club fits within the mission of Adelphi University and will benefit students as a whole.
6. If the Club Relations and Student Activities Committee approves the proposed club, the club will be given three academic months of provisional acknowledgement. During the provisional acknowledgement period, the proposed club must hold at least one event, biweekly meetings, and secure a minimum of 12 active members. If the Club Relations and Student Activities Committee disapproves of the proposed club, the club must make the necessary changes and resubmit the requested information.
7. After the provisional acknowledgement period ends, if the club has completed the requirements, they will go up for review again. If approved, the club will be granted recognition from both CSI and the SGA. If the proposed club does not meet the requirements during the provisional acknowledgement, they must reapply for recognition.

Special Note: In some cases, certain clubs will ONLY receive CSI recognition (i.e., graduate student clubs, and Greek letter organizations) and not SGA recognition.

### Constitution Guidelines

1. Be specific

2 Membership

- Who can be a member?
- Must be open to all undergraduates who show an interest in your organization

## Q

## What is the University's motto?

"The Truth Shall Make Us Free."

3. Active versus inactive members:
  - Benefits of being an active member
  - How do you become an active member?
  - Can you lose active member status?
4. Officers:
  - Who is eligible?
  - Must have a min. of a 2.3 GPA
  - Duties—be specific
  - Impeachment process
  - Resignation process
5. Elections:
  - Who can vote?
  - How do you nominate someone for a position?
  - During what meeting do elections take place?
  - Do you need a quorum present to vote?
  - What percentage of the votes do you need in order to win?
  - Who counts the votes?
6. Committee:
  - Do you have committees?
  - Purpose of the committees
  - How you can become part of a committee?
  - Be specific as to the duties
  - Committees allow executive board members to delegate work and allow more members to become involved in the organizations
7. Meetings:
  - When do you meet?
  - Meetings should occur at minimum bi-weekly during the academic year
8. Programs:
  - Organizations must hold one community service and two events per semester
  - Define what programming is
9. Amendments:
  - How can you amend the constitution?
  - Constitutions should be reviewed and reevaluated yearly

### Sample Constitution:

**PURPOSE** (followed by statement)

An introductory statement or objective, no longer than two or three sentences. This should state the reason for, and intent of the organization.

**ARTICLE I:**

**NAME**

The name of this organization shall be (full name of organization), hereinafter referred to as (shortened name of organization as it will appear throughout the Constitution).

### Section 1 – Eligibility

State, in complete sentences, the qualifications for membership.

### Section 2 – Active Membership

State in complete sentences, the qualifications for “Acting” or “Voting” membership in the organization.

Section 3 – If necessary, describe another class of membership, such as “inactive.” Keep the structure as clear and simple as possible.

## ARTICLE II:

### OFFICERS

#### Section 1 – Numbers and Methods of Elections

The (name of organization) shall elect from the active membership a president, vice president, secretary, and treasurer at the (for example the 2nd to last) meeting of the semester/academic year. (Indicate further if any special nominating procedure is used and who is eligible to hold office).

#### Section 2 – Duties of Officers

##### A. The President shall:

1. Preside over all meetings for (name of organization)
2. Etc.
3. Etc.

##### B. Continue list for each Officer of the organization, with a list of duties under each title.

Each club officer will:

1. Act in the leadership role as outlined by the constitution/by-laws
2. Perform responsibilities commensurate with the officer position

#### Section 3 – Terms of Office

Indicate, in complete sentences, how long each officer is to serve. Include whether officers may be re-elected to the same office position, etc.

#### Section 4 – Impeachment of Officers

Indicate, in complete sentences, whether officers may be impeached, grounds for impeachment and the procedure for impeachment.

## ARTICLE III:

### COMMITTEES

#### Section 1 – Standing Committees

State, in one sentence, the standing committees of the organization.

#### Section 2 – Duties of Standing Committee

For example:

##### A. The Constitution Committee shall:

1. Review the constitution each semester.

## ARTICLE IV:

### FACULTY ADVISERS

#### Section 1 – Numbers and Terms of Office

Indicate, in complete sentences, the number of advisers the organization is to have and



how long each will be asked to serve.

#### Section 2 – Method of Appointment

State, in complete sentences, how the adviser is selected by the organization.

#### Section 3 – Duties

Indicate, in complete sentences, what responsibilities the adviser is expected to fulfill.

### ARTICLE V:

#### MEETINGS

##### Section 1 – Regular Meetings

Indicate, in complete sentences, how often and approximately when regular meetings are held.

##### Section 2 – Special Meetings

Indicate, in complete sentences, when special or “emergency meetings” are to be called, by whom and how members are notified.

##### Section 3 – Parliamentary Procedure

All regular and special meetings of the organization shall be run under the rules of parliamentary procedures with Robert’s Rules of Order used as reference.

##### Section 4 – Quorum

(This is up to the individual organization) A quorum usually consists of more than half of the total active membership.

##### Section 5 – (Optional)

Indicate the required attendance at each meeting, if necessary.

### ARTICLE VI:

#### AMENDMENTS

##### Section 1 – Procedure of Amendment

Indicate, in complete sentences, the procedure for offering an amendment to the constitution. As a general rule, amendments are submitted in writing and are read at the meeting before the vote is taken.

##### Section 2 – Ratification

Indicate the vote necessary to ratify the amendment. Ratification is usually accomplished through either a two-thirds or three-fourths vote of the active membership. In all cases, an amendment must be submitted to the Center for Student Involvement for approval before it becomes official.

## HONOR SOCIETIES

Alpha Epsilon Delta (Premedical Honor Society)

Alpha Kappa Delta (International Honor Society for Sociology)

Alpha Psi Omega (National Theatre Honor Society)

Beta Beta Beta (Biology Honor Society)

Delta Mu Delta (Business Administration Honor Society)

Eta Chi Alpha (Accounting Honor Society)  
 Eta Sigma Gamma (Health Education Honorary Society)  
 Gamma Sigma Alpha (National Greek Academic Honor Society)  
 Kappa Delta Pi (Education)  
 Kappa Pi (Art)  
 Lambda Alpha (Anthropology Honor Society)  
 Lambda Pi Eta (Communications Honor Society)  
 Order of Omega (Greek Leadership Honor Society)  
 Omicron Delta Kappa (National Leadership Honor Society)  
 Phi Alpha (Social Work Honor Society)  
 Phi Alpha Theta (History Honor Society)  
 Phi Epsilon Kappa (Physical Education Honor Society)  
 Pi Delta Phi (French Honor Society)  
 Pi Mu Epsilon (Mathematics Honor Society)  
 Pi Sigma Alpha (Political Science Honor Society)  
 Psi Chi (National Honor Society in Psychology)  
 Rho Lambda (Sorority Leadership Honor Society)  
 Sigma Delta Pi (Spanish Honor Society)  
 Sigma Lambda (Student Programming/Campus Involvement)  
 Sigma Theta Tau (International Nursing Honor Society)  
 Tau Sigma (National Transfer Honor Society)

## SORORITIES, FRATERNITIES, AND SOCIAL FELLOWSHIPS

Greek letter fraternities and sororities sponsor social activities and athletic competitions, provide academic support and leadership development, and foster a sense of camaraderie.

### The AU Inter-Greek Council

The Inter-Greek Council is the governing body that oversees all of the University recognized fraternities, sororities, and social fellowships.

## Sororities

### Alpha Epsilon Phi

Web site: [aephi.org/](http://aephi.org/)

Founded at Barnard College in 1909, Alpha Epsilon Phi supports many events at Adelphi. The women of Alpha Epsilon Phi have a close-knit sisterhood and support two official philanthropies: The Elizabeth Glaser Pediatric AIDS Foundation and Sharsheret, a national breast cancer organization. Its colors are green and white and its flower is the lily-of-the-valley.

### Alpha Kappa Alpha

Web site: [aka1908.org](http://aka1908.org)

Founded in 1908 at Howard University in Washington, D.C., Alpha Kappa Alpha sorority is America's first black Greek letter organization established by, and for, black women. It

supports many philanthropic programs including Reading Is Fundamental, NAACP, and the United Negro College Fund. Its colors are apple green and salmon pink and its flower is the pink tea rose.

### Delta Delta Delta

Web site: [tridelta.org](http://tridelta.org)

Tri Delta is the second oldest chapter at Adelphi and has been active on campus since 1911. Tri Delta contributes to many philanthropies, especially St. Jude's Children's Research Hospital, and sponsors a Bachelor's Auction to raise funds for charity and award a scholarship to an Adelphi student. Its colors are silver, gold, and blue; its flower is the pansy; and its badge is three jeweled stars within a gold crescent.

### Delta Gamma

Web site: [deltagamma.org](http://deltagamma.org)

Delta Gamma is among the oldest of women's sororities, having celebrated its centennial in 1973. The Omicron Chapter was established at Adelphi University in May 1908, making it the oldest sorority on campus. The chapter supports many activities on campus as well as its national philanthropies—Aid to the Blind and Sight Conservation. Delta Gamma's colors are bronze, pink, and blue; its flower is the cream colored rose; the pledge pin is a white enamel shield with the Greek letters Pi Alpha in gold; and the badge is a gold anchor with a white shield with the Greek letters Delta Gamma and raised gold cable.

### Delta Sigma Theta

Web site: [deltasigmatheta.org](http://deltasigmatheta.org)

Delta Sigma Theta Sorority was founded in 1913 at Howard University by 22 collegiate women seeking to promote academic excellence and to provide assistance to persons in need. The first public act performed by the Delta founders involved their participation in the Women's Suffrage March in Washington, D.C., March 1913.

### Phi Sigma Sigma

Web site: [phisigmasigma.org](http://phisigmasigma.org)

Founded in 1913 at Hunter College, Phi Sigma Sigma is a dynamic sisterhood of powerful women fostering uncompromising principles, igniting positive change and embracing individuality. The women of Phi Sigma Sigma share a commitment to lifelong learning, as members teach each other and learn from one another. Academic achievement is a priority of Phi Sigma Sigma, fostering an environment that encourages members to reach their highest potential. Phi Sigma Sigmas value making a difference in the lives of others. Hence, they become leaders in their communities, their professions, and their sisterhood. Leadership through service comes naturally to the sorority as its women cultivate personal growth by seeking opportunities to serve.

### Sigma Delta Tau

Web site: [sigmadeltatau.com](http://sigmadeltatau.com)

Founded at Cornell University in 1917, Sigma Delta Tau celebrated its 90th anniversary in March 2007. Adelphi's Gamma Omega chapter was founded in November 1991. The

sorority supports philanthropies, including AIDS Awareness, Multiple Sclerosis Association of America, and their national philanthropy—Child Abuse Prevention. Sigma Delta Tau's colors are café au lait and old blue; the flower is the yellow tea rose; its symbol is a torch; and its motto is, "One Hope of Many People."

### **Sigma Lambda Upsilon**

Web site: [sigmalambdaupsilon.org](http://sigmalambdaupsilon.org)

On December 1, 1987 at Binghamton University, four women created an organization that would not only serve as a voice for women in an academic setting, but also provide sincere sisterhood and unconditional support while actively promoting academic achievement, service to the community, and cultural enrichment. The Hermanas of Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc. continue the legacy of the Founders' vision by effectively bridging the gap between the Latino community and the campuses Sigma Lambda Upsilon represents. Today, the organization's goals and ideals continue to be exemplified by the Hermanas: Sisterhood, Leadership, Community Service, Cultural Awareness, and Academic Excellence.

## **Fraternities**

### **Kappa Sigma**

Web site: [kappasigma.org](http://kappasigma.org)

Established in 1869, the four cornerstones of Kappa Sigma Fraternity are fellowship, leadership, scholarship, and service. The Brotherhood of Kappa Sigma includes more than 230,000 men who are involved in their communities and take the lead when a need is identified. A strong focus on leadership and ethics makes Kappa Sigma a community of leaders at Adelphi.

### **Phi Sigma Kappa**

Web site: [phisigmakappa.org](http://phisigmakappa.org)

Phi Sigma Kappa is a lifelong brotherhood dedicated to the betterment of the individual, the University community, and our world, by giving its members opportunities to develop leadership skills, participate in service to others, achieve academic excellence, and practice personal integrity. Phi Sigma Kappa Core Values are: Demand Excellence, Commit to Lifelong Learning; Meet Challenges with Innovation; and Value Brotherhood Above Self.

### **Pi Lambda Phi ΠΛΦ**

Web site: [pilambdaphi.org](http://pilambdaphi.org)

Founded at Yale University in 1895, Pi Lambda Phi was the first nonsectarian fraternity in the United States, accepting men of good character without regard to race or religion. Today, Pi Lambda Phi chapters at colleges and universities in the United States and Canada cultivate communities that promote academics, leadership, social skills, and lifelong fraternal bonds. Pi Lambda Phi men build skills that will help them succeed in their postgraduate endeavors in an environment free from hazing and drug and alcohol abuse.

### Zeta Beta Tau

Web site: [zbt.org](http://zbt.org)

Zeta Beta Tau was founded at Columbia University on December 29, 1898. Their colors are medium blue and white with gold trim. The purpose of Zeta Beta Tau is to build and support chapters at colleges and universities that attract quality undergraduate members for the purpose of uniting in brotherhood to advance service, charity, truth, justice, wisdom, and brotherhood as ideals to be incorporated into daily life.

## Coed Fraternal Organizations

### Theta Delta Sigma

Web site: [thetadeltastigma.org](http://thetadeltastigma.org)

Theta Delta Sigma is a national fraternal organization that supports the advancement of men and women through education, leadership, scholarship, and service. Theta Delta Sigma is the first and only multicultural Greek-letter organization at Adelphi and aims to bring together individuals of all backgrounds by breaking the cultural and gender boundaries. Its colors are dark blue and light blue and its mascot is the wolf. The Transcendent Siblings of Theta Delta Sigma promise to Make Diversity the Rule Instead of the Exception.

## Professional Fraternal Organizations

### Delta Sigma Pi ΔΣΠ (Business)

Web site: [dspnet.org](http://dspnet.org)

Founded in 1907 at New York University, Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity, and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; to further a higher standard of commercial ethics and culture, and to promote the civic and commercial welfare of the community. The International Fraternity of Delta Sigma Pi has more than 250 chapters and over 200,000 members nationwide.

## Social Fellowships

### Swing Phi Swing S S

Web site: [swingphiswing.org](http://swingphiswing.org)

Founded in 1969, Swing Phi Swing is a unique, nonprofit organization with over 50 active graduate and undergraduate chapters throughout the U.S. and a commitment to affecting social change, consciously uplifting women of color, and being on the front line in regard to community involvement.

## SPIRIT AND SPORTS ORGANIZATIONS

The goal of these organizations is to promote spirit and pride throughout the Adelphi University community:

- Adelphi Cheerleaders
- Adelphi Dance Team

## RELIGIOUS ORGANIZATIONS

### Christian Fellowship

Christian Fellowship brings students together through weekly Bible studies, prayer meetings, and other fellowship activities. The group provides an opportunity for meaningful friendships and serious religious study.

### Hillel

This Jewish student organization offers a wide range of activities enabling Jewish students to interact in cultural, educational, traditional, and social settings, including events, parties, concerts, and trips with Hillel groups from other New York metropolitan campuses. Students should also consult Hillel with respect to their religious needs including finding kosher food on and off campus, or attending religious services at local synagogues.

### Muslim Students Association (MSA)

The Muslim Students Association functions as a forum for students to meet and get to know one another, hold meetings, offer the weekly Friday prayers (Jum'a), and host functions, such as Ramadan activities. The Imam serves as the adviser to the MSA and is a resource person for the students.

### Newman Club

The Newman Club, the students' Catholic organization on campus, provides opportunities for spiritual growth, community service, and social activities for the student body. The students involved in Newman Club actively participate in Catholic Campus Ministry activities and conduct weekly events on campus.

### Voices of Inspirational Praise

The intention of Voices of Inspirational Praise is to spread the Gospel of Jesus Christ, by inspiring the Adelphi community to connect with God through song and the word of God. Our mission is to keep the student community connected in faith through our weekly meetings, where we encourage each other through scripture and songs.

# Athletics and Recreation



## INTERCOLLEGIATE ATHLETICS

aupanthers.com  
Center for Recreation and Sports  
Campus extension: 4240

Intercollegiate athletics have been part of Adelphi's educational experience since 1896, when the women's basketball and tennis teams both recorded successful initial seasons. Today's Panthers are as successful as ever, competing in 22 Division I and II intercollegiate sports, plus cheerleading and dance teams.

- Baseball—Men's
- Basketball—Men's and Women's
- Bowling—Women's
- Cheerleading—Coed (not a competitive sport)
- Cross Country—Men's and Women's
- Dance Team—Women's (not a competitive sport)
- Field Hockey—Women's
- Golf—Men's
- Lacrosse—Men's and Women's
- Soccer—Men's (Division I) and Women's
- Softball—Women's
- Swimming—Men's and Women's
- Tennis—Men's and Women's
- Track—Men's and Women's (Indoor and Outdoor Track)
- Volleyball—Women's

### ECAC and Northeast-10 Conference

Adelphi is affiliated with the ECAC and, as of August 2009, a member of the Northeast-10 Conference (NE-10). Throughout the years, Adelphi student-athletes have been honored for both athletic and academic success. They have received conference, regional and national accolades for excellence on the field and in the classroom. Several teams,

Adelphi athletes have been Olympic gold medalists, including long jump world record holder Bob Beamon, runner Mel Pender and softball second baseman Dot Richardson. Over the years, numerous Adelphi athletes have found success at the professional level in soccer, basketball, baseball and lacrosse. In more recent years, basketball players such as Wayne Nelson, Carylisha Hurdle, lacrosse players, Donny Moss, Michael Gongos and Wes Green, and baseball player Bobby Lanigan have been drafted to professional teams.



Photo Credit: Brian Ballweg





## Q. Which women's team won four national titles since 2004?

Adelphi's women's lacrosse won its first NCAA Division II national title in 2004 and a record fourth title in May 2010. The latter victory marked the Panthers' second straight Division II—making it the first DII women's team to capture back-to-back titles.

### Scholar-Athletes

The University is proud of the fact that the graduation rate of our student-athletes is higher than that of the general student body. Last year, over 63% maintained a 3.0 GPA or better with more than 40% boasting a 3.5 GPA or better. Grants-in-Aid are offered to deserving student-athletes in most sports.

including women's volleyball, men's and women's soccer, women's lacrosse and men's and women's cross-country/track have all been recognized for academic success. The Athletics Department is committed to serving the community by participation in an annual Breast Cancer Awareness fund-raiser, assisting the local Salvation Army with toy and toiletry drives, and reading to elementary students through the Read Across America program. The Panthers are heavily involved with the Cans for Cancer recycling program, which donates all proceeds from bottles and cans to the Winthrop-University Cancer Center for Kids.

## CAMPUS RECREATION

campusrec.adelphi.edu  
Woodruff Hall  
Extension: 4242/4243  
Recreation/Aquatics: 4277

Have fun, be active! Stay fit while relaxing and enjoying the cocurricular experience. Visit the campus recreation Web site to learn about what's going on in intramural sports and find out about upcoming events, and to find out what time the fitness center, gym, and indoor track are open. We offer:

- Open Recreation—seven days a week, fall and spring semesters
- Intramural Sports—leagues include flag football, basketball, volleyball, soccer, melonball, dodge ball, and floor hockey
- Group Fitness—classes have included kickboxing, yoga, total body, pilates, fitball, and Ab Attack
- Residential Life Recreation Opportunities—if you live on campus, the Cat Cup Challenge offers events such as the annual Scavenger Hunt and the Last Blast
- Sports Clubs—currently there are five sports clubs: Ultimate Frisbee, Step, Hip Hop, Paintball, and Outdoor Adventure. Come and join one or learn how to get a new club started.

### Employment Opportunities in Campus Recreation

If you're looking for a job on campus, consider Campus Recreation. We employ over 50 students annually to work in the fitness center, on building supervision, and with intramural sports leagues and group fitness classes. We will even sponsor you to become ACE or AFAA certified. Come to the next Campus Recreation Staff Recruitment to learn how you can be part of this exciting department.

In fulfilling our mission to bring people together to have fun and be active, Campus Recreation aspires to be the best part of your day!



# Resources and Services



## ACADEMIC SERVICES AND RETENTION

Levermore Hall, Room 303

Campus extension: 3150

Hours: Monday–Thursday: 8:30 a.m.–5:00 p.m.

Friday: 8:30 a.m.–4:30 p.m.

Summer/winter or when classes are not in session: 8:30 a.m.–4:30 p.m.

To ensure your transition to academic and university life, and to help you reach your full academic potential, the Office of Academic Services and Retention (OASR) works with students and their faculty advisers, as well as student organizations, University administration and faculty, and support services. The Office of Academic Services and Retention also refers students to the Learning Center and Writing Center for consultation, tutoring, and additional help in any subject. On request, OASR will also offer you a “second opinion” and advisement on your academic program. Among our responsibilities are:

- Monitoring academic standards and procedures
- Providing students and faculty with the information they need to make informed decisions
- Sponsoring and coordinating independent undergraduate research projects with Adelphi faculty members
- Overseeing the Early Warning System, a system for professors to alert students in their classes to academic problems in the first half of the semester

## BOOKSTORE

adelphi.bkstore.com

University Center, Lower Level

Campus extension: 3900

Email: bookstore@adelphi.edu

Hours: Monday and Tuesday: 9:00 a.m.–7:00 p.m.

Wednesday and Thursday: 9:00 a.m.–6:00 p.m.

Friday: 9:00 a.m.–4:00 p.m.

Saturday: 10:00 a.m.–2:00 p.m.

At the start of the semester, the bookstore has extended hours.

The campus bookstore, owned and operated by Barnes & Noble College Booksellers, Inc., sells all required and recommended textbooks, as well as a variety of school, office, and

# Q

### How many alumni does Adelphi have?

Nearly 100,000. And among them are three of Long Island’s state senators, two members of Congress, the former Mayor of Hempstead, the former chairman of the New York Stock Exchange, the current president and CEO of the U.S. Chamber of Commerce, a former president of Allstate Insurance, a cofounder of Nextel Communications, president and CEO of Omnicom, and the former White House physician to President Clinton.



residence hall supplies. The store also carries nursing supplies, Adelphi University clothing and gifts, magazines, reference books, trade paperbacks, candy, cards, stamps, and health and beauty products.

### **Buying Textbooks**

Before the start of the semester, the bookstore staff will organize all textbooks and course materials by subject, course number, and course section. Be sure to have this information with you so that you can get the correct books. Remember that different course sections may have different professors and books, so take careful note of your section. The bookstore staff is happy to help you if you have any questions about buying your books. Textbooks may also be purchased online at [adelphi.bkstore.com](http://adelphi.bkstore.com), including a tremendous selection of used texts. Many students purchase their books after the first day of class, when they have met their professors and received syllabi. However, if you would like, you can reserve your textbooks before the start of classes.

### **Textbook Rental**

Beginning fall 2010, an innovative textbook rental program will be available at the Adelphi University Bookstore. Students have the opportunity to rent textbooks for less than 50% of the cost of purchasing a new printed textbook. Information about textbook rental is available at [adelphi.bncollege.com](http://adelphi.bncollege.com).

### **Textbook Reservation**

To make buying textbooks easier, take advantage of Adelphi's Textbook Reservation Program. Call extension 3900, log onto [adelphi.bkstore.com](http://adelphi.bkstore.com), or come into the store before the beginning of the semester to have your books reserved. Just give them your schedule and credit card number, and then pick up your books the first week of class at the information desk—and skip the long cashier's line!

### **Used Textbooks**

The bookstore often sells used textbooks. Keep in mind that used books often sell out quickly because they are less expensive.

### **Digital Textbooks**

Digital textbooks are also available for most textbooks.

### **Textbook Returns**

If you decide to drop a course, the bookstore will give you a full refund during the first week of class, with a valid receipt! After the first week of class, the bookstore will give a full refund up to 30 days after the first day of classes, with a valid receipt and with proof of a course scheduling change.

For any questions, you can call extension 3900, email [bookstore@adelphi.edu](mailto:bookstore@adelphi.edu), or drop by the bookstore for a more detailed explanation of the return policy.

Don't forget to save your receipt. All returns require a receipt.

### **Textbook Buybacks**

The bookstore will buy back your used textbooks at any point in the semester, excluding

the first two weeks of the term. Books tend to have their highest buyback value during finals period. Students may receive up to 50% CASH BACK if the book is being used for the next semester. Student ID is required.

### Software

Students may order software at student discounted prices by visiting [campusestore.com](http://campusestore.com).

## CAREER DEVELOPMENT

[students.adelphi.edu/career](http://students.adelphi.edu/career)  
 Center for Career Development  
 Post Hall, First Floor  
 One South Avenue  
 Garden City, NY 11530  
 Phone: (516) 877-3130  
 Email: [career counselor@adelphi.edu](mailto:career counselor@adelphi.edu)  
 Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.  
 and to 7:30 p.m. on Wednesdays during spring and fall semesters.

Services provided to undergraduate students, graduate students, and alumni:

- Individual counseling
- Résumé reviews and interview preparation
- PantherZone, online career service for 24/7 job search
- CareerCounselor email address for convenient electronic résumé reviews
- Career interest inventories
- Résumé, interview, and internship workshops
- Internships
- Student employment
- America Reads/America Counts program placement
- Student Worker Action Team (SWAT)
- Community Fellows Program

Traditional Events:

- Welcome Back Block Party
- On-campus recruitment interviews
- Nursing Career Fairs
- Annual Job and Internship Expo
- Backpack to Briefcase events
- C.O.A.C.H. (Count on Alumni for Career Help) Panels
- Future Focus guest speaker presentations

## CHILD CARE

Alice Brown Early Learning Center  
 Campus extension: 3906  
 Hours: Monday–Friday 8:00 a.m.–6:00 p.m.

The Alice Brown Early Learning Center provides child care services to children ages 18 months through five years old. The Center also offers a full-day kindergarten program.



Earn Green Points for your daily commute! For information go to [nuride.com](http://nuride.com) to register for Adelphi's program.

Dedicated in honor of retired longtime director Alice Brown, Adelphi's full-year child care facility offers developmentally appropriate programs to children of registered students at a discounted rate. Student employment opportunities, as well as graduate assistantships, are also available. Adelphi students who are enrolled in degree-based programs, which are engaged in the study of child development for children under the age of 5, are welcome to observe at the Early Learning Center, fulfilling required observation hours.

## COMMUTER STUDENT SERVICES

[students.adelphi.edu/sa/csi/csa](http://students.adelphi.edu/sa/csi/csa)  
 University Center, Room 110  
 Campus extension: 6667

Under the direction of the Center for Student Involvement, commuter student services are provided for all students who commute to the University. The office also conducts research focused on the lifestyle of commuters in order to best meet their needs. Important services include transportation schedules, AUTV information, the commuter student lounges, off-campus housing listings, and information about emergency road service. The Center for Student Involvement recently introduced additional programs and services for the commuter student population. For more information, visit [students.adelphi.edu/sa/csi/commuter](http://students.adelphi.edu/sa/csi/commuter).

### Commuter Student Organization (CSO)

This student-led organization is a representative body for the commuter population, and acts as an advocate for commuter needs. CSO meets weekly to plan programs, both on and off campus, for the commuter student. Commuter Hotline and AIM services have been introduced, as well as the NuRide carpooling program. Commuter Appreciation Week is held every semester, and provides recognition and special events for commuter students.

### Commuter Assistants

Commuter Assistants are students who are trained to help transition incoming commuter students to college and campus life. Commuter Assistants are available to their students to assist with academic, student involvement, and personal issues that may arise. The Commuter Assistants will meet with their respective students regularly and support them through various means.

### Commuter Student Lounge – University Center lower level/Post Hall

In addition to designated space for commuters in the UC, a new commuter student lounge in Post Hall was recently opened, complete with access to a flat screen TV, quiet seating and computers.

- A quiet area, with lockers to store your stuff
- Computers and a printer
- An information board that highlights campus activities
- Flat Screen TV
- Train, bus, and shuttle schedules
- Magazines





### Commuter Lockers

Lockers are available around campus: University Center Commuter Student Lounge, Post Hall, Hy Weinberg Center, and Performing Arts Center. An Adelphi ID and \$10 deposit are required to rent a commuter locker from UC Operations, University Center, Room 301. Once the lock is returned, the deposit is refunded, so the rental is actually free.

## COMMUTER STUDENT MEAL PLAN

Office of Dining Services  
University Center Café  
Campus Extension: 3950, 3952

As a commuter, you can take advantage of a prepaid declining meal plan that can be used to purchase food at any on-campus dining area. It's simple—you can deposit anywhere from \$25 to \$500 on your card. Every time you make a purchase, it will be deducted from your balance, and you can monitor how much money you have left by asking the cashier. In addition to being able to take advantage of Adelphi's great dining options, other benefits of this plan include:

- The convenience of not having to worry about being short on cash
- Tax-free food purchases
- The ability to carry leftover money from the fall into the spring
- 10% added for free on amounts greater than \$200

To deposit money on your meal plan, visit the Office of Dining Services in the UC Café. You can contact the dining services manager at 877-3952, or the meal plan coordinator at 877-3950, if you have any questions about this plan or if you lose your card.

## COPY AND PRINTING SERVICES

Each semester, the University provides students, at no charge, access to print 500 pages from computers located around campus, including the Information Commons and labs. There is a nominal charge for additional pages. For photocopying service, coin-operated machines are available for students in the Swirbul Library; copies are 10 cents each. For the convenience of students, the Copy Center offers on-campus services of color poster printing and document binding, competitively priced with off-site retailers.

## DEAN OF STUDENT AFFAIRS

[students.adelphi.edu/sa/dean/](http://students.adelphi.edu/sa/dean/)  
University Center, Room 108  
Campus extension: 3660

The Office of the Dean of Student Affairs oversees all areas of student life at Adelphi, including Auxiliary Services, Disability Support Services, Health Services, Residential Life and Housing, Student Conduct and Community Standards, Student Counseling, and Student Involvement. The Office strives to create a supportive, educational environment that provides students with opportunities for growth and success through diverse experiences.

that are challenging, rewarding, and meaningful. Services, programs, and support are provided to enrich and complement the academic experience. As student advocates, the Office promotes involvement, skill development, and the overall health and well-being of the students.

Students with suggestions for augmenting student life at Adelphi, or who have other issues or concerns, are invited to see the Dean of Student Affairs in the University Center, room 108.

## DINING SERVICES

There are currently five eating venues, as well as catering services, and vending services that are available to students, faculty, staff, and guests. The Dining Services office is located in the University Center Café and can be reached by calling extension 3950.

### University Center

During the summer of 2010, the UC Café was completely renovated, and the transformation extends beyond its physical appearance. As a result of student surveys and committee discussions, renovations and changes reflect the needs of the Adelphi community. New food offerings include Taro Asian Fusion Cuisine, Mulberry Street Pizza, and Cheeburger Cheeburger brand selections. Dining options feature an expanded salad bar, vegan options and international favorites. A variety of dietary offerings, including kosher and gluten-free, are also available. The Café provides a social environment with wi-fi access, comfortable seating, and a friendly atmosphere. In addition to the resident student meal plan, credit cards will be accepted for food purchases.

Just one floor below is the Underground Café, featuring Starbucks brand coffee, salads, soups, paninis, pastries, and grab-and-go items. Items are also available and can be enjoyed on the outdoor patio, just steps away.

### Post Hall

Located centrally on campus, the Nikos Café offers a Mediterranean flavor. Students can choose a panini, wrap, hummus platter, pita, or a signature toasted salad. Post also features Sbarro, and the Char-Coals Grill, where students can order breakfast all day, plus a variety of traditional grilled items and the recent introduction of Dunkin' Donuts brand hot coffee. The Convenience Store, adjacent to Nikos Café, ensures that Adelphi resident students never have to leave campus to purchase snacks, toiletries, etc. Modeled after popular convenience store chains around the country, it offers a wide selection of food items, beverages, deli items, and sundry items.

### Center for Recreation and Sports (CRS)

Additional dining options are conveniently located in the new athletic complex. Grab a fruit smoothie at Legends Juice Bar or a burrito at the Taco Stop. Both locations have extended hours during sporting events and accept student meal cards.

## DISABILITY SUPPORT SERVICES

students.adelphi.edu/sa/dss  
University Center, Room 310  
Campus extension: 3145 or TTY (516) 877-3138  
Hours: Monday–Thursday, 8:30 a.m.–7:00 p.m.  
Fridays from 8:30 a.m.–4:30 p.m.

The Office of Disability Support Services (DSS) is a vital campus resource and provides cost-free assistance to students with documented disabilities to ensure equal access to all aspects of University life through assistance, advocacy, and reasonable accommodations. Such disabilities include, but are not limited to, learning, medical, physical, psychological, and sensory.

DSS is committed to designing individual, specific accommodations, such as extended-time testing, note taking services, books in alternative print format, sign language interpreters, assistive technology, accessible shuttle transportation, and accessible classrooms, while at the same time preserving Adelphi's high standard of academic expectations and performance.

In addition, the Office fosters independence, self-advocacy, and serves as a liaison and resource to members of the Adelphi community regarding disability issues. DSS is instrumental in identifying access issues and barrier removal in both our physical and academic environments. The Office also seeks to foster a greater awareness and appreciation of issues of concern to people with disabilities.

## EMERGENCY CLOSINGS DUE TO WEATHER

When local weather conditions are severe, tune into AM radio stations WCBS (880), WINS (1010), or FM stations WLVG (96.1), WBAB (102.3), WBLI (106.1), WALK (97.5), to find out if the University has closed. You can also call (516) 877-6870 for closing information.

The University also provides information about closings or delayed openings to television Channel 12 (Cablevision).

If it becomes necessary to close the University during the day, all academic departments will be notified. When local conditions are severe, particularly with ice or with a hurricane, the University's first concern is your safety.

Adelphi has introduced an easy and efficient emergency notification system to alert students about campus emergencies and weather closings. Log on to eCampus.adelphi.edu and click on Dell MessageOne AlertFind to register a cell phone to receive any notifications via text message or phone call. Instructions are included on the new Adelphi student ID card.

## FAX MACHINE

A student fax machine is located at the Swirbul Library Copy Center. For information on prices, call extension 3967.

## FINANCIAL ASSISTANCE

[ecampus.adelphi.edu/sfs](http://ecampus.adelphi.edu/sfs)

Levermore Hall, Lower Level

Campus extension: 3080

Hours: Monday–Thursday, 8:30 a.m.–7:00 p.m.

Friday: 9:00 a.m.–4:30 p.m.

Email: [FinancialServices@adelphi.edu](mailto:FinancialServices@adelphi.edu)

The Office of Student Financial Services is located in Levermore Hall on the lower level. The staff is available either by appointment or on a walk-in basis to discuss financial aid options and to assist students and their families. General financial aid and student account questions can be answered by the representatives available at the Information (I) Desk or by accessing the Interactive Voice Response (IVR) System. For situations requiring more in-depth consultation, students should make an appointment to meet with a financial aid counselor. Students can also visit our Web site to pay bills online, review account information, check on the status of financial aid awards, or check the status of loans.

## HEALTH SERVICES CENTER

[students.adelphi.edu/sa/hs](http://students.adelphi.edu/sa/hs)

Waldo Hall

Phone: (516) 877-6000

Hours: Fall and spring semesters: 24/7

Semester breaks and summer sessions: Monday–Friday, 8:00 a.m.–4:00 p.m.

### HOURS 24/7

During the fall and spring semesters, the Health Services Center is open 24 hours a day, seven days a week. During intersession and the summer terms, the Center stays open from 8:00 a.m. to 4:00 p.m., Monday through Friday. The Center is located on the Garden City campus but can be accessed by any student.

### WHAT WE DO

At the Health Services Center, you can receive medical attention and treatment, and education and information about general wellness. The primary goal of the Center is to help you maintain and improve your health so that you are fully prepared to meet the demands of college life. Services are available to all students, undergraduate, graduate, resident and commuter. Health Alerts are posted at [students.adelphi.edu/sa/hs/healthalerts.php](http://students.adelphi.edu/sa/hs/healthalerts.php). The director of the Center also maintains a Health Services blog that you can follow for information related to public health issues affecting the campus at [blogs.adelphi.edu/healthservices](http://blogs.adelphi.edu/healthservices).

### SERVICES

The Health Services Center is under the direction of a Nurse Practitioner, and staffed by Nurse Practitioners, Registered Professional Nurses and Emergency Medical Technicians. For full details about available services, health alerts and hours of operation, visit the Web site at [students.adelphi.edu/sa/hs/index.php](http://students.adelphi.edu/sa/hs/index.php). All students can access the Center by appointment or on a walk-in basis for emergencies. The Nurse Practitioners can diagnose and treat students on campus for illness and injuries. The Center provides routine

gynecological care and athletic clearance, as well as ongoing health and wellness education programs to the campus community throughout the year.

### **INSURANCE**

Every registered student has the option to purchase Student Health Insurance at the beginning of their school year or in the event of qualifying circumstances. All resident students and international students are automatically enrolled in the school health insurance policy. If a student has their own health insurance, they can request a waiver. Please see the Health Services Center Web site for more information regarding insurance waivers at [students.adelphi.edu/sa/hs/insurance.php](http://students.adelphi.edu/sa/hs/insurance.php). The deadline for waiving the insurance for the fall semester is October 15; for new students in the spring, the deadline is March 15. Likewise, those students who do not have medical insurance coverage and wish to enroll in Adelphi's plan must do so by the same dates. There is an opportunity for dependents of insured students to also purchase insurance coverage. For more information, visit the Center's Web site at [students.adelphi.edu/sa/hs/insurance.php](http://students.adelphi.edu/sa/hs/insurance.php) or students may contact the Health Services Center at (516) 877-6000. Remember—your parents' insurance coverage may no longer cover you once you reach your 22nd birthday. Look into your health insurance now so that you don't have to worry about it later.

### **HEALTH AND WELLNESS PEER EDUCATION AND MENTORING CENTER**

The vision of the Adelphi University Health and Wellness Peer Education and Mentoring Center is to create a college experience that is positive, safe and healthy for all students at Adelphi to reach their intellectual, psychological, social, cultural, and spiritual potential.

The mission of the Center is to deliver holistic health promotion programs and support to Adelphi students through peer mentors. Creating a higher education environment that is supportive and encourages positive health promotion buttresses this mission. The Center is staffed by a diverse group of students and offers opportunities for the individual student and collective student body to grow through a variety of diverse experiences that are challenging, rewarding, and meaningful. Through bio-psycho-social-spiritual-diversity educational workshops and programs, along with a resource center complete with supportive literature, referrals, and information on a variety of health, wellness and social issues that impact student health, the Center complements and supports the promotion of student learning and critical thinking. The Center is supported through a collaborative effort from on- and off-campus members of the community interested in offering help, information, and support to Adelphi students. For information, visit our web site at [students.adelphi.edu/sa/hs/hwpmc.php](http://students.adelphi.edu/sa/hs/hwpmc.php) or contact the Adelphi University Health and Wellness Peer Education and Mentoring Center at (516) 877-6000.

### **IMMUNIZATION AND HEALTH STANDARDS:**

As a new student, you must meet New York State immunization requirements and the Health Services Center standards. The following forms are sent out with the accepted student's packet, and can be downloaded from the Center's Web site at [students.adelphi.edu/sa/hs/pdfs/immunization.pdf](http://students.adelphi.edu/sa/hs/pdfs/immunization.pdf) or picked up from the Center in Waldo Hall:

1. A Health History and Assessment form;
2. Proof of immunization against measles, mumps and rubella on the Immunization

- Requirements form, and
3. A completed Meningococcal Meningitis Vaccination Response form.

The forms must be completed and signed by your healthcare provider and returned prior to registration. Please note: If you do not comply with the immunization standards, you will not be allowed to attend classes.

### REQUIRED PROOF OF IMMUNIZATION

New York State requires that in order to attend classes, those students who were born after January 1, 1957, and are registered for 6 or more credits must provide the following proof of immunization:

- Measles—Two doses of live measles vaccine given no more than four days prior to the first birthday and after 1967, physician-documented history of the disease, or a titer (blood test) showing immunity;
- Mumps — One dose after 1968;
- Rubella — One dose after 1968;
- An acknowledgement of meningococcal disease risks and either dates immunization received or refusal to receive vaccination. This can be done on the Health History and Assessment form or through the on-line response section under the C.L.A.S.S. system.
- Health History and Assessment. This form which includes a health care provider's examination, must be completed, dated, signed, and returned to the Health Services Center prior to registration.

### REMEMBER:

We need proof of required immunization. If you do not comply with the New York State mandated immunization standards described above, you will not be allowed to attend class.

### WHAT YOU NEED TO KNOW ABOUT MENINGOCOCCAL DISEASE

What is meningococcal disease? Meningococcal disease or Meningitis is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord). Who gets meningococcal disease? Anyone can get meningococcal disease, but it is more common in infants and children. For some college students, such as freshmen living in residence halls, there is an increased risk of meningococcal disease. According to the American College Health Association, between 100-125 cases of meningococcal disease occur on college campuses every year in the United States; between five and 15 college students die each year as a result of infection. Currently, no data are available regarding whether all schools are at the same increased risk for disease. However, these children can be in settings similar to college freshmen living in residence halls. Other persons at increased risk include household contacts of a person known to have had this disease, and people traveling to parts of the world where meningitis is prevalent.

How is the germ meningococcus spread? The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person. Many people carry this particular germ in their nose and throat without any signs of illness, while others may develop serious symptoms.



## Do I have to purchase the Adelphi Student Health Insurance?

No, only residential and International students are required to have health insurance. If you have proof of another policy you can waive the school's health insurance.

### What are the symptoms?

High fever, headache, vomiting, stiff neck, and a rash are symptoms of meningococcal disease. Among people who develop meningococcal disease, 10%-15% die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs or chronic nervous system problems can occur.

### How soon do symptoms appear?

The symptoms may appear two to ten days after exposure, but usually within five days.

### What is the treatment for meningococcal disease?

Antibiotics, such as penicillin G or Ceftriaxone can be used to treat people with meningococcal disease.

### Is there a vaccine to prevent meningococcal meningitis?

Yes, a safe and effective vaccine is available. The vaccine is 85% to 100% effective in preventing four kinds of bacteria (serogroups A, C, Y, W-135) that cause about 70% of the disease in the United States. The vaccine is safe, with mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days. After vaccination, immunity develops within seven to ten days and remains effective for approximately three to five years. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals.

### How do I get more information about meningococcal disease and vaccination?

Contact your healthcare provider or the Health Services Center. Information is also available on the following Web sites:

- The New York State Department of Health: [health.state.ny.us/diseases/communicable/meningococcal/fact\\_sheet.htm](http://health.state.ny.us/diseases/communicable/meningococcal/fact_sheet.htm)
- The Centers for Disease Control and Prevention, U.S. Department of Health and Human Services: [cdc.gov/meningitis/about/faq.html](http://cdc.gov/meningitis/about/faq.html)
- The American College Health Association: [acha.org](http://acha.org)
- The National Meningitis Association: [nmaus.org](http://nmaus.org)

### Vaccine Availability and Cost

- The vaccine will be available from the University physician, Kevin J. Curley, Jr., M.D., at an approximate cost of \$140. Students who wish to receive the vaccine must make an appointment in advance by calling (516) 663-2051.
- Contact your private healthcare provider.
- Contact the Health Service Center for other options.

To learn more about meningitis and the vaccine, please feel free to contact the Health Services Center or consult with your healthcare provider. You can also find information about the disease on the Web sites listed in the preceding paragraphs.

## INFORMATION TECHNOLOGY AND RESOURCES

The Office of Information Technology (IT) is dedicated to providing you with the technology resources that you need to succeed at Adelphi. IT technicians and Help Desk staff offer training and support services so that you can take full advantage of these resources.

### IT Help Desk

If you need assistance with campus-related technology issues, please contact us for support.

In Person: Swirbul Library Information Commons, 2nd Floor

Campus Extension: 3340

Email: [helpdesk@adelphi.edu](mailto:helpdesk@adelphi.edu)

Web: [IT.adelphi.edu](http://IT.adelphi.edu)

Fall and Spring semester hours:

Monday–Thursday: 8:00 a.m.–12:00 midnight

Friday: 8:00 a.m.–8:00 p.m.

Saturday: 8:00 a.m.–8:00 p.m.

Sunday: 10:00 a.m.–12:00 midnight

*Hours vary by semester and during exam periods.*

### IT Manuals and Video Tutorials

Hundreds of technology manuals and video tutorials from Adelphi IT and Atomic Learning can be accessed at [IT.adelphi.edu/services/manuals.php](http://IT.adelphi.edu/services/manuals.php).

### Residential Computer Associates (RCAs)

An RCA is a student who is employed by Adelphi IT to help those in the residence halls with technical needs. Please note that RCAs are not able to fix your computer but can give you direction in getting your computer repaired.

### Peer-to-Peer Training

These sessions, led by students, offer assistance with various software applications and give you a chance to ask our peer trainers your technology questions. Subjects include:

- Microsoft Word, Excel, PowerPoint, and Access
- Gmail help
- File management
- Basic Web site design
- Creating PDFs from other file formats
- Information security awareness

For more information and to see the class schedule, go to

[IT.adelphi.edu/services/peertopeer.php](http://IT.adelphi.edu/services/peertopeer.php)

### General Access Computers

#### Workstations

Adelphi IT provides computer workstations at the following locations:

- Information Commons, 2nd floor of Swirbul Library
- Sager Lab, Swirbul Library (for research use)
- Commuter Lounges, UC Lower Level, and Post Hall
- Underground Café, UC Lower Level
- Hauppauge Center Library



- Manhattan Center Library

For more information, go to [IT.adelphi.edu/services/labs](http://IT.adelphi.edu/services/labs)

### **Commuter Lounges**

Located in the University Center lower level and Post Hall, the Commuter Lounges feature desktop computers, a printer, and wireless network access.

### **Kiosks**

Conveniently located around the Garden City campus, these standing Internet kiosks are available for quickly checking email, grades, and other on-the-go tasks. There are also 12 ALICAT database kiosks in Swirbul Library. Find locations at [IT.adelphi.edu/services/kiosks.php](http://IT.adelphi.edu/services/kiosks.php)

### **Computer and Accessory Discounts**

Registered Adelphi students are eligible for discounts when they purchase products from affiliated vendors, such as Apple, Dell, HP, and Microsoft through the University's Web site. For information, go to [IT.adelphi.edu/purchasing](http://IT.adelphi.edu/purchasing)

### **Software Downloads**

Several software applications are available as a free download from [infotech.adelphi.edu/services/downloads.php](http://infotech.adelphi.edu/services/downloads.php)

### **Hardware Support**

Customer Services is unable to provide hardware support for personally owned computers. For hardware assistance, please consult your warranty for vendor information or contact a local computer store or repair shop.

### **Print Management**

A print management program is installed in Adelphi's computer labs. The number of free prints allocated each student per semester is as follows:

- Fall and Spring semesters: 500 prints
- Summer Sessions: 250 prints (total for both sessions)

### **Equipment Loan Program**

Adelphi IT offers loaner laptops for students to use while working in the library. Please stop by the Help Desk on the second floor of Swirbul Library for information.

### **Wireless Access**

Adelphi IT maintains wireless coverage at the Garden City campus as well as the three Center locations. Your computer must be equipped with a Wi-Fi card. Access to our wireless network involves two security steps: The WEP key and your Adelphi login credentials. Detailed guides are available at the IT Help Desk on the 2nd floor of Swirbul Library or from [IT.adelphi.edu/services/wireless.php](http://IT.adelphi.edu/services/wireless.php). You can also call the Help Desk at 516.877.3340 for the WEP key.

### **Indoor/Outdoor Hot Spots**

Wireless access is available throughout our four campuses. Detailed maps of coverage areas are available at [IT.adelphi.edu/services/wireless.php](http://IT.adelphi.edu/services/wireless.php). Look for the yellow signs on campus that indicate hot spots.

## Creating a Personal Web Page

### Panther

The Panther Unix-based system is available to Adelphi students for electronic file storage and creating personal Web pages. Some courses, especially in Computer Science, require a Panther account in order to complete assignments. The Panther system has a disk space limit of 250 MB per user and commercial use is not permitted. Find information and the Panther account application at [IT.adelphi.edu/services/panther.php](http://IT.adelphi.edu/services/panther.php)

### Google Sites

Through your AU Gmail student account, you can create a Web site to collaborate on a team project, plan club meetings and activities, or just express your interests. Please note: Adelphi IT is unable to provide support for setting up or maintaining your Google site. For help, visit [sites.google.com/support](http://sites.google.com/support)

### Adelphi Online: Distance Learning

Adelphi's Distance Learning program features courses led by expert faculty who use emerging technology and communication styles to emulate the personal nature of a classroom environment. In addition to fulfilling students' academic needs, the online format augments information literacy and technology skills that are essential for today's technology-driven world. Find a list of courses that are offered in online and blended formats at [academics.adelphi.edu/online](http://academics.adelphi.edu/online)

### Information Security Awareness

#### File Sharing

Adelphi does not allow sharing of copyrighted materials, such as music or movies, without proper authorization from the copyright owner. Adelphi's file-sharing policy is available online at [IT.adelphi.edu/policies/filesharing.php](http://IT.adelphi.edu/policies/filesharing.php)

#### Phishing and Spyware

Criminals send out legitimate-looking emails asking for your personal information. Never disclose personal information via email or telephone. Adelphi's Help Desk will NEVER contact you by email or phone, asking you to reply with your username, password or other sensitive information. For best practices, visit [IT.adelphi.edu/security.php](http://IT.adelphi.edu/security.php)

#### Password Protection

Your password protects you against fraud and loss of confidential information. Few people choose passwords that are truly secure.

- Use a combination of letters and numbers.
- Choose a password that is as long as possible, but one that you can still remember
- Use a different password for each account.
- Change your passwords regularly.

Never give out your password to anyone, for any reason. Your password is yours, and you will be accountable for everything that happens with it

### AU2Go – Mobile Adelphi

You can access some of Adelphi's essential information on your smartphone, including today's events, shuttle schedules, campus directory, library resources, athletics news and events, AUPAC showtimes, art exhibitions, the academic calendar, and campus map.



On your smartphone, just open your browser application and type in [m.adelphi.edu](http://m.adelphi.edu). Bookmark it for future use! For more info and a list of compatible devices, go to [m.adelphi.edu/au2go](http://m.adelphi.edu/au2go)

## ECAMPUS

[ecampus.adelphi.edu](http://ecampus.adelphi.edu)

The Adelphi eCampus portal gives you secure access to applications and services with a single sign-on. Once you log on to eCampus, you can read your email, post to the message boards, access C.L.A.S.S., Moodle, and much more.

### eCampus is organized by tabs:

- My eCampus
- Message Boards
- Calendar
- Libraries
- Email
- Services
- Getting Started at AU

### Recommended Browsers

Adelphi IT recommends using Mozilla Firefox or Internet Explorer for Adelphi's secure services and applications. Using other unsupported browsers may cause errors with some applications.

Note for AOL users: To access Adelphi's online applications as an AOL user, after connecting through AOL, you must launch one of the browsers mentioned above in order to properly use eCampus services.

### Logging on to eCampus

Click the eCampus link from any Adelphi Web page or go to [ecampus.adelphi.edu](http://ecampus.adelphi.edu). Enter your username and password to access the secure eCampus applications and services. If you forget your username or need to create or reset your password, go to [class.adelphi.edu/account\\_tools](http://class.adelphi.edu/account_tools)

### My eCampus Tab

A customizable dashboard where you can add/remove content based on your preferences. Arrange your page to include news feeds, campus announcements, favorite links, the My Courses feature, and more.

### Message Boards Tab

Open to students, faculty, and administration to post questions and share information

### Calendar Tab

Browse the Adelphi calendar to view all events or specify academic, athletics, arts, cultural, or organization events.

### Libraries Tab

Access ALICAT, AlicatPLUS, the Adelphi Libraries Catalog, as well as electronic journals and online databases. For instructions, go to [libraries.adelphi.edu](http://libraries.adelphi.edu)

### Email Tab

Adelphi students are issued an official AU Gmail account with access via eCampus. Your [mail.adelphi.edu](mailto:mail.adelphi.edu) account features plenty of storage, calendars, chat, and Google Docs collaboration. For details, visit [IT.adelphi.edu/gmail](http://IT.adelphi.edu/gmail).

Here are some highlights of your AU Gmail account:

- 7 GB of storage to keep all your important messages, assignments, files, and pictures.
- Emails and replies are grouped into conversations. Easily follow back-and-forth email exchanges rather than having to look by date/time.
- Search your messages using the same powerful tools found in Google's search engine.
- View documents created in Microsoft PowerPoint, Excel, and Word, without having to download the files.
- Retrieve mail from other accounts — Set up your AU Gmail to check for email you receive at your other accounts.
- Google Calendar helps you organize your schedule, share events with friends, import calendars, and more.
- Collaboration tools such as Google Docs let you work on documents and share them with others from any location.

### Services Tab

#### Atomic Learning

Adelphi's partnership with Atomic Learning offers you nearly 50,000 step-by-step video tutorials on common software and online applications such as MS Office, Adobe products, and Moodle, plus emerging technology topics, such as blogging and Internet safety.

#### C.L.A.S.S. (Course Listing, Advising, and Student Services)

Adelphi's C.L.A.S.S. system enables you to register for courses online, make payments, check your grades, and view your personal, academic, and financial information. If you are a new student paying your tuition deposit online, you will need to access C.L.A.S.S. directly at [class.adelphi.edu](http://class.adelphi.edu). Otherwise, you can conveniently access C.L.A.S.S. through eCampus. For help with C.L.A.S.S., refer to the manual at [IT.adelphi.edu/services/manuals.php](http://IT.adelphi.edu/services/manuals.php).

The following capabilities are provided within C.L.A.S.S.:

- A.C.E.S. online course evaluations
- My Adviser: Adviser's name and contact information
- My Registration: Register for classes, and submit drops and adds
- My Registration Holds: View blocks that affect future registration
- My Course Confirmation: Class schedule for a specific semester
- My Parking Decal: Online registration form for campus parking
- My Meal Balance: Information about your meal plan
- My Financial Aid: Detailed financial assistance by semester
- My Billing: Account balance and detailed transaction history by semester

- Make a Payment: Make a secure payment with a Visa or MasterCard
- Request a Refund: Request a refund if you have a credit balance
- My Grades: View your class grades for a specific semester
- My Transcript: Detailed transcript of your classes, grades, and grade-point information
- My Health Records: Check that your health clearance requirements are up to date
- Course/Department Directory: Browse course offerings and number of seats available
- Faculty Directory: Directory information for select faculty

#### Clearinghouse

The National Student Clearinghouse provides secure access to your enrollment history and gives you real-time student loan information.

#### Course Search

Look up Adelphi course offerings for the current and next semester. Specify your search criteria to find courses by semester, level, school, department, day of the week, and campus.

#### DegreeWorks Degree Audit System

This is an advisement tool that gives you the ability to review your degree requirements, determine the requirements that have been met, and identify those courses that still need to be taken. The information is not available until you have taken courses.

#### Financial Payment Planner

Guides you through the financial aid funding process and delivers relevant information to expedite the process.

#### Housing Application

Complete the Residential Life and Housing Agreement online to apply for housing.

#### Moodle Course Management

Adelphi faculty use Moodle to deliver course material to students, turn in assignment grades, and encourage class participation. Moodle's features include areas for student teamwork, discussion forums, peer evaluation, and built-in blogs and wikis. Mozilla Firefox is the recommended browser. Guides to Moodle and other services are available at [IT.adelphi.edu/services/manuals.php](http://IT.adelphi.edu/services/manuals.php)

#### My Housing

Review residential housing options, and select rooms and roommates for the upcoming semester.

#### My Profile

Review personal information such as your Adelphi ID number and your P-counter printer balance.

#### My Textbooks

Access the textbook listing for your entire course load and conveniently buy them online. Get brand-new books or see if you can find great deals on used copies.

## OrgSync

Get in touch with Adelphi's student groups. Create your profile, then request to join select groups. You'll receive info about events, take part in surveys, view photos and videos, and join group discussions.

## Transcript Order System

Order your transcript online!

## Getting Started at AU Tab

This section is specifically designed for First-Year, Transfer, and International students and provides required forms, local area information, FAQs, resource links, and other information including:

- Getting Started with eCampus
- New Student Orientation
- Residence Hall Agreement
- Language Placement Exams
- Student Financial Services
- Immunization/Health History and Assessment
- Car Registration
- Adelphi ID Card
- Academic Support Services
- Counseling and Special Needs
- Information for Parents

For more New Student Checklist details, go to [students.adelphi.edu/gettingstarted](https://students.adelphi.edu/gettingstarted)

## INTERFAITH CENTER

University Center, Room 302

[students.adelphi.edu/sa/ifc](https://students.adelphi.edu/sa/ifc)

Campus extension: 3113

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

Information and schedules may be obtained from the reception desk.

The Interfaith Center, as part of the Division of Student Affairs, fosters an ecumenical and interfaith presence on campus and introduces interested members of the University community to houses of worship in the area. Religious life and practice are matters of choice at Adelphi. As a private, nonsectarian University, we do not promulgate any particular religious belief. The Interfaith Center provides a campus ministry to suit individual needs through spiritual guidance, counseling, educational programs, meditation, social events, and opportunities for worship. Participation is voluntary and all are welcome. Students are served by representatives of the Catholic, Humanist, Jewish, Muslim, and Protestant faiths.

On campus, the Center maintains—

The Interfaith Chapel (University Center 306)

The Interfaith Chaplains' offices (University Center 302)

### Catholic Campus Ministry (CCM)

CCM provides Roman Catholic students with the opportunity to interact spiritually in religious services and retreats; social gatherings and holiday celebrations; study and reflection groups; and social action projects. It is affiliated with the Catholic Intercampus Student



Association of New York (CISANY) and the National Catholic Student Coalition (NCSC).

### Catholic Chaplain

Father Irinel Racos  
Catholic Chaplain  
University Center, Room 302  
Campus extension: 3116

Roselyn Scavuzzo and Matthew Rudolph  
Catholic Campus Ministers  
University Center, Room 302  
Campus extension: 3116  
Email: catholic@adelphi.edu

#### Office Hours:

Monday: 10:00 a.m.–4:00 p.m.

Tuesday: 10:00 a.m.–4:00 p.m.

Wednesday: 10:00 a.m.–4:00 p.m.

Thursday: 10:00 a.m.–4:00 p.m.

Special appointments are available upon request.

#### Campus Catholic Ministry of the Diocese of Rockville Centre Web site:

[drvc.org/campus-ministry/keep-your-faith-alive.html](http://drvc.org/campus-ministry/keep-your-faith-alive.html)

#### Mass:

Sundays, 7:00 p.m.

Interfaith Chapel

University Center, Room 306

The Catholic chaplain celebrates Sunday Mass on campus during the fall and spring semesters. He is also available for confession before and after Mass or by appointment.

The Catholic Campus Ministers are available on campus Monday through Thursday. They work with the students in both on- and off-campus programming, which includes Mass, retreats, community service projects, Eucharistic Adoration, and social activities. The ministers also advise the Newman Club, the Catholic student organization on campus, and are available for spiritual counseling.

#### Local Catholic Churches Include:

##### Church of Saint Anne

35 Dartmouth Street  
Garden City  
(516) 352-5904

##### St. Joseph Church

121 Fourth Street  
Garden City  
(516) 747-3535

##### Saint Thomas the Apostle Church

24 Westminster Road  
West Hempstead  
(516) 489-8585

### Humanist Chaplain

University Center, Room 302  
Campus extension: 3113

The Humanist Chaplain, is available to the University community for informal discussions and formal programs, lectures and workshops, meditation, and pastoral counseling. Programs and activities of the Humanist Chaplaincy focus on practicing ethics as a religion, exploring personal spirituality, and finding common ground with other faith traditions to work together on issues of social justice, peace, and environmental responsibility. Members of the University community are welcome to visit the Office of the Humanist Chaplain, located in University Center, Room 302.



### Jewish Chaplain

Rabbi Barry Schwartz, Ph.D.  
University Center, Room 302  
Campus extension: 3115  
Email: bds48@aol.com

Office Hours: Wednesday, 4:00 p.m.–7:00 p.m.  
Special appointments are available.

**Shabbat Dinner: Fridays, 6:00 p.m., UC 211**

The Jewish Chaplain, Rabbi Dr. Barry Dov Schwartz, conducts services, counsels students, and serves as adviser to Hillel, the Jewish student organization. He also assists in planning Hillel's annual programs and events, including holiday celebrations and observances, and can provide introductions to local synagogues representing the different branches of Judaism, including:

#### Conservative Congregation Beth Israel

141 Hilton Avenue  
Hempstead  
(516) 489-1818

#### Temple B'nai Shalom

100 Hempstead Avenue  
Rockville Centre  
(516) 764-4628

#### Orthodox

##### Young Israel of West Hempstead

630 Hempstead Avenue  
West Hempstead  
(516) 481-7429

#### Reform

##### Garden City Jewish Center

168 Nassau Blvd. West  
Garden City  
(516) 248-9180

### Muslim Chaplain

Brother Abdin Chande  
University Center, Room 302  
Campus extension: 3112  
Email: chande@adelphi.edu  
Office Hours: Friday, 1:00 p.m.–3:00 p.m.  
Special appointments are available.

#### Islamic Center of Long Island

835 Brush Hollow Road  
Westbury  
(516) 333-3495

#### Islamic Center Jackson Heights

7804 31st Avenue  
East Elmhurst  
(718) 424-8502

#### Weekly Prayer Service:

Friday, 1:00 p.m., UC 306 (Interfaith Chapel)

The Imam conducts Friday prayer services, provides individual instruction, and serves as the adviser to the Muslim Students Association (MSA), which helps to raise awareness of the teachings and traditions of Islam.

### Protestant Chaplain

Reverend Jerome Taylor  
University Center, Room 302  
Campus extension: 3114  
Email: taylor2@adelphi.edu  
Office Hours: Wednesday, 6:00 p.m.–9:30 p.m.  
Special appointments are available.

**Christian Fellowship Meeting and Bible Service:**  
Wednesday, 7:30 p.m. in UC 306 (Interfaith Chapel)

The Protestant Chaplain provides worship services, pastoral counseling, spiritual direction, ecumenical programs, service opportunities, and lecture programs. All interested students may contact the Protestant Chaplain. Local churches that welcome students include the Cathedral of the Incarnation (Episcopal), the Garden City Community Church (Congregational), the Union Baptist Church of Hempstead (Baptist), Resurrection Lutheran Church (Lutheran), St. George's of Hempstead (Episcopal), Antioch Baptist Church of Hempstead, and Congregational Church of South Hempstead (United Church of Christ).

For specific information, including addresses and names of clergy, contact the Interfaith Center at extension 3116.

## INTERNATIONAL EDUCATION AND STUDY ABROAD

Center for International Education  
academics.adelphi.edu/cie  
Alumnae Hall  
Phone: (516) 877-3487  
Fax: (516) 877-4131  
Email: cie@adelphi.edu

Office Hours:  
Monday–Friday, 8:30 a.m.–4:15 p.m.  
Wednesday, 2:00 p.m.–4:00 p.m. Director's open office hours (no appointment necessary)

Study Abroad and international internships are coordinated through the Center for International Education. The Center will place you in almost any country in the world to study the discipline of your choice for approximately the same cost as studying on campus. Adelphi Study Abroad Programs include, semester, summer, January intersession, and spring break study abroad options in more than 90 locations around the world in Europe, Asia, Latin America, Africa, and Australia. Adelphi offers short-term faculty-led programs in various locations. Please see the new Web site for more information and current offerings.

Now is your time to see the world! Gain new perspectives, meet fascinating people, experience unique cultures, and visit unforgettable places.

Corporate employers and government agencies are searching for university graduates with international experience and a command of a foreign language. Did you know that your job prospects and lifelong earnings could be considerably enhanced by these two factors?

Our office will help you with the process—application, course approvals, credit transfer, and financial estimates. CIE offers weekly Study Abroad information sessions, and Fall and Spring Study Abroad Fairs, as well as individual advice.

## INTERNATIONAL STUDENT SERVICES

students.adelphi.edu/sa/iss  
University Center, Room 110  
Campus extension: 4990

Adelphi has a strong commitment to international education and welcomes students from

all over the world. As part of the Division of Student Affairs, International Student Services assists international students in meeting legal requirements for entry into the United States and in maintaining legal status while pursuing full-time study at the University. The Office provides advice regarding requirements of the U.S. Citizenship and Immigration Services, Department of State, Social Security Administration, and a wide variety of concerns such as culture, customs, and educational systems.

In addition, the Office and the International Student Society can help all international students meet the academic, social, and personal challenges before them—registering for classes, making new friends, learning the procedures and policies of the University, and developing an understanding of American culture through workshops, special events, and individual counseling.

## LEARNING CENTER

[students.adelphi.edu/learningcenter](http://students.adelphi.edu/learningcenter)

Earle Hall, Lower Level

Campus extension: 3200

Hours: Fall and spring:

Monday–Thursday, 9:00 a.m.–8:00 p.m.

Friday, 9:00 a.m.–5:00 p.m.

Summer: (During Summer Session I and Summer Session II)

Monday–Thursday, 8:30 a.m.–5:00 p.m.

Friday, 9:00 a.m.–5:00 p.m.

It is always possible to make special appointments. For a schedule of the topics and tutors, visit the Learning Center Web site or come to the office during office hours.

This resource and peer tutoring center is available to all undergraduate and graduate students enrolled on any Adelphi University campus. You can receive academic enrichment in specific subject areas and help with class work assignments. The Center offers individual and small group tutoring, as well as recitations (related to specific subject areas), strategy workshops, and review courses. Eleven computers are available for students to use. Rooms are available for study groups or for quiet work. Tutoring schedules for the Manhattan and Hauppauge Centers are available on the Learning Center Web site.

## LIBRARIES

[libraries.adelphi.edu](http://libraries.adelphi.edu)

Campus extension: 3572

### Swirbul Library/Information Commons

Regular Schedule:

Monday–Thursday, 8:00 a.m.–12:00 midnight+\*

Friday, 8:00 a.m.–8:00 p.m.+

Saturday, 8:00 a.m.–8:00 p.m.#

Sunday, 10:00 a.m.–12:00 midnight\*

+ Public service desks open at 8:30 a.m.

\* Public service desks close at 10:00 p.m.

# Public service desks open at 10:00 a.m.

Please note: Rooms 100 and 101 are open until 3:00 a.m. during regularly scheduled hours for

students with a valid Adelphi University ID card.

The University Libraries are composed of Swirbul Library, the Archives and Special Collections, and the libraries at the Manhattan, Hauppauge, and Hudson Valley Centers. The Libraries offer facilities, resources, and services in support of the instructional, research, cultural, and student life programs of the University. They are dedicated to providing information and instruction as a central and integral part of the total educational experience of every student.

The Libraries provide state-of-the-art information systems and services including Internet-based information resources, electronic full-text journals, and document delivery services. The Adelphi Library Catalog Online (ALICAT and AlicatPLUS) provides electronic access to the Libraries' holdings. Membership in ConnectNY permits direct borrowing of books owned by the 14 member libraries. Members of the library faculty are available to provide instruction in the use of the Libraries and their resources.

Swirbul Library serves as the main library, with particular strengths in the humanities, social sciences, and professional studies. Science materials include collections in the areas of physics, chemistry, and biology. The Aimee Ornstein Memorial Library represents an outstanding collection in the areas of banking, money management, and finance. The Library is also a selective depository for official publications of the United States and New York State. Swirbul Library houses General Reference Services, Access Services (Nonprint, Circulation, Reserve), Periodicals, Microforms, Interlibrary Loan and Document Delivery Services, a Curriculum Materials Center, classrooms, computer laboratories, the Information Commons, and the Copy Center.

University Archives and Special Collections, a department of University Libraries, is located in New Hall, adjacent to Swirbul. Among the notable collections are University Archives (Adelphiana); Americana; William Blake; Children's Illustrated Literature; William Cobbett; Cuala Press; John DePol; Expatriate (writers of the 1920s and 1930s); Long Island; Modern Chapbook; Christopher Morley; New York City and State; Panama Canal; Rare Book; Ruth St. Denis; Small Press; Spanish Civil War; Stoelzer (music); and Walt Whitman.

Collections are maintained in the libraries at the Manhattan, Hauppauge, and Hudson Valley Centers in support of the academic programs offered at those sites.

### University Library Borrowing Privileges

**Borrowing:** Books from the open stacks are charged out to students with a current Adelphi University ID card.

**Loan Period:** The standard loan period for most books is, with a few exceptions, 28 days. Extended loan periods are available to doctoral students. Reference books and periodicals do not circulate.

**Checking for Availability:** All library materials are listed in ALICAT and AlicatPLUS, the Libraries' automated online catalog. ALICAT is also used in the circulation process, so that the availability of materials can be checked. ALICAT may be checked by author, title, subject, call number, keyword, and other access points. Just select the appropriate choice. Library materials that are available for circulation are marked "on shelf" in the status field

on the screen. Library materials that have been borrowed by other library users display a date due on the screen. These materials may be placed on hold. See the sections on Holds.

**Limitations:** Each undergraduate student is limited to 10 books, each graduate and doctoral student is limited to 15 books, checked out at any one time. The total checkout for all students is five books per Library of Congress Classification Call Number.

**How to Return Books:** Books may be returned to the Access Services Desk at Swirbul, to the book slots in the Library, or to the circulation desks of the libraries in Hauppauge, Manhattan, and Hudson Valley. When the Swirbul Library is closed, books may be returned to the exterior book drop.

**Overdue Charges:** There is a grace period of three days for overdue circulating books. After three days, there is a charge of 10 cents per day from the date the item was due to the date it is returned. The maximum overdue charge for each circulating book is \$15. Video recordings are charged at \$1 per day. The maximum overdue charge for each circulating video is \$15. Reserve books are charged at 50 cents per hour for the first 24 hours then \$1 per day. The maximum overdue charge for each reserve book is \$50.

**Renewals:** If no other library borrower has requested them, books may be renewed online, or by bringing them to any of the three Access Services desks (Swirbul, Hauppauge, or Manhattan). Online renewals can take place from one week to the day that a book is due. Materials may not be renewed if a hold has been placed or if there are outstanding fines. Renewals by telephone and mail are not permitted.

**Recalls:** All books are subject to recall by Library staff after 14 days. When a book has been recalled, the borrower will receive a "Recall Notice" through the Adelphi email; the book must be returned by the new due date. Charges for overdue recalled books are \$1 per day.

**Searches for Missing Books:** Requests for searches are accepted at the Access Services desk for books that are listed in ALICAT as "on shelf" but are not found in the stacks. The Access Services staff will then conduct a thorough search and notify the user through the Adelphi email regarding the status of the item.

**Holds:** If a book is checked out to another library borrower, a hold may be placed on that item. The patron will be notified through the Adelphi email of its return and will be given one week to come in to borrow it.

**ConnectNY:** ConnectNY is a unified online catalog of 14 academic libraries in New York State, with combined holdings of over five million books. Before filling in an Interlibrary Loan request for a book in ALICAT, please click on the ConnectNY icon on the ALICAT screen. If the book you want is available at any other member library, you can request it yourself. Requested items can be received in as few as 48 hours during regular business days at either the Garden City or Manhattan campus, and you can keep them for 21 days. Books may be renewed one time.

**Interlibrary Loan:** If you are unable to find the journal or book title you need in the University catalog, or if the item is not owned by the University, you may request that it be obtained for your use from another library outside of Adelphi. For more information,

please contact Interlibrary Loan Services, (516) 877-3571.

**Referrals:** If the Adelphi University Libraries do not own the journal or book you need and you cannot wait for Interlibrary Services, a librarian at the Reference Desk can direct you to a nearby library that owns the needed material.

**Lost Materials:** If any library material is lost, it must be reported immediately. The charge for lost material is the cost of the item, a \$15 processing fee, plus the overdue charges accrued to the date the item is declared lost.

**Damaged or Mutilated Materials:** If library material is returned in such poor condition that it can no longer be circulated, the borrower is responsible for the cost of replacing the material. The charge to the borrower is the cost of the material plus a \$15 processing fee.

**Long-Overdue Materials:** Any library material not returned within a semester after the due date will be declared lost. The borrower will be responsible for the cost of its replacement. The charge is the cost of the item, plus the \$15 processing fee, and the \$15 maximum overdue charges.

**Penalties:** Failure to return library materials or to clear outstanding records will result in the holding of students' grades, official transcripts, and/or diplomas. The library reserves the right to suspend students' borrowing privileges when they accumulate overdue charges in excess of \$15, have overdue reserve items, have a total of five circulating and reserve items, or have failed to return overdue recalled items.

**Refunds:** If an item is found within one year and returned after payment has been made, an adjusted refund is given if the item has not been re-ordered. The adjusted refund is the price of the book and the processing fee.

**Problem Resolution:** Students with unresolved disputes or problems should see an Associate Dean of Libraries during regular business hours (extension 3520). During evening and weekend hours, the librarians at the Reference Desk will help you.

**Nonprint and other Circulating Materials:** Students may borrow audiotapes, audio compact discs and CD ROMS for two weeks, and videotapes and DVDs for three days. This service is available to all students at the Access Services Desk located on the first floor of Swirbul Library.

## LONG ISLAND RAIL ROAD

[mta.info/lirr](http://mta.info/lirr)

LIRR Telephone: (516) 822-5477, (718) 217-5477, or (631) 231-5477

You have easy access to the Long Island Rail Road (LIRR) from the Garden City campus. Travel time is about 45 minutes to Manhattan.

The Nassau Boulevard Station on the Hempstead line is the closest station to Adelphi. Students traveling from any part of New York City (Pennsylvania Station in Manhattan, Jamaica Station in Queens, or Atlantic Terminal in Brooklyn) should take the Hempstead line to the Nassau Boulevard Station. The campus is a short walk east on South Avenue, or complimentary van/bus shuttle service to campus frequently operates on school days.

Students traveling from east and north of Garden City should take the LIRR to the Mineola Station. Adelphi provides a free van from Mineola to the campus frequently on school days.

Adelphi's shuttle service bus schedule and LIRR schedules are available from the Center for Student Involvement, University Center, Room 110, extension 6667.

## NEWSPAPERS

The Collegiate Readership Program keeps students abreast of current events, and provides the necessary tools for academic support. Monday to Friday, the University offers newspapers to students at no cost. Using a valid Adelphi ID card, undergraduate and graduate students may pick up copies of The New York Times, Newsday, and USA Today at newspaper stands located in the University Center, Post Hall, Swirbul Library, and the residence halls.

## ORIENTATION

[students.adelphi.edu/sa/csi/orientation](http://students.adelphi.edu/sa/csi/orientation)  
University Center, Room 110  
Campus extension: 3603

Orientation is designed to help you make the transition to college and enhance your success in an enriched academic environment. Orientation provides continuing services and assistance to new students in their transition to college life.

All new students, freshmen and transfers alike, participate in an Orientation program prior to their first semester. Freshmen matriculating in the fall semester participate in a three-day overnight program. International students attend an Orientation program prior to starting classes each semester. The program presents information about University services and resources, and provides an opportunity to meet fellow students from around the world. Transfer Transition programs are designed to help transfer students continue their academic journey at Adelphi, registering for classes and becoming familiar with the campus community. Transfer, international and all other new students entering in the spring participate in programs designed for their needs. The Orientation program provides a comprehensive introduction to curricular as well as cocurricular life, and campus facilities and resources. The program is meant to integrate all facets of student learning and campus life, so that students join the University community as confident, assertive, and civic-minded individuals.

A Parent Orientation program is coordinated for parents of freshmen prior to the start of the fall semester. The Parent Orientation program, scheduled for Sunday, August 29, will provide parents of freshman students entering in fall 2010 with information about Adelphi Basics, an academic overview plus the resources and opportunities available to both parents and students.

To apply to be a New Student Orientation Leader, or to find out more about Orientation, visit the Center for Student Involvement in the University Center, Room 110, extension 3603, or log on to the Web site and open the Getting Started at AU link.

## PRE-PROFESSIONAL ADVISING AND FELLOWSHIPS

[academics.adelphi.edu/artsci/ppa](http://academics.adelphi.edu/artsci/ppa)  
Levermore Hall, Room 303  
Campus extension: 3140

The Office of Pre-Professional Advising and Fellowships (OPPAF) is dedicated to helping qualified students maximize their opportunities for entry into professional schools. The Web site, [admissions.adelphi.edu/admitted/preprofessional.php](http://admissions.adelphi.edu/admitted/preprofessional.php), along with pre-professional faculty advisers, provides support for students and alumni preparing for careers in medicine, dentistry, optometry, physical therapy, podiatry, and other health professions, as well as engineering, environmental studies, and law. The goal is to guide students toward setting realistic expectations, understanding professional school admissions requirements, and maximizing their experiences in preparation for a successful career. The Office will facilitate the pursuit of nationally prestigious scholarships with Adelphi students and will work in conjunction with faculty advisers and assist students in becoming candidates for national fellowships and scholarships.

## REGISTRAR, OFFICE OF THE UNIVERSITY

[ecampus.adelphi.edu/registrar](http://ecampus.adelphi.edu/registrar)  
Levermore Hall, Lower Level  
Campus extension: 2210 (on-campus); 3300 (off-campus)

Hours: Monday–Thursday, 8:30 a.m.–7:00 p.m.  
Friday, 9:00 a.m.–4:30 p.m.

Class schedules, transcripts, students' academic records, graduation applications, changes of program (dropping or adding a course), grading, change of biographic/demographic data (address, name, major), as well as other services, are processed through the Office of the University Registrar.

## RESIDENTIAL LIFE AND HOUSING, OFFICE OF

[students.adelphi.edu/sa/rlh](http://students.adelphi.edu/sa/rlh)  
Earle Hall, Room 100  
Campus extension: 3650

Housing is available to approximately 1,200 students in six traditional residence halls located on campus. Waldo Hall has male and female residents on separate floors, and is home to the Health Services Center. Earle Hall, the largest University residence hall, is the home of the University's Honors College. Eddy Hall houses the EXCEL program, which matches new freshmen with upper-class students as mentors. Linen Hall hosts the ELS Language Center, a program that attracts students from around the world to learn English. Chapman Hall is located near the Adelphi University baseball field and is home to the Green Living Program. New Hall features housing predominantly for upper-classmen with climate control and semiprivate bathrooms.

Each residence hall is staffed by a full-time professional Residence Hall Director and carefully selected and trained graduate and undergraduate Resident Assistants. Staff members





LEVERMORE  
HALL

work with students and other University personnel to provide and maintain facilities that are safe and conducive to the academic and social growth of our students.

Staff members also work together to develop a comprehensive program of activities geared toward enhancing the social, educational, and recreational life of their resident students.

Students who reside in the residence halls are required to abide by all University rules and regulations as well as all terms and conditions set forth in the Residence Hall Agreement, signed by all resident students.

## RUTH S. HARLEY UNIVERSITY CENTER

[students.adelphi.edu/sa/uc](http://students.adelphi.edu/sa/uc)

Dedicated in 1972, the Ruth S. Harley University Center is the hub of the University. Facilities and services on the lower level include the Bookstore, Fireplace Lounge, Commuter Student Lounge (with lockers, flat screen TV, and computers that provide easy access to the Internet), and the Underground Café, which offers outdoor dining space.

The main level includes the newly renovated UC Café, which offers a wide variety of meal and snack options and a spacious dining room that opens onto a lovely outdoor patio, the University Center Art Gallery, Panther Tainment Booth, an ATM, and the Atrium Lounge. Administrative offices on the first floor, including the Center for Student Involvement, and the Dean of Student Affairs provide convenient access to student services.

The second level is the primary activity area of the Center; it features the Thomas Dixon Lovely Ballroom that functions as a 700-seat auditorium or can be subdivided into three smaller rooms. Lounges and seven multipurpose meeting rooms meet every need. The third floor includes several administrative offices, the Interfaith Center and Chapel, as well as an office for the Student Government Association.

## SHUTTLE SERVICES

[administration.adelphi.edu/publicsafety/traffic/campus\\_transportation.php](http://administration.adelphi.edu/publicsafety/traffic/campus_transportation.php)

The University operates a shuttle van service to off-campus locations. Public transportation locations include the Hempstead Bus Terminal and the Nassau Boulevard and the Mineola LIRR Stations. Service is also available to off-campus shopping and entertainment sites with increased service on weekends. Limited service is also provided during holiday, intersession, and summer periods. Shuttle service is also available for authorized off-campus parking.

Download the shuttle bus schedule, or contact:

The Department of Public Safety and Transportation  
Levermore Hall, Room 012  
Campus extension: 3500

OR

Center for Student Involvement  
University Center, Room 110  
Campus extension: 3603

## STUDENT CONDUCT AND COMMUNITY STANDARDS

[students.adelphi.edu/sa/conduct](http://students.adelphi.edu/sa/conduct)  
University Center, Room 308  
Campus extension: 3940

The primary mission of Adelphi University is the development of an intellectual community in an environment that promotes high standards of integrity and fosters respect for all members. All members of the University community are expected to maintain these standards of personal and academic integrity, and are also asked to consider seriously their responsibility for shaping prevailing community standards. In order to maintain that environment, the University developed a Code of Conduct for both individuals and organizations, setting standards necessary to protect the well-being of the community and advance the University's educational mission. Everyone is encouraged to confront deviations in community standards or violations of policy in constructive ways, including the appropriate application of this Code. They are also encouraged to make reasonable efforts to prevent violations of policy or standards when it can be done in a safe manner.

The Office of Student Conduct and Community Standards was established to respond to potential allegations of nonacademic violations of the behavioral standards and other University regulations while respecting and protecting the rights and privileges of Adelphi students.

The educational foundation upon which the conduct process is based is intended to promote responsible behavior by holding students accountable for their actions and the impact upon the campus community. Outcomes to findings of misconduct are intended to be educational, providing students with vehicles for growth and development, and, whenever possible, promoting responsible membership in the University community.

## STUDENT COUNSELING SERVICES

### Student Counseling Center

[students.adelphi.edu/sa/scc](http://students.adelphi.edu/sa/scc)  
University Center, Room 310  
Campus extension: 3646

Hours:

Fall and spring semesters:

Monday-Thursday, 8:30 a.m.–7:00 p.m.

Friday, 8:30 a.m.–4:30 p.m.

Winter break and summer sessions:

Monday-Friday, 8:30 a.m.–4:30 p.m.

The Student Counseling Center (SCC) offers help to undergraduate and graduate students with problems or concerns that may interfere with their academic or personal goals. The SCC offers a variety of services including confidential individual and group counseling, evaluation, crisis intervention, psychiatric services, rape crisis counseling, anger-management counseling and education, outreach and consultation services, psychoeducational workshops, and referrals to on-campus and off-campus resources. A workshop series offers a forum to discuss issues that impact students' lives.

Drugs and alcohol are problems on college campuses nationwide. At times, the use of drugs and alcohol becomes problematic for students, resulting in personal problems or academic difficulties. The SCC offers education and confidential counseling on substance abuse issues. A drug and alcohol counselor is available by appointment by calling the SCC at extension 3646.

Common concerns students express to our counselors include self-esteem problems, depression, anxiety, eating disorders and body image issues, relationship difficulties, dealing with emotions, family-related issues, decision making, and uncertainty about the future. Any student currently enrolled at Adelphi, part-time or full-time, is eligible for these free, private, and confidential year-round services.

### Center for Psychological Services

[adelphi.edu/communityservices/derner](http://adelphi.edu/communityservices/derner)  
Hy Weinberg Building  
Campus extension: 4820

The Center for Psychological Services is dedicated to providing high-quality, affordable mental health care. Part of the Gordon F. Derner Institute of Advanced Psychological Studies, it offers students, staff, and the surrounding community a range of specialized treatment programs for children, adolescents, and adults. Professional and confidential services are provided at no fee to members of the Adelphi community by therapists studying for a doctorate in clinical psychology.

## STUDENT EMPLOYMENT

Center for Career Development, Post Hall  
Campus extension: 3130

### Federal Work-Study Program and Campus Employment Program

Approximately 700 students are employed on campus each year. They perform various duties throughout the University in administrative offices such as Admissions, Registrar, Student Financial Services, as well as the various academic departments, the Libraries, the Mailroom, the Department of Facilities Management, the University Center, or the Early Learning Center. In addition, students with work-study awards may apply to tutor at local public schools in the America Reads program.

Students who have filed a Free Application for Federal Student Aid (FAFSA) and meet certain financial need criteria may be awarded Federal Work-Study (FWS). Those who are not eligible for FWS may be hired under the Campus Employment Program.

International students are permitted to work only on campus for a maximum of 20 hours per week. Income from such employment must be reported annually to the U.S. Internal Revenue Service.

Most departments notify the Center for Career Development of their hiring needs at the beginning of the academic year and the Center makes this information available to students. The Center also hosts a Block Party during the first week of the fall semester to facilitate hiring by campus departments as well as local employers.

## STUDENT INVOLVEMENT

students.adelphi.edu/sa/csi  
 Center for Student Involvement  
 University Center, Room 110  
 Campus extension: 3603

The Center for Student Involvement is the foundation of campus life and cocurricular education at Adelphi University. Through its programming, advising, cosponsorship, and promotion, the Center aspires to sustain a vibrant educational and enjoyable atmosphere for all students, catering to residents and commuters alike. Committed to meeting the needs of the student population, the Center works with individual students as well as the over 80 student clubs and organizations that are on campus to offer a wide array of social, cultural, intellectual, recreational, governance, paraprofessional, and leadership activities that supplement the academic experience and enrich personal development.

The Center for Student Involvement is made up of the following areas:

- Campus life and activities
- Cocurricular transcript
- Commencement
- Commuter Student Services
- Greek life and social fellowships
- Homecoming
- Multicultural Affairs
- Opportunity Program
- Student leadership development
- Volunteer services

Volunteer services include newly established programs: Alternative Spring Break and Freshman Community Action Program.

Alternative Spring Break is a program designed to increase students' awareness of the cultural, environmental, and socioeconomic issues affecting Costa Rica.

The Freshman Community Action Program (FCAP) provides an opportunity for incoming freshmen to participate in a variety of community service projects over five days prior to the start of the fall semester.

**Student Services:** The Center is also home to Commuter Students Services, which provides services, programs, and advocacy for students who live off-campus, including shuttle and train schedules, and off-campus housing lists.

In addition, the Center contributes significantly to major University events such as Commencement, Homecoming, Family Weekend, and other events.

The Center also serves as a student hub for special offers. At the Panther Tainment Booth, students may purchase discount movie tickets, pick up discount vouchers to Broadway plays, or reserve tickets for off-campus trips sponsored by the Student Activities Board.

Information concerning policies and regulations, the formation of a student organization,

publicity, fundraising, community service opportunities, Greek life, leadership development, and facility use can be found in the Center for Student Involvement.

## UNIVERSITY IDENTIFICATION CARDS

[administration.adelphi.edu/publicsafety/id.php](http://administration.adelphi.edu/publicsafety/id.php)

University identification cards are required for identification and issued to all faculty, staff, and students. ID cards are necessary for after-hours access to all residence halls, academic and administrative buildings, use of the library, entry to athletic events, and all University facilities including Health Services. After Hours Admission Cards must be on file with the Department of Public Safety and Transportation for admission to academic buildings.

### Where and How to Obtain an ID Card

Department of Public Safety and Campus Transportation  
Levermore Hall, Lower Level, Room 012  
Campus extension: 3500

Hours:

Monday–Thursday, 8:30 a.m.–6:00 p.m.

Friday, 8:30 a.m.–4:30 p.m.

Summer Hours:

Monday, Tuesday, Thursday, Friday, 8:30 a.m.–4:30 p.m.

Wednesday, 8:30 a.m.–6:00 p.m.

You must bring your proof of payment or confirmation of classes.

Replacement fee: \$15

## WRITING CENTER

[students.adelphi.edu/writingcenter](http://students.adelphi.edu/writingcenter)

Earle Hall, Lower Level

Campus extension: 3296

The Writing Center is the hub of writing-related activity at Adelphi University. Our primary purpose is to help students learn to use writing more effectively in all aspects of college life. The Writing Center is designed for any student, of any ability, who wants to improve his or her writing process.

# Campus Safety



## PUBLIC SAFETY AND TRANSPORTATION, DEPARTMENT OF

administration.adelphi.edu/publicsafety

Levermore Hall, Lower Level, Room 012

Garden City campus: extension during normal business hours: (516) 877-3500

For emergencies: 3507 or 3511, or dial 5 from any campus telephone

Manhattan Center: (212) 965-8340—Dial 1

Hauppauge Center: (631) 300-4367

The Department of Public Safety and Transportation operates 24 hours a day, seven days a week. A Public Safety supervisor is always present on campus. Our mission is to protect lives and property, maintain order, prevent crimes, receive and investigate reports of crimes, and provide other law-enforcement services. In addition, the Department is responsive to the special needs of the large and diverse community of people who have come from all over the United States and the world to study and work at Adelphi University.

Several members of the Department of Public Safety and Transportation are former law enforcement officers and are trained in police procedures, investigative techniques, and New York State law. Serious incidents should be reported not only to the Department of Public Safety and Transportation but also to the Garden City Police Department. The sooner a crime is reported, the better the chance that the criminal will be caught. If you do not wish to file an official police report, you may still provide information that could help in an arrest and prevention of another crime.

The Department of Public Safety and Transportation takes all reports of sexual assault seriously. On the Garden City campus, call (516) 877-3511 or “5” from any campus phone; at the Manhattan Center, call (212) 965-8340; at the Hauppauge Center, call (631) 300-4367; at the Hudson Valley Center, call (914) 471-3348; if off-campus, dial 911.

For more information, see the brochure “Sexual Assault—What Every Adelphi Student Needs to Know,” available in the Office of the Dean of Student Affairs, Public Safety Office (Garden City) and in the administration office at other Adelphi centers.

The Department of Public Safety and Transportation publishes safe-campus flyers and holds crime prevention seminars. Students and employees should look for announcements of these seminars in the student newspaper, and on bulletin boards. In addition, the Department of Public Safety and Transportation maintains statistics of crimes reported.

Colleges and universities are required under federal law to publish and make available an annual campus security report, which includes, among other information, statistics on campus crime. The crime statistics for all colleges and universities required to comply with this law are available from the United States Department of Education.

Adelphi University’s annual security report includes statistics from the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Adelphi University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and



drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The advisory committee on campus safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. You may obtain a copy of this report by contacting the Department of Public Safety and Transportation (Levermore Hall, Lower Level, Room 012, extension 3500), or by accessing the Web site at [administration.adelphi.edu/publicsafety](http://administration.adelphi.edu/publicsafety).

The United States Department of Education Web site for campus crime statistics is [ope.ed.gov/security](http://ope.ed.gov/security).

## PARKING ON CAMPUS

### Student Parking

PARKING IS BY PERMIT ONLY. All motor vehicles utilizing University parking facilities must display a current state registration and be registered with the Department of Public Safety and Transportation. Students are required to register annually. With the exception of vendors servicing the University and vehicles owned by the University, no commercial vehicles are permitted to park on campus. The University assumes no responsibility for loss or damage to any vehicle parked on its property.

### Vehicle Registration

Department of Public Safety and Transportation  
Levermore Hall, Lower Level, Room 012  
Campus extension: 3500 or 3502  
Hours: Monday–Thursday, 8:30 a.m.–6:00 p.m.  
Friday, 8:30 a.m.–4:30 p.m.

### Online Vehicle Registration

- Using your Internet browser, open [adelphi.edu](http://adelphi.edu)
- Click on “Current Students”
- Under the heading of “Online Services,” click on the C.L.A.S.S. link
- You will need to set up your User Name and Password
- On the new page, click on the “My Parking Decal” link on the left
- Fill out the form and click “send request”\*

You will be asked if you have a photo ID. If you do not, click yes to proceed and you can obtain this when you come in for your decal.

AFTER SUBMITTING YOUR REGISTRATION ONLINE, YOU MUST BRING YOUR VEHICLE REGISTRATION AND YOUR PHOTO ID WITH YOU TO THE PUBLIC SAFETY OFFICE, LEVERMORE HALL, LOWER LEVEL, ROOM 012, TO PICK UP YOUR DECAL (PARKING PERMIT). (IF OBTAINING A PHOTO ID AT THE SAME TIME, YOU MUST HAVE PROOF OF CLASS REGISTRATION AND/OR UNIVERSITY EMPLOYMENT)

\*Note: There will be no confirmation that you have completed the request.

### Special Parking Permits

Physically challenged students, faculty, staff, and visitors may obtain special parking permits for parking in designated handicap parking areas. Only University handicap permits are recognized. Visitors with handicap permits can obtain one-day visitor permits to park in handicap spaces. Vehicles without Adelphi handicap permits or one-day (handicap) visitor permits that are parked in handicap parking areas will be summoned and may be impounded. Vehicles with special permits (except visitors) must also display a current parking decal. To obtain a handicap permit, faculty and staff should go to or call Health Services Center, 1st floor, Waldo Hall, extension 6000, and students should go to or call the Office of Disability Support Services, University Center, Room 310, extension 3145. All permanent Adelphi University handicap parking permits will have no expiration date. The only time you will need to notify the Office of Public Safety and Transportation is if you purchase a new vehicle. A new Adelphi decal will be issued to you with your new vehicle information on file (i.e., license plate number, make and model) making sure permit information and decal correspond. You must present and display a valid current county or state handicap parking permit.

### Temporary Parking Permits

Visit the Department of Public Safety and Transportation, Levermore Hall, Lower Level, Room 012, extension 3500 or 3502 or the Public Safety Booth.

### One-Day Visitor Permits

Department of Public Safety Booth (next to Levermore Hall).

1. To obtain a parking decal-permit or temporary permit you must have with you the following items:
  - A. Proof of identity
  - B. Your valid vehicle registration form, showing plate number
  - C. Your Student Financial Services' receipt or other proof that you are a registered student, faculty, or staff member
2. Parking decals must be affixed to the rear bumper or rear window, driver's (left) side.
3. Temporary permits must be affixed to the rear window (inside), driver's (left) side.
4. Special permits or day passes must be displayed on the dashboard (driver's side) or on the rear view mirror.
5. Students, faculty, and staff are permitted to register only two vehicles.

### Types of Permits

All Vehicles	White
Handicap	Blue

### Regulations

1. Parking is permitted in lined areas only.
2. Parking is prohibited in FIRE LANES.

The following University roadways are fire lanes:

- A. Service road, Levermore Hall to Blodgett Hall

- B. Road alongside University Center
  - C. Service road between Alumnae and Post Halls
  - D. Roadway between Earle Hall and Science Building
  - E. Roadway in front of Chapman, Linen, and Eddy Halls
  - F. Curbside on east side of Sports Complex
  - G. Roadway between Performing Arts Center and Center for Recreation and Sports
3. Parking is prohibited within 15 feet of fire hydrants.
  4. Double parking is not permitted.
  5. Speeding and reckless driving are prohibited. Speed limit is 10 mph.
  6. Horns may not be used, except for emergency.
  7. Parking is prohibited on all grass areas.
  8. Parking is prohibited from 4:00 a.m. to 6:00 a.m. in Parking Fields 1, 2, 3, 5, and 8 (seven days a week).

#### Traffic Summons Appeals

1. Appeals may be made by mail to the Department of Public Safety and Transportation, Vehicle Permit Office, Levermore Hall, Room 012, One South Avenue, Garden City, NY 11530 within seven days of the date of the summons.
2. Failure to remit payment of all traffic fines can cause you not to be able to preregister, not to have transcripts sent, not to receive your diploma, subject you to disciplinary actions (students and employees), or cause your parking permit-decal to be revoked.

Students, faculty, or staff who have more than two unpaid traffic summonses may have their vehicle impounded (\$100 fee).

#### Parking Off-Campus

Most areas surrounding the campus have restricted parking. Students who park off-campus are cautioned to respect the privacy of the University's neighbors. Students should not litter areas near or around our neighbors' homes.

#### General

All permit-decals expire September 30 of each year.

Parking regulations apply to any vehicle utilizing campus-parking facilities (including visitors).

All persons who use the campus parking areas must recognize the problems involved in the control and supervision of these areas.

The rules and regulations have been developed in an effort to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations, and is reminded that the use of the parking areas is a privilege and not a right.

## EMERGENCY CLOSINGS

When local weather conditions are severe, tune into AM radio stations WCBS (880), WINS (1010), and WHLI (1100), and 96.1 FM, WLVG, 92.1 FM, WLNG, 97.5 FM, WALK, and 102.3 FM WBAB to find out if the University has closed. You can also call (516) 877-6870 for closing information. The University also provides information about closings or delayed openings to television Channel 12 (Cablevision).

If it becomes necessary to close the University during the day, all academic departments will be notified. When local conditions are severe, particularly with ice or with a hurricane, the University's first concern is your safety.

## DELL MESSAGEONE ALERTFIND

As part of a strategy to broaden our emergency notification and crisis communication channels, Adelphi has partnered with Dell MessageOne AlertFind, enabling the University to instantly broadcast urgent messages and delivery instructions to the campus community when necessary.

With Dell MessageOne AlertFind service, Adelphi can send notifications to students, faculty, and staff using their preferred communication channels, including text or voice messages to a cell phone or home phone. Users can also revise their emergency contact information when needed via Adelphi's eCampusWeb portal, and instructions are included on the new Adelphi ID cards.

For information on how to register, or for answers to frequently asked questions, go to [administration.adelphi.edu/publicsafety/messageone.php](http://administration.adelphi.edu/publicsafety/messageone.php).

## EMERGENCY EVACUATION

1. Always know at least two escape routes and emergency exits from your building.
2. Learn the location of the nearest fire alarm-pull station.
3. Know how many doors are between your room and the exit stairwells in the event that you might have to crawl to safety because of heavy smoke.
4. Take time to focus on a mental picture of the route you intend to use to exit your building.
5. Check your door before you open it. Feel it with the back of your hand, and if hot to the touch, do not attempt to leave. Without delay, telephone the Department of Public Safety by dialing (516) 877-3507, 3511, or dial 5 from any campus phone. Remain calm and inform the answering officer of your name, location, and nature of the emergency. Next, go to the window and wait there to attract arriving firefighters.
6. In the event that you are able to exit your room, do the following:
  - Take an outer garment with you.
  - Close the door behind you.
  - Calmly proceed to the nearest safe stairwell while knocking on all other resident doors

to alert them to the emergency condition.

- Assist anyone with special needs.
- Use the stairs only, never take the elevator (smoke rises into the elevator shafts).
- Stay on the right side of the stairwell as you descend in order to allow the firefighters enough room to quickly move to the emergency floor.
- Exit building and move 150 feet from the entrance in order to allow others to safely exit and firefighters to move freely to the emergency.
- Re-enter the building only upon the orders of the Fire Department.
- Finally, never think that it's probably just another fire drill, or that it's not really a fire.

**Report all hazards to the Office of Public Safety immediately by dialing (516) 877-3507, or 3511, or dial 5 on a campus phone.**

## WHAT TO DO IN A CAMPUS CRISIS/EMERGENCY

### Crisis Management and Emergency Operation Plan

#### Civil Disturbance or Demonstrations/Hostile Intruders

#### 1. Hostile Intruder(s) in a Residence Hall

When a hostile person(s) is actively causing bodily harm or the imminent threat of deadly harm within the residence hall, we recommend the following procedures be implemented:

- Lock yourself in your room.
- If communication is available, dial 5 or call (516) 877-3507 or 3511.
- If away from your room, join others in a room that can be locked.
- Don't stay in the open hall.
- Don't sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window(s) and open blinds or curtains.
- Stay away from the window (when possible).
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

If for some reason you are caught in the open, such as hallways and lounge-type areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on what actions you take.

- You can try to hide, but make sure it is a well-hidden space, or you may be found as the intruder moves through the dorm seeking more victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line. Use trees, vehicles, or any type of object to block your view from the residence hall as

you run. When away from the immediate area of danger, summon help any way you can and warn others.

- If the person(s) is/are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area of the dorm may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow. The police may not know who the shooter is or if there are multiple shooters.

## 2. Hostile Intruder(s) in a Building Other Than a Residence Hall

When a hostile person(s) is/are actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building other than a residence hall, we recommend the following procedures be implemented:

While these guidelines refer primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

- Faculty should immediately lock the students and themselves in the classroom.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If communication is available, dial 5 or call (516) 877-3507 or 3511.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows and open the blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio and video equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office.
- Stay out of open areas and be as quiet as possible.

If for some reason you are caught in an open area, such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.

- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks,

cabinets, or fixtures, between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles, and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help in any way you can and warn others.

- If the person(s) is/are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands, and don't look the intruder in the eyes.
- Once the police arrive, obey all police commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

### 3. Hostile Intruder(s) on the Grounds of the University

When a hostile person(s) is/are actively causing death or serious physical injury or the threat of imminent death or serious injury to person(s) on the Adelphi University grounds, we recommend the following procedures be implemented:

- If possible, run away from the threat, as fast as you can.
- Do not run in a straight line.
- Use vehicles, bushes, trees, and anything else to block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will you be found here? Is this really a good spot to remain hidden?
- If the person(s) is/are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending upon your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
- Once the police arrive, obey all police commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions.

While these guidelines cannot cover every possible situation that might occur, they can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.





# Garden City



Garden City, roughly 19 miles from New York City, is located in central Nassau County in the Township of Hempstead, Long Island, New York. It is 90 feet above sea level, and covers 3,390 acres, or approximately 5.3 square miles. On the north, it is bounded by New Hyde Park, Garden City Park, Mineola, and Carle Place; on the east by unincorporated areas of the Town of Hempstead, comprising Roosevelt Field Shopping Center and what was once Mitchell Field; on the south by Hempstead, Munson and Franklin Square; and on the west by Stewart Manor and New Hyde Park.

Founded by multimillionaire merchant Alexander Turney Stewart in 1869 on the uninhabited and treeless Hempstead Plains, Garden City now has a population of just under 23,000 and is famous for its attractive homes, parks, and great avenues of trees.

—M. H. SMITH, HISTORY OF GARDEN CITY (MANHASSET, N. Y. : 1963)

The listings appearing in this section have been selected because of their proximity to campus. No endorsement by the University of any of these services is intended or implied.

## BANKS

### Astoria Federal Savings

1150 Franklin Avenue  
Garden City  
(516) 746-0700

or  
490 Hempstead Avenue  
West Hempstead  
(516) 481-8300

### Capital One

118 7th Street  
Garden City  
(516) 741-2400

### Chase Bank

82 7th Street  
Garden City  
(516) 294-2010

or  
565 Hempstead Turnpike  
West Hempstead  
(516) 489-2218

### Citibank

114 Old Country Road  
Mineola  
(516) 746-6989

### Citizens Bank

50 Cherry Valley Road  
West Hempstead, NY 11553  
(516) 538-1655

### Flushing Savings Bank

1122 Franklin Avenue  
Garden City  
(516) 471-3100

### HSBC

147 7th Street  
Garden City  
800-975-HSBC

### Nassau Educators

**Federal Credit Union**  
1000 Corporate Drive  
Westbury  
(516) 561-0030

### Roslyn Savings Bank

108 7th Street  
Garden City  
(516) 739-4438

### State Bank of Long Island

339 Nassau Boulevard  
Garden City South  
(516) 481-3900

### TD Bank

855 Franklin Avenue  
Garden City  
(516) 739-2605

### Wachovia Bank

1001 Franklin Avenue  
Garden City  
(516) 535-1560

## BOOKSTORES

### **B. Dalton**

Roosevelt Field Mall  
Garden City  
(516) 747-2727

### **Barnes & Noble**

91 Old Country Road  
Carle Place  
(516) 741-9850

### **Borders**

1260 Old Country Road  
Westbury  
(516) 683-8700

## COFFEE HOUSES

### **184 Starbucks**

184 7th Street  
Garden City  
(516) 741-8295

### **Witches' Brew**

311 Hempstead Turnpike  
West Hempstead  
(516) 489-9482

## DRUG STORES

### **CVS Pharmacy**

820 Franklin Avenue  
Garden City  
(516) 887-1863

or

621 Hempstead Turnpike  
West Hempstead  
(516) 564-8268

### **Rite Aid**

498 Hempstead Turnpike  
West Hempstead  
(516) 538-4488

## FAST FOOD

### **Burger King**

340 Hempstead Turnpike  
West Hempstead  
(516) 538-2859  
at Roosevelt Field  
(516) 747-7566

### **Domino's Pizza**

166 Poplar Street  
West Hempstead  
(516) 483-3030

### **Kentucky Fried Chicken**

20 Hempstead Avenue  
Hempstead  
(516) 564-0025

### **McDonald's**

637 Stewart Avenue  
Garden City  
(516) 745-6303  
or  
2045 Jericho Turnpike  
New Hyde Park  
(516) 488-1950

or

575 Franklin Avenue  
Franklin Square  
(516) 354-4420

### **Subway of Garden City**

3 Nassau Boulevard  
Garden City South  
(516) 505-0866

### **Taco Bell**

996 Hempstead Turnpike  
Franklin Square  
(516) 358-9821

### **Wendy's**

65 Hempstead Turnpike  
West Hempstead  
(516) 489-2880

### **White Castle**

19 Hempstead Turnpike  
West Hempstead  
(516) 899-8404

## FLORISTS

### **Country Arts and Flowers**

535 Hempstead Turnpike  
West Hempstead  
(516) 483-3363

### **Feldis Florists**

160 7th Street  
Garden City  
(516) 747-3330

## HOSPITAL

### **Winthrop-University Hospital**

259 1st Street  
Mineola  
(516) 663-0333

## HOTELS/MOTELS

### **Best Western Mill River Manor**

173 Sunrise Highway  
Rockville Centre, NY 11570  
(516) 678-1300  
bestwestern.com  
5.3 miles

### **Floral Park Motor Lodge**

30 Jericho Turnpike  
Floral Park, NY 11001  
(516) 775-7777  
3.3 miles

### **Garden City Hotel**

45 Seventh Street  
Garden City, NY 11530  
(516) 747-3000  
gardencityhotel.com  
1.1 miles

**Hampton Inn**

1 North Avenue  
Garden City, NY 11530  
(516) 227-2720  
hamptoninn.com  
3.6 miles

**Hampton Inn & Suites**

125 Merrick Road  
Rockville Centre, NY 11570  
(516) 599-1700  
hamptoninn.com  
5.1 miles

**Hilton Garden Inn**

1575 Privado Road  
Westbury, NY 11590  
(516) 683-8200  
hiltongardeninn.com  
5.2 miles

**Holiday Inn**

369 Old Country Road  
Carle Place, NY 11514  
(516) 997-5000  
holiday-inn.com  
3.6 miles

**Holiday Inn Express**

1 Sunrise Highway  
Lynbrook, NY 11563  
(516) 593-1600  
hiexpress.com  
4.8 miles

**Hyatt Place Garden City**

5 North Avenue  
Garden City, NY 11530  
(888) 492-8847  
www.hyattplacegardencity.com  
3.6 miles

**LaQuinta Inn and Suites**

821 Stewart Avenue  
Garden City, NY 11530  
(516) 705-9000  
lq.com  
3.4 miles

**Long Island Marriott**

101 James Doolittle Boulevard  
Uniondale, NY 11553  
(516) 794-3800  
marriott.com  
5.4 miles

**Red Roof Inn**

699 Dibblee Drive  
Westbury, NY 11590  
(516) 794-2555  
redroof.com  
3.1 miles

**Rockville Centre Inn**

415 Ocean Avenue  
Rockville Centre, NY 11570  
(516) 593-1600  
rockvillecentreinn.com  
4.8 miles

**LOCAL STORAGE FACILITIES****Public Storage**

817 Peninsula Blvd  
Hempstead  
(516) 564-9329  
(Open 7 days)  
or  
1055 Stewart Avenue  
Garden City  
(516) 222-7049

**Self Storage Center**

1990 Jericho Turnpike  
New Hyde Park  
(516) 326-1199

**U-Haul Self Storage**

450 Fulton Avenue—east of  
Clinton Street  
Hempstead  
(516) 489-6550  
(Open 7 days)

**MOVIE THEATRES****Clearview Franklin Square Cinemas**

989 Hempstead Turnpike  
Franklin Square  
(516) 775-3257

**Clearview Herricks Cinemas**

3324 Hillside Avenue  
New Hyde Park  
(516) 747-0555

**Loews Raceway 10**

1025 Corporate Drive  
Westbury  
(516) 745-6937

**Loews Roosevelt Field 8**

630 Old Country Road  
Westbury  
(516) 741-4008

**POST OFFICES****Garden City**

(within walking distance)  
1 block south of 7th Street,  
across the railroad  
600 Franklin Avenue  
(516) 747-2201

**Window/Lobby Hours:**

Monday–Friday  
9:00 a.m.–5:00 p.m.  
Saturday 9:00a.m.–1:00p.m.

**Passport Service:**

Monday–Friday  
10:00 a.m.–3:00 p.m.

**Express Mail Services:**

Monday–Friday  
9:00 a.m.–5:00 p.m.  
Saturday  
9:00 a.m.–1:00 p.m.

**Hempstead**

(within walking distance of  
Hempstead Bus Terminal)

200 Fulton Avenue;  
(516) 560-1120  
**Window Hours/Lobby:**  
Monday–Friday  
9:00 a.m.–5:00 p.m.  
Saturday  
9:00 a.m.–1:00 p.m.  
**Passport Service:**  
Monday–Friday  
10:00 a.m.–3:00 p.m.  
Saturday  
10:00 a.m.–2:00 p.m.  
Appointment Required

## PUBLIC LIBRARIES

**Garden City Public Library**  
(within walking distance)  
60 7th Street  
(516) 742-8405

**Hours:**  
Monday–Thursday  
9:30 a.m.–9:00 p.m.  
Friday 9:30 a.m.–5:30 p.m.  
Saturday 9:00 a.m.–5:00 p.m.  
Sunday 1:00 p.m.–5:00 p.m.

**Hempstead Public Library**  
115 Nichols Court  
(516) 481-6990

**Hours:**  
Monday–Thursday  
10:00 a.m.–9:00 p.m.  
Friday 10:00 a.m.–6:00 p.m.  
Saturday 9:00 a.m.–5:00 p.m.  
Sunday 1:00 p.m.–5:00 p.m.  
Closed Saturday and Sunday in July  
and August

**West Hempstead Public Library**  
252 Chestnut Street  
(516) 481-6591  
**Hours:**  
Monday–Thursday  
9:00 a.m.–9:00 p.m.

Friday 9:00 a.m.–5:00 p.m.  
Saturday 9:00 a.m.–5:00 p.m.  
Sunday 12:00 noon–5:00 p.m.

**Franklin Square Public Library**  
19 Lincoln Road  
(516) 488-3444  
**Hours:**  
Monday–Thursday  
10:00 a.m.–9:00 p.m.  
Friday 10:00 a.m.–6:00 p.m.  
Saturday 10:00 a.m.–5:00 p.m.

## RESTAURANTS

**Alpine Garden**  
11 Franklin Avenue  
Franklin Square  
(516) 354-5770

**B.K. Sweeney's Uptown Grille**  
636 Franklin Avenue  
Garden City  
(516) 746-3075

**Ben's Kosher Deli/Restaurant**  
59 Old Country Road  
Carle Place  
(516) 742-3354

**Boston Market**  
2091 Hillside Avenue  
New Hyde Park  
(516) 328-2424  
or  
603 West Hempstead Turnpike  
West Hempstead  
(516) 539-0500

**Boulder Creek**  
700 Hempstead Turnpike  
Franklin Square  
(516) 564-9100

**Centurion Pizza**  
279 Nassau Boulevard  
Garden City South  
(516) 486-1550

**Charlie Brown's Steakhouse**  
2349 Jericho Turnpike  
Garden City Park  
(516) 294-7320

**Cheesecake Factory**  
The Source Mall  
1504 Old Country Road  
Westbury  
(516) 222-5500

**Famous Dave's Barbeque**  
1050 Corporate Drive  
Westbury  
(516) 832-7300

**Garden City Hotel  
Polo Grill and Lounge**  
45 7th Street  
Garden City  
(516) 877-9353  
(Jacket and tie required)

**International House of Pancakes**  
85 Hempstead Turnpike  
West Hempstead  
(516) 483-6103

**Leo's Midway**  
190 7th Street  
Garden City  
(516) 742-0574

**Lucky Duck**  
9 Nassau Boulevard  
Garden City South  
(516) 485-4848

**Nakisaki**

276 Fulton Avenue  
Hempstead  
(516) 292-9200

**Orchid (Chinese)**

730 Franklin Avenue  
Garden City  
(516) 742-1116

**Panera Bread**

520 Jericho Turnpike  
Mineola  
(516) 535-3901  
or  
165 Old Country Road  
Carle Place  
(516) 739-2090

**P.F. Chang's**

The Source Mall  
1504 Old Country Road  
Westbury  
(516) 222-9200

**Red Lobster**

211 Old Country Road  
Carle Place  
(516) 248-7411

**Seventh Street Café**

126 7th Street  
Garden City  
(516) 747-7575

**Tin Alley Grill**

630 Stewart Avenue  
Garden City  
(516) 228-3370

**Umberto's Pizzeria**

361 Nassau Boulevard  
Garden City South  
(516) 481-1279

**Waterzooi (Belgian Bistro)**

850 Franklin Avenue  
Garden City  
(516) 877-2177

**SHOPPING****Bed Bath & Beyond**

950 Merchant Concourse  
Westbury  
(516) 794-8631

**Best Buy**

1050 Old Country Road  
Westbury  
(516) 357-9110/357-9025

**Costco**

1250 Old Country Road  
Westbury  
(516) 683-8300

**Lord & Taylor**

1200 Franklin Avenue  
Garden City  
(516) 228-0303

**Mall at the Source**

Old Country Road  
Westbury  
(516) 357-9828

**Michaels Arts and Crafts Store**

1280 Corporate Drive  
Westbury  
(516) 693-0420

**Roosevelt Field Mall**

Stewart Avenue  
Garden City  
(516) 742-8000

**Sears**

1111 Franklin Avenue  
Garden City  
(516) 873-3700

**Target**

999 Corporate Drive  
Westbury  
(516) 222-1003

**Wal-Mart**

1220 Old Country Road  
Westbury  
(516) 794-7280

**SUPERMARKETS****Key Food**

153 7th Street  
Garden City  
(516) 742-2713

**Kings Super Market**

870 Franklin Avenue  
Garden City  
(516) 739-5559

**Pathmark Supermarket**

2305 Jericho Turnpike  
New Hyde Park  
(516) 741-5121

**7-Eleven**

159 Atlantic Avenue  
New Hyde Park  
(516) 739-9874

**Super Stop & Shop**

50 Cherry Valley Avenue  
West Hempstead  
(516) 539-7860

# TAXI SERVICES

**All Island Taxi**  
(516) 742-2222

**Long Island Yellow Cab**  
(516) 735-1111

**Ollie's**  
(516) 829-8647



SWIRBUL  
LIBRARY



## CONTENTS

Academic Honesty at Adelphi .....	96
Anti-Harassment Policy .....	98
Campus Publicity Policies.....	104
Code of Conduct.....	104
Compliance Statement.....	117
Deadly or Dangerous Weapons.....	117
Illicit Drugs and Alcohol.....	117
Nonsmoking Policy.....	119
Policy on Hazing .....	120
Policy on Public Order .....	121
Policy on Privacy Rights for Parents and Students.....	123
Protocol for Student Complaints Concerning the Actions of Members of Faculty .....	124
University Center Alcohol Service .....	125
Information Systems: Acceptable Use Policy .....	125

## ACADEMIC HONESTY AT ADELPHI

### The Committee for Academic Honesty

The Committee for Academic Honesty will have the responsibility to promote an atmosphere of academic honesty, working to educate the entire Adelphi Community. The Committee will develop and distribute materials including guidelines for promulgating the code of academic honesty through course syllabi, class discussion, and written guidelines to students on matters such as plagiarism.

In the case of infractions of the code of academic honesty, the Committee provides the members to investigate, to mediate, and, if ultimately necessary, to constitute a formal Hearing Board.

The Committee will be made up of 12 students and 12 faculty members. Faculty will normally serve for terms of two years to help ensure continuity on the Committee. (In the initial year, half the faculty appointments will be made for one year and half for two. Thereafter all faculty appointments will be made for two years.) Students will serve for terms of one year, but those who desire may be reappointed for a second year by the SGA. Members will normally be chosen in the spring for the coming year. The students will be chosen from names submitted to the Student Government Association. Students may volunteer or be nominated by any member of the University community. Faculty will be chosen from names submitted to the Faculty Senate. Faculty may volunteer or be nominated by any member of the University community. Those who volunteer or are nominated will be fully

informed of the nature and seriousness of the Committee's work before the selection process. Only those who agree to undertake the work will be considered. One of the 12 faculty members will serve as the procedural chair to handle rotating appointments, record-keeping, and soon. Student vacancies that occur during the year will be replaced during the year by the SGA; faculty vacancies will similarly be filled by the Faculty Senate. It is expected that the Faculty Senate and SGA will respectively provide a full slate of appointments each year. In the event that either body is unable to provide all the needed members, the Provost will have the power to supply additional members to make up the full complement. Although the Provost will expect to accept all members selected by the Senate and SGA, the Provost will have the ultimate power to reject candidates deemed unsuitable for the work of the Committee.

### The Code of Academic Honesty

The code of academic honesty prohibits behavior which can broadly be described as lying, cheating, or stealing. Violations of the code of academic honesty will include, but are not limited to, the following:

1. Fabricating data or citations
2. Collaborating in areas prohibited by the professor
3. Unauthorized multiple submission of work
4. Sabotage of others' work, including library vandalism or manipulation
5. Plagiarism: presenting any work as one's own that is not one's own
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Tampering with or falsifying records
9. Cheating on examinations through the use of written materials or giving or receiving help in any form during the exam, including talking, signals, electronic devices, etc.

### Procedures to Handle Violations

The approach to handling reported violations is generally a progressive one. That is, the procedure is designed to allow choices at various stages based on the severity of the charge or facts that emerge from the proceedings. Although the work will normally be done by the Committee as outlined here, the Provost will have the authority to convene an ad hoc committee to handle charges when the matter is urgent and the standing committee is unable to meet. In such cases the Provost will seek as far as possible to secure both student and faculty representation on the ad hoc hearing committee.

The detailed procedures outlined below are intended and envisioned primarily for undergraduate violations. Graduate students are held to a higher standard: they are typically older, more experienced, and often engaged in study in areas where human health and welfare could be seriously affected by academic dishonesty. Graduate violations should be reported (by professors or students) to the Dean. The student's Dean will have the power to set a penalty, including immediate expulsion from the program (and therefore from the University). If the graduate student contests the facts, he or she may ask for a hearing with the Committee. If the Committee upholds the violation, the Committee will impose the penalty recommended by the Dean. Graduate students will be clearly and formally informed of this policy and of the severity of violations of the code of academic honesty upon enrollment.

Any student who observes or suspects a violation is encouraged to report the violation to the appropriate professor, to any member of the Committee, or to the Provost's Office, which will forward the charge to the Committee. A professor who observes or suspects a violation may wish to begin by talking with the accused student or students. As has always been the case, professors have the right and the power to adjust grades on the basis of academic dishonesty. However whether or not the professor and student agree on the facts or the grade, either may choose to go to the Committee. Note: Professors are required to report directly to the Provost's Office all instances of academic dishonesty. This particularly includes those cases in which the student and professor resolve the matter without requesting any action from the Committee. Even though a case of admitted dishonesty may be resolved by stern admonition and/or an agreed-on penalty in the form of a grade, a record must be kept so that the professor and the Provost can know whether or not the student has any history of academic dishonesty. Students who wish to contest the claims against them or the decision of the Provost's Office may request a hearing with the Hearing Board.

When the Committee receives notification of a suspected violation, the Chair will appoint one of the 12 faculty members serving to undertake the role of mediator and/or fact finder. The fact finder will begin the investigation as expeditiously as possible, but whenever possible no later than a week after receiving the charge.

The appointed professor will first check to see if the accused student has any recorded violations in the records of the Committee maintained in the Provost's Office. If the student has no record of reported violations, the investigator will approach the accused student and

the person or persons who have suspected the student and begin the investigation hoping to find grounds for mediation. If upon investigation it emerges that there are no prior violations and the offense is not egregious, the investigator may attempt to see if all parties can be brought into agreement about the facts of the situation and if a solution can be found that would not require the involvement of a Hearing Board. If no such solution can be reached, a hearing will be required, and the professor will proceed to gather facts from all parties concerned. Likewise, if the accused student has any recorded violations, a hearing will be required and the fact finder will begin the investigation with a view to preparing the case for a hearing. When the investigation is complete, the fact finder will summarize the case in writing. This summary will be provided to the parties involved in the suspected violation and to the Chair of the Committee. The chair will contact the remaining 22 members of the Committee (10 other faculty members and 12 students) for the purpose of convening a Hearing Board. The Chair will bear in mind that a finding of the Committee requires a minimum of 10 votes, four of which must be cast by student members. The hearing is chaired by the fact-finder, who does not cast a vote.

Students may present their own case or have a faculty advocate represent them. They cannot be advised by parents or lawyers during the hearing. Character witnesses will be limited to two, whose statements will normally simply be submitted in writing. The Hearing Board itself may call expert witnesses as deemed useful in addition to material witnesses. The person alleging a violation will be present and the student accused will be present. All members of the Hearing Board present are entitled to ask questions of anyone speaking for either side. If a student refuses to attend a Hearing, the Hearing can and will be held without the student present. The fact finder will present whatever facts may have been found that might make a case on the student's behalf.

After the presentations and questions are concluded, the Board will deliberate in private. After deliberation, votes will be cast by written ballot. The Chair will tally the votes in the presence of all the members. A minimum of two-thirds will be required to affirm a violation. In Committee hearings, the presumption will be of innocence and the burden of proof will fall squarely on the person alleging a violation. A vote to affirm a violation should be based on clear and convincing evidence.

If two-thirds or more of a minimum of 10 voting members (with at least four students present and voting) vote to

find a violation, the Board will then proceed to consider a penalty. The following range of penalties is within the power of the Board to impose:

(i) If the violation is the first offense to come before the Board and only involves the work of the student in question, that is, it does not involve the sabotage of someone else's work or such theft or damage as harmed another student, the minimum penalty will be probation for one semester after that in which the violation occurred. (Depending on the timing of the hearing, this penalty and others may be imposed immediately to include the semester in which the violation occurred.) This will be true even when the student is remorseful or the offense is deemed relatively minor. The probation does not appear on the student's transcript nor does it become part of any permanent record publicly available. Therefore, if the student is never again found in violation, there are no permanent consequences to this penalty. It is understood that any proven violation during the probationary period will result in expulsion. If the violation is deemed grievous and/or the student is without proper remorse, the Committee may impose a more severe penalty such as more lengthy probation or even suspension. The Board may choose whether the suspension applies to the semester in which the offense was committed (and may in some cases then entail a retroactive loss of the semester's credit) or to apply to an up coming semester.

(ii) If the violation is a second offense but one not incurred while the student is on probation or if the offense involves damage to the work of another student, the minimum penalty will be suspension either for the semester during which the offense occurred or for the next semester. If the offense is judged particularly grievous and/or the student is without proper remorse, the Board may opt for a more severe penalty, longer suspension or even expulsion.

(iii) If the violation is committed during a probationary period or is a third offense, the automatic penalty will be expulsion from the university.

After the Hearing Board has considered the possible penalty, the Chair will determine what seems to be the penalty thought most reasonable by the majority. There will then be a second vote by written ballot whether or not to impose this penalty. A majority of votes will serve to impose the penalty. If there is no majority, discussion will continue and another penalty will be suggested by the Chair and voted on. In case a majority does not emerge, the minimum penalty as indicated above will be automatically imposed. It will be the responsibility of the Provost to make sure that any penalty imposed is carried

out.

Decisions against a student may be appealed to the Provost, except in the case of extraordinary circumstances, within seven business days of the original finding. Normally the Provost will only consider appeals on grounds of procedural violation or unreasonableness of penalty. The Provost's Office will be authorized to set a penalty for the student in question. A finding by the Hearing Board that no violation has occurred cannot be appealed further.

The Chair will keep written records of the Hearing. The Hearing will also be tape-recorded. These written and audio records are confidential and will be maintained in the Provost's Office. The proceedings themselves and the penalty of probation are not a part of the student record. The record of a sole offense will be expunged upon graduation.

## ANTI-HARASSMENT POLICY

### STATEMENT FROM THE PRESIDENT

Harassment of any type will not be tolerated at Adelphi University. If you have any questions or concerns about harassment, or if you need help in resolving a problem, I urge you to contact a member of the Anti-Harassment Panel. Anti-Harassment Panel members have been trained in applicable law, university policy and procedures, and crisis intervention. The Dean of Student Affairs (for students) or the Assistant Vice President for Human Resources and Labor Relations (for employees) are the links in the event that more formal actions are necessary to resolve a complaint.

Thank you.  
Robert A. Scott  
President  
Adelphi University

### Anti-Harassment Policy

Adelphi University is proud of its work and academic environment, and will take all necessary steps to ensure that it remains pleasant and collegial for employees, faculty members and students, all of whom are required to treat each other with courtesy, consideration and professionalism. The University will not tolerate harassment of any employee, faculty member or student by any other member of the University community based on an individual's race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or

federal laws. With this policy, the University prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Accordingly, derogatory or inappropriate remarks, slurs, or jokes related to any unlawful factor will not be tolerated. The University shall make this anti-harassment policy available in various and appropriate places on campus.

Harassment in any context, in addition to being unlawful, is reprehensible and is a matter of particular concern to an academic community in which students, faculty and staff are related by strong bonds of intellectual dependence, collegiality, and trust.

To demonstrate its commitment to maintaining an environment free of harassment, Adelphi University created an Anti-Harassment Committee to draft this policy and address issues of harassment.

### Scope

This policy applies to: students involved in academic, educational, recreational, living programs; applicants in the admissions process; and recipients of Adelphi's programs or services, including participants in Adelphi-based research projects and activities, student teaching, internships and field placement regardless of locations; and all employees and applicants for employment in all positions. The policy also encompasses University-sponsored events which occur off campus and all campuses and/or satellite sites are covered by this policy.

### Harassment

Conduct prohibited by this policy includes but is not limited to: unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature; or any derogatory visual, verbal, or physical conduct that reflects bias based on race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or federal laws, when:

1. submission to the conduct is made either explicitly or implicitly a condition of the individual's academic or employment advancement;
2. submission to or rejection of the conduct is used as the basis for academic or employment decisions affecting the individual;
3. the harassment has the purpose or effect of unreasonably interfering with the individual's academic or work

performance; or creating an environment which is intimidating, hostile or offensive to the individual; or

4. the harassment is not directed at a specific individual but nevertheless has the effect of unreasonably interfering with work or academic performance or creating an environment which is intimidating, hostile, or offensive to others.

The University regards such behavior as a violation of the appropriate standard of conduct required of all employees and faculty, students, and others associated with the University.

Harassment, including sexual harassment, can occur between individuals of the same or different status, and both men and women can be the subject of harassment by members of either gender. Harassment, including sexual harassment, can involve individuals or groups; can occur during one incident; or over a series of incidents including single incidents, which, in isolation, would not necessarily constitute discrimination or harassment; can be direct or systemic; and can occur between members of the University community, on campus or off.

Each member of the University community must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

\* Verbal—repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;

\* Physical—unwanted physical contact including touching, interference with an individual's normal movement, or assault;

\* Visual/Nonverbal—derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures; and

\* Other—making or threatening reprisals as a result of a negative response to harassment.

The University regards such behavior as a violation of University policy and of the appropriate standard of conduct required of all persons associated with the University. The University is committed to preventing such conduct, investigating complaints of inappropriate conduct, and remedying violations of this policy. Any employee, faculty member, or student who believes that he/she is or may be subjected to objectionable conduct are strongly encouraged to report it immediately to an Anti-Harassment Panel member.

No member of the University community should allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. Furthermore, no supervisor or manager is exempt from reporting misconduct in violation of this policy. Those inflicting such behavior on others are subject to the full range of institutional disciplinary action, up to and including separation from the University, and/or referral to authorities for criminal prosecution, as appropriate.

Because the relationship between teacher and student is central to the academic mission of the University, it is essential to establish that the standard of expected conduct in that relationship goes beyond the proscription against sexual harassment as defined in the University's policy. No nonacademic or personal ties should be allowed to interfere with the academic integrity of the teacher-student relationship. With respect to sexual relations in particular, what might appear to be consensual, even to the parties involved, may in fact not be so.

On this basis, any sexual relations between any teacher and any student or other person in a supervisory role and any student are inappropriate. This category includes relations between a graduate student and an undergraduate when the graduate student has some supervisory and/or academic responsibility for the undergraduate. In addition, it includes relations between an administrator, coach, advisor, program director, counselor, or residential staff member who has supervisory responsibility for a student. The University deems such relations to be unethical. The Anti-Harassment Panel Members will respond to reports brought to them of inappropriate and unethical sexual behavior and will act to help ensure the protection of its students and that the integrity of the University is maintained.

In order to discourage such sexual relations, in acting on complaints that come to the University's attention, any complaint of sexual harassment by a student against an individual will be presumed to be a violation of this policy if sexual relations have occurred between them while the individual was teaching or otherwise had, or is likely to have, supervisory responsibility or academic or professional influence over the student.

Additionally, any sexual relations between a supervisor and an employee they supervise are inappropriate.

### Other Elements

Failure to recognize that one's behavior is sexually harassing to an individual or group of individuals is not a suitable response to an allegation of harassment. Differences in

perception on the part of individuals who have complained of harassment have led to court rulings based on the "reasonable person" standard in evaluating offensive behavior. Accordingly, all members of the University community should consider how others may view their behavior, and not just how they view it themselves.

Gender-based harassment or behavior that ridicules, denigrates, and/or harasses a person because of his/her gender may not be sexual in nature, but may constitute a hostile work or learning environment resulting in harassment and will not be tolerated.

Harassment that is not directed toward a specific individual may still create a hostile or offensive work or learning environment for individuals, and is also prohibited by this policy (e.g., pornographic materials on an office desk). In addition, conduct that is directed to another individual may create a hostile or offensive work or learning environment to a third party who observes or overhears the offensive physical or verbal conduct (e.g., two individuals engaged in a consensual relationship openly discuss their sex lives and this offends another individual).

Persons involved in consensual relationships outside of the teacher/student, supervisor/subordinate, or professional/student roles, must exercise caution to prevent the development of harassing behavior or use of authority inappropriately. If consensual relationships change and are no longer mutual, conduct once welcome by both individuals may become unwelcome to one. The fact that there is initial consent forming a romantic relationship does not preclude a charge of harassment in the future.

### Confidentiality

The University will investigate every complaint promptly and thoroughly. The existence and nature of a complaint will be disclosed to the extent necessary to make a prompt and thorough investigation and/or as may be necessary to take appropriate corrective measures. Those individuals responding to requests for information regarding any complaint are required to maintain confidentiality. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

### Retaliation

Under no circumstances will Adelphi University tolerate any retaliation against an individual for making a complaint of harassment or discrimination in good faith under this policy or for participating in an investigation. The University considers such retaliation or the threat

of retaliation at any stage to be a serious offense because it is unlawful and may prevent potential complainants, witnesses, or others from reporting harassment. Any individual who is retaliated against or threatened in any way should report any such retaliatory act to any of those to whom a report of harassment might be made under this policy. Any complaint of retaliation will be investigated and appropriate action will be taken consistent with this policy.

### Cooperation/Obstructing the Process

All members of the University community, including employees, students, faculty, and administrators are asked to assist and cooperate in the application of this policy, in particular by cooperating in any investigation under this policy. Any person whose willful action or inaction obstructs the application of these procedures or who breaks an agreement shall be subject to disciplinary action.

Additionally, those with supervisory responsibility, such as senior administrators, deans, managers, department chairs, or supervisors should be aware that they might be held responsible/liable for actions or inaction, which obstructs the application of this policy and, in addition, are required to report any incidences of harassment to the proper contact person.

### Support and Assistance

Members of unions and employee associations have all rights to representation that their Collective Bargaining Agreements confer.

Students may avail themselves of the support and assistance as outlined in the Code of Conduct, which is available in the Guide to Student Life and at the Office of the Assistant Dean of Student Affairs.

### Implementation

The Office of the Assistant Vice President for Human Resources and Labor Relations, in conjunction with the Chairperson of the Anti-Harassment Panel, will be responsible for the implementation and dissemination of this policy.

### What to do If You Are Being Harassed

If you think you are being harassed, DO NOT:

- \* Ignore the incident—it probably will not go away on its own;
- \* Resign a position, transfer departments, drop a class, or change a class to avoid the problem;
- \* Automatically believe that you caused the incident or provoked the harassment; or

- \* Believe that the complaint will be taken lightly, ignored or trivialized.

If you think you are being harassed, you may want to (but are not required to), consider telling the harasser to stop. The harassed person may not have directly told the harasser to stop. The harassed person should consider approaching the harasser and saying “I want (whatever the harassing behavior is) to stop immediately” in a firm and assertive manner. This approach gives the complainant an active role in the resolution process and, hopefully, a sense of “empowerment.”

Telling the harasser to stop will often deter the harasser from subsequent and more progressive acts of harassment.

If the complainant does not want to confront the harasser on his/her own, or wishes to take other actions in conjunction with a personal confrontation, the complainant should proceed according to the following process described below.

### The Anti-Harassment Panel

The Anti-Harassment Panel is a group of individuals composed of Adelphi employees who have been selected based upon their interest in the topic, skill in resolving these issues, knowledge of this topic, training, and willingness to dedicate the time and resources necessary for completion of their responsibilities as assigned.

Anti-Harassment Panel members shall be instructed how to respond to allegations of harassment and are kept up to date on Adelphi’s current Anti-Harassment Policy and campus and national harassment cases, and they stand prepared to provide information on the avenues of recourse available to resolve the alleged complaint.

The members of the Anti-Harassment Panel may change at any time but every effort will be made to ensure that the Panel contains at least one female and one male member and for the composition of the panel to be diverse. A list of current members will be made available at the following locations: Adelphi’s Web site, the Swirbul Library, the Office of Human Resources, the Office of the Dean of Student Affairs, the Student Counseling Center and Health Services.

Each individual on the Panel will take the following actions:

- \* Meet with individuals who allege that they have been the victim of harassment;
- \* Clarify the definitions of harassment and discuss how these definitions may or may not pertain in the circumstances described by the complainant;

- \* Discuss with the complainant whether counseling should be considered based upon the circumstances;
- \* Where appropriate, assist the complainant in filing a formal, written complaint regarding the harassment;
- \* Facilitate the filing of the complaint with the appropriate individual;
- \* Participate in on-going education for the campus community regarding matters of harassment to include the creation and dissemination of appropriate educational materials about harassment, and to conduct or host seminars or training sessions for all members of the campus community.

For a list of the members of the Anti-Harassment Panel for each academic year (including name, title, office location, office hours, telephone number, email address) please see the locations listed above. Every attempt will be made to ensure that the panel is composed of members who represent the various employee groups on campus.

The Manager of Employment, Employee and Labor Relations will ensure that all complaints are investigated within a reasonable period. Keep other Panel members informed of recent legal decisions and other related issues; certify that each member has been appropriately trained before assuming active membership on the panel; update and disseminate the Anti-Harassment Policy; and keep minutes for each Panel meeting.

The following are the names of the individuals to whom complaints may be directed: Lisa Araujo, Ellen Bogolub, Jane Fisher, Kermit Frazier, Jeffrey Kessler, James McGowan, Ruth McShane, Angela Price, Sally Ridgeway.

### The Reporting Process

Any member of the University community who believes that he or she has been the object of harassment in violation of this policy or believes that he or she has been treated in an unlawful, discriminatory manner, is encouraged to report the complaint immediately to a Panel member or to file an anonymous complaint online at [adelphi.edu/hr/harassmentreport.php](http://adelphi.edu/hr/harassmentreport.php).

The complainant has the option of initiating the complaint in person by meeting with a member of the Anti-Harassment Panel or through Adelphi University's online complaint form at Adelphi's Web site, [adelphi.edu/hr/harassmentreport.php](http://adelphi.edu/hr/harassmentreport.php).

### Formal Action

A complaint could be filed with any Panel Member, who will assist the complainant in filing a detailed written description of the actions, dates, incident(s), persons involved, witnesses, and other pertinent information. After meeting with the complainant, the Panel member would ask the Assistant Vice President for Human Resources and Labor Relations (for employees and non-students) and/or Dean of Student Affairs (for students), or their designees, to consult and assist in the investigative process applicable as detailed below:

- \* **Complaints against Faculty Members:** The Chief Academic Officer, or his/her designated representative, will take action for investigation into charges of violations of this Anti-Harassment Policy by faculty members. The Provost or the Provost's designee will be involved in any investigation involving an allegation against a faculty member. If an investigation is started, or a charge against a faculty member is made, the individual faculty member will be notified and be able to seek AAUP involvement. Faculty members shall be subject to the provisions of the Collective Bargaining Agreement between the University and the Adelphi University Chapter of the American Association of University Professors. Any faculty member who, after appropriate investigation, has been found to have harassed another member of the University community, will be subject to disciplinary action, which may include reprimand, suspension from service for a stated period, with or without pay, termination of employment, or such other lesser penalties deemed appropriate for the violation. Individuals who appeal any formal disciplinary action taken against any faculty member covered by the Collective Bargaining Agreement shall have access to the specified contractual appeal procedure.
- \* **Complaints against Nonfaculty Employees:** The Assistant Vice President for Human Resources and Labor Relations will take action for investigation into charges of violations of this Anti-Harassment Policy by nonfaculty employees. Any individual who, after appropriate investigation, has been found to have harassed another member of the University community, will be subject to disciplinary action, which may include reprimand, suspension from service for a stated period, with or without pay, termination of employment, or such other lesser penalties deemed appropriate for the violation. Individuals who appeal any formal disciplinary action taken against any non faculty member covered by a Collective Bargaining Agreement shall have access to any

applicable contractual appeal procedure, and any non-union employee shall have right of appeal to the Vice President for Administration and Student Services, or his/her designee.

\* Complaints against Students: The Code of Conduct, under the jurisdiction of the Dean of Student Affairs, will govern actions for student violations of the Anti-Harassment Policy.

The Panel member initially contacted by the complainant will act as an advisor, contact person, and resource to the complainant throughout the process. A complaint can result in disciplinary action, up to and including suspension from Adelphi and/or termination of employment and possible criminal prosecution, as may be appropriate.

### Informal Resolution

Alternatively, there may be situations where a more informal resolution to a complaint of harassment may be appropriate. At his or her option, the complainant may request that the complaint be handled on an informal basis (that is, if the complainant does not seek formal disciplinary action on his/her behalf and cessation of the alleged conduct in question is the only desired goal). However, certain allegations of harassment are not appropriately handled through informal mechanisms and the University at all times retains the right to investigate any complaint in a formal manner or take whatever other action it deems appropriate, with or without the complainant's consent.

If informal action is deemed appropriate by the Panel member (after consultation with the Provost Office, Dean of Student Affairs or Assistant Vice President for Human Resources and Labor Relations), a written complaint would not be required and the Panel typically would not meet regarding sanctions or disciplinary action. Panel members are authorized to take and retain written notes in connection with the complaint, even if an attempt is made to resolve the matter informally. If the complainant voluntarily elects to deal with the problem personally, the Panel member can offer advice on different ways to handle the situation. The Panel member also may explore other possible informal resolutions to the complaint, such as a letter to a respondent, clarification of University policy or an informational meeting between the Assistant Vice President for Human Resources and Labor Relations (for employees and nonstudents) or Dean of Student Affairs (for students) or their designee(s), the respondent, and the complainant, if appropriate and desired by the complainant.

In addition, at any time during or following the conclusion of the informal resolution process, the complainant has

the right to discontinue or bypass informal resolution and initiate a formal complaint. Similarly, at any time during or following the conclusion of the informal resolution process, the University has the right to investigate and handle the complaint in a formal manner, with or without the complainant's consent.

### False Complaints

A complainant who makes allegations against another member of the University community in bad faith or for vexatious purpose (instituted without real grounds and meant to harm) will be subject to disciplinary action.

An inquiry into a vexatious complaint would be considered to be a separate case and would constitute a separate investigation by the Anti-Harassment Panel.

### Policy Review

This policy will be reviewed for possible revision as necessary by the members of the Anti-Harassment Panel.

### Anti-Harassment and Individual Speech Guidelines

It is the policy of Adelphi University that all employees and students be able to work and pursue their goals in an educational environment absent discriminatory harassment. Adelphi recognizes a moral, legal, and contractual obligation to maintain reasonable educational, residential and working environments. Consistent with these obligations, Adelphi is committed to prohibiting harassment and achieving diversity within the University community.

The role of universities in the community is to encourage the free flow of thoughts and ideas essential to higher education. Therefore, while Adelphi University does not encourage offensive or insensitive speech, principles of academic freedom may limit the University's ability to restrict speech as a means to oppose harassment and discrimination.

Notwithstanding the University's promotion of free speech, the University may impose reasonable regulations on its time, place and manner. For example, the University could compel students to move or postpone an unscheduled rally if the space previously had been properly reserved by another group. In addition, speech deemed by the University to be threatening, intimidating or harassing may be subject to further regulation in accordance with this policy.



## CAMPUS PUBLICITY POLICIES

Please follow these guidelines for on-campus publicity:

### Flyers and Posters

1. All flyers and posters must be approved and signed by the Center for Student Involvement staff.
2. All publicity must bear the name of the sponsoring group, admission policy, and date, time, and location of event.
3. Publicity may not promote the use of alcohol or advertise drink specials.
4. No off-campus advertising is permitted.
5. Posters may be displayed on designated bulletin boards only. They may not be put on doors, glass, painted surfaces, or bricks.
6. Flyers may be distributed, after they have been approved by the Center for Student Involvement, at the Information Desk.
7. As a service to student groups, the Student Government Association will also post flyers and posters on each of their bulletin boards. To make use of this service, please deliver nine copies to the SGA mailbox (UC 110) by Thursday at 3:00 p.m.
8. You may also leave 40 copies of flyers and/or six copies of posters with the Office of Residential Life and Housing (Earle Hall). They will display them in the residence hall bulletin boards.
9. The University Center has several locations for large poster display. Space must be reserved in advance with University Center Operations.

### Chalking

1. Only recognized student organizations may request approval by the Center for Student Involvement for chalking.
2. Student organizations must submit in writing the wording and/or diagram they want to chalk at least one week prior to requested date. All submitted requests will be reviewed by the Center for Student Involvement staff.
3. Chalking will only be approved for on-campus programming.
4. Chalking must be in good taste and may not promote the use of alcohol or advertise drink specials.
5. Chalking is permitted in designated locations only.

6. Student organizations are responsible for placement and clean up of chalk at agreed upon date and time.

### Voicemail

1. Only recognized student organizations may request approval by the Center for Student Involvement for voicemail.
2. Student organizations must complete a Telecommunications Message Form with the wording they want to broadcast at least one week prior to requested date. All submitted requests will be reviewed by the Center for Student Involvement staff.
3. Voicemail will only be approved for on-campus programming.
4. Voicemail must be in good taste and may not promote the use of alcohol or advertise drink specials.

### AUTV

1. Only recognized student organizations may request approval by the Center for Student Involvement for AUTV.
2. Student organizations must complete an AUTV Message form with the wording they want to display at least one week prior to requested date. All submitted requests will be reviewed by the Center for Student Involvement staff.
3. AUTV will only be approved for on-campus programming.
4. AUTV must be in good taste and may not promote the use of alcohol or advertise drink specials.

## CODE OF CONDUCT

*This Code was revised on 5/14/09 and supercedes all previous versions.*

### Introduction

Adelphi University has a clear mission. That mission is, in part, as follows:

The University prepares a broad spectrum of graduates and undergraduates for a wider range of life pursuits while fostering a passion for knowledge; an understanding and a questioning of cultural values; and a view of themselves as independent, lifelong learners, and contributors to knowledge and service in an ever-changing world. . . . Adelphi believes in the broad development of students necessary to their serving as effective and enlightened persons in society.

The ability and freedom to teach, learn and develop depends upon appropriate opportunities and conditions in the classroom, in the residence hall, elsewhere on campus, and in the greater academic community. The University has developed procedures and policies to safeguard this process and to maintain an environment conducive to the learning process.

Although no such document can be exhaustive, the purpose of a code of conduct is to set out standards of conduct, to give notice of expectations and prohibited behavior, and to identify the procedures the University may employ to resolve breaches of those standards. These policies and procedures are not meant to address simple differences of opinion or inhibit freedom of expression.

This Code of Conduct applies to all members of the University community, as well as all others on University premises.

Individuals may be accountable to both civil authorities and to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University will not be subject to challenge or delay on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced or are pending.

Students are asked to assume positions of responsibility in the University judicial system in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

All members of the University community are expected to maintain the highest standards of personal and academic integrity and are also asked to consider seriously their responsibility for shaping prevailing community standards. Everyone is encouraged to confront deviations in community standards or violations of policy in constructive ways, including the appropriate application of this Code. They are also encouraged to make reasonable efforts to prevent violations of policy or standards when it can be done in a safe manner.

Adelphi University believes that the procedures, policies, and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

This Code is subject to change. The University will review this Code per Section 31 to ensure that it is up to date, applicable, and consistent with the University's mission, etc.

Parts of this Code have been inspired by suggestions for

model codes by Gary Pavela and Ed Stoner and the Code of Conduct of Polytechnic University.

## 1. Definition of Terms

**1.1** Business days mean days that University offices are open for business (excluding weekends). Class days and business days may not correspond.

**1.2** Complainant means a person who makes a complaint or reports a violation of the Code or other University regulations and policies.

**1.3** Distribution means any form of sale, exchange, or transfer.

**1.4** Faculty Judicial Advocates refer to designated members of the faculty who are available to students to assist them through the disciplinary process. Faculty Judicial Advocates are appointed by the Provost.

**1.5** Group means a number of persons who are associated with each other, but who have not complied with University requirements for recognition as an organization.

**1.6** Institution and University mean Adelphi University and its entire undergraduate and graduate schools, colleges, divisions, and programs (whether on the Garden City campus, any other Adelphi campus or off campus).

**1.7** Intentional means deliberate.

**1.8** Organization means a number of persons who have complied with University requirements for recognition.

**1.9** Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property, or normal University operations can be reasonably foreseen.

**1.10** Respondent means a person who has been accused of violating the Code.

**1.11** Student means any currently enrolled person (or person enrolled at the time of an alleged violation) for whom the institution maintains education records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations. A person who is currently not enrolled, but who is still pursuing a degree and has not withdrawn from the University (e.g., between fall and spring semester, over the summer, while studying abroad) is considered a student for the purpose of this Code. A person who was a student at the time of an incident is considered a student for the purpose of this Code.

**1.12** Student Judicial Officer refers to the Dean of Student

Affairs or the administrator designated by the Dean of Student Affairs. The Student Judicial Officer is responsible for administering the day-to-day application of the Code. An individual wishing to make a complaint regarding violations of the Code, or seeking information regarding the Code or its application, should contact the Office of the Dean of Student Affairs.

**1.13** University-sponsored activity means any authorized activity on or off University premises that is initiated, aided, authorized, or supervised by the University or recognized student organizations.

**1.14** Weapon means any object or substance designed to wound, cause injury, or incapacitate, including, but not limited to, firearms, ammunition, explosives, other lethal weapons, and chemicals such as Mace and tear gas. Within the provisions of Article 265 of the New York State Penal Code, firearms and other dangerous weapons include, without limitation, a billy, blackjack or bludgeon, cane/sword, chuka stick, pistol, revolver, rifle, shotgun, machine gun, switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, electronic dart gun, kung fu star, electronic stun gun, metal knuckles, sand bag, sand club, wrist-brace typeslingshot or slungshot, dagger, dangerous knife, imitation pistol, or any other instrument or weapon. Also included are air-guns, spring guns or any other instrument or weapon in which the propelling force is a spring, air, piston, or CO<sub>2</sub> cartridge. A harmless instrument designed to look like a firearm, explosive, or other weapon is expressly included within the meaning of weapon.

**1.15** Disciplinary Conference means an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable.

**1.16** Disciplinary Hearing means a formal process conducted by the University Hearing Board or another appropriate hearing officer or body. This formal process is designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if appropriate. Students who are accused of offenses that may result in a penalty of suspension or expulsion from the University are subject to a disciplinary hearing.

**1.17** University Hearing Board, which may be referred to as “the board” or “hearing board” is a group comprised of three faculty members, three administrators, and three students designated by the University for formal disciplinary hearings.

## 2. Classroom and Field Placement Standards

The individual faculty member has primary responsibility for managing the classroom environment. If a student engages in any behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period.

An instructor may make a request to the Associate Provost in the Office of Academic Services and Retention to withdraw a student from a course if the student’s behavior continues to disrupt the course. The Associate Provost will seek to resolve the issue by attempting to find a resolution that is agreeable to both the student and the professor. However, the Associate Provost will inform the Student Judicial Officer in all cases of inappropriate behavior, even if a resolution is implemented, and the Student Judicial Officer may need to take additional action. If the Associate Provost is unsuccessful at finding a resolution, the Associate Provost will then refer the matter to the Student Judicial Officer who will proceed in accord with the Code. The Student Judicial Officer will make every attempt to resolve the matter quickly, and whenever possible within seven business days. The student will not be allowed to return to the class until the matter is resolved by the Student Judicial Officer. The Student Judicial Officer will work with the Associate Provost in the Office of Academic Services and Retention to arrive at an outcome that preserves the integrity of the classroom, the authority of the professor and the rights of the student.

Individual schools and departments may have behavioral codes and expectations of professional standards that apply to classroom, clinical, field or other settings. Students in these schools or departments are accountable for those standards as well as the Code.

## 3. Academic Integrity

Academic integrity occupies the very center of the educational enterprise. Adelphi University encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the University community are expected to exercise honesty and integrity in their academic work and interactions with members of the University community. Each member of the University community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will not be tolerated, and persons who breach academic integrity will be sanctioned in accordance with the section entitled Academic Honesty at Adelphi.

#### 4. Identification Cards

Each member of the University community is issued a picture identification card or temporary pass, and must carry it with him or her at all times while on University premises or at University-sponsored activities. Identification cards must be presented upon request of any University official or agent in the normal conduct of University business.

**4.1** Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. A card will be forfeited if the person to whom it was issued allows any other person to use the card.

**4.2** If a student is suspended or expelled from the University, the identification card must be surrendered to the Student Judicial Officer.

#### 5. Visitors and Guests

Visitors, including invitees or licensees, shall conduct themselves, at all times, in a manner which is consistent with the maintenance of order on University premises pursuant to this Code; their privileges to remain on University property shall terminate upon violation of this Code. The University reserves the right to withdraw at any time the privileges of invitees or licensees to be on University premises. Trespassers have no privileges of any kind on University premises, but will be subject to the University's regulations governing the maintenance of order. Additionally, students will be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities.

#### 6. Office of the Dean of Student Affairs

The Dean of Student Affairs, through the Student Judicial Officer, directs the efforts of students and staff members in matters involving student discipline. In addition, the Student Judicial Officer will provide opportunities for education, ethical development, outreach and assessment in the areas of student conduct, conflict resolution and civility. The responsibilities of the Student Judicial Officer include:

**6.1** Determining on a case-by-case basis the disciplinary charges that apply pursuant to this Code.

**6.2** Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation at disciplinary conferences or before the University Hearing Board.

**6.3** Maintaining student disciplinary records.

**6.4** Developing procedures for conflict resolution.

**6.5** Resolving cases of student misconduct, as specified in this Code.

**6.6** Creating, revising, and maintaining forms necessary to implement this Code.

**6.7** Developing, disseminating, interpreting, and enforcing campus regulations.

**6.8** Maintaining a fair, reasonable, and balanced environment when addressing student behavior and in processes associated with this Code and its proceedings. As such, the Student Judicial Officer will be a part of disciplinary conferences and hearings.

**6.9** Whenever possible, providing learning opportunities for students found responsible for violating standards.

**6.10** Helping foster students' ethical and personal development.

### Parking/Traffic Offenses

#### 7. Parking/Traffic Enforcement

The Department of Public Safety and Transportation is responsible for creating and enforcing parking/traffic regulations on campus. All members of the University community and their guests are responsible for obeying University, local and State parking/traffic regulations. Those who do not are subject to summonses, fines, towing, or immobilizing of their vehicle at the owner's expense. The University will not be responsible for damages caused by immobilizing or towing. A complete list of campus parking/traffic regulations can be found online at: [administration.adelphi.edu/publicsafety/traffic/index.php](http://administration.adelphi.edu/publicsafety/traffic/index.php)

#### 8. Parking/Traffic Offense Appeal Officer

Those receiving summonses may appeal those summonses. The Executive Director of Public Safety and Transportation, or his or her designee, shall serve as the Parking/Traffic Offense Appeal Officer. This Appeal Officer shall hear and decide all appeals of non-disciplinary parking/traffic summonses issued. The decision of the Appeal Officer is final and not subject to further review.

#### 9. Repeat or Serious Violators

Repeated violations of parking/traffic regulations, or those deemed very serious, are subject to disciplinary proceedings as outlined in this Code.

## Discipline

### 10. Prohibited Conduct

All members of the University community are prohibited from engaging in conduct resulting in, or leading to, any of the behaviors listed below. The following violations are not listed in any particular order, including seriousness of violation or possible sanction.

#### 10.1a Assault and Physical Violence

Intentionally or recklessly causing physical harm to any person. This section includes but is not limited to physical fights, intentionally or recklessly causing injuries, or any physical acts of aggression.

#### 10.1b Endangerment, Threatening Behavior, or Intimidation

All members of the University community, as well as visitors and guests, are required to treat each other with courtesy, consideration, and professionalism. The prohibited behavior includes intentionally or recklessly endangering, threatening, or causing reasonable apprehension of physical or mental harm to any person. This section also includes stalking or harassing behavior that includes, but is not limited to threatening language, physical, verbal, or written intimidation, including cyber harassment. The behavior in question is typically such that, if left unaddressed, the person would be denied the ability to participate in or benefit from some educational or other experience.

#### 10.1c Sexual Misconduct

Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.

### 10.2 Weapons

Unauthorized use, possession, or storage of any weapon, whether or not a federal or state license to possess the weapon has been issued to the possessor. Persons who are licensed and obligated to carry firearms should obtain written permission from the Director of Public Safety or designee to bear such on University premises or at University-sponsored activities. See section 1.14 for the definition of weapons.

### 10.3 Interference with University Operation

Intentionally or recklessly interfering with normal University operation or University-sponsored activities including, but not limited to, studying, teaching, research, and emergency services.

### 10.4 Violation of Disciplinary Sanction

Knowingly violating terms of any disciplinary sanction imposed in accordance with this Code.

### 10.5 False Information

Intentionally furnishing false information to the University or to University officials. This includes providing untrue or misleading information in a disciplinary conference or hearing, pursuant to this Code.

#### 10.6a Alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol anywhere on Adelphi's campuses or as part of any Adelphi University activity. In addition, possession of alcohol and alcohol containers are further regulated by University policy. This section also includes intoxication anywhere on any of Adelphi's campuses. See the Adelphi University Policies, Rules, and Standards Regarding Illicit Drugs and Alcohol in the Guide to Student Life for complete information.

#### 10.6b Drugs

The unlawful manufacture, distribution, dispensing, possession or improper use of either illicit or prescription drugs anywhere on Adelphi's campuses or as part of any Adelphi University activity. This section also includes intoxication, regardless of substance, anywhere on Adelphi's campuses or at any Adelphi activities. See the Adelphi University Policies, Rules and Standards Regarding Illicit Drugs and Alcohol in the Guide to Student Life for complete information.

### 10.7 Forgery, Unauthorized Use of Documents

Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission (or such form or transmission used or relied upon by the University), or instrument of identification, or academic and non-academic record, signature, seal, or stamp thereof.

### 10.8 Fire Safety

Intentionally or recklessly causing a fire. Intentionally or recklessly activating a smoke detector, heat detector or sprinkler system. Tampering with fire equipment. Failing to evacuate in a timely manner during a fire alarm. Knowingly filing a false report or alarm of a fire, explosion or other emergency.

### 10.9 Theft

Taking property or services, without proper permission.

### 10.10 Property Damage or Destruction

Intentionally or recklessly destroying, damaging, or defacing University property or the property of others.

### 10.11 Compliance with Official Direction

Failure to comply with reasonable direction of University officials including, but not limited to, campus public safety officers, residence hall staff, and judicial affairs staff acting in performance of their duties.

### 10.12 Violation of University Regulations and Policies

Violating other published University regulations or policies. Such regulations or policies may include, but are not limited to, residence hall agreements and accompanying regulations as well as those regulations relating to entry and use of University facilities, campus demonstrations, parking rules and regulations, solicitation and advertising/posting, regulations governing student organizations, and smoking restriction or prohibition.

### 10.13 Fireworks

Unauthorized use or possession of fireworks.

### 10.14 Unauthorized Access to Facilities

Unauthorized access or entry to, or use of, University facilities, equipment, or restricted areas.

### 10.15 Unauthorized, Mischievous, Malicious, or Inappropriate Use of Computer or Electronic Communication Devices

Unauthorized access to, or unauthorized, mischievous, malicious or inappropriate use of, computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment. Knowing transmission of computer viruses, and unauthorized or illegal duplication of software or other electronic content, are also prohibited. See Information Systems Usage Policy, published in the Guide to Student Life, for more information.

### 10.16 Provoking Others to Misconduct

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

### 10.17 Hazing

Any action or conduct, on or off the campus, with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation or ridicule or which willfully destroys or removes public or private property, or causes any misconduct for the purpose of initiation, admission or affiliation with or as a condition for continued membership, in any organization, team or other group whether recognized by the University or not. See the Adelphi University Policy on Hazing, published in the Guide to Student Life, for complete information.

### 10.18 Identification Cards

Failure to carry, produce, or surrender the identification card upon the request of a University official or agent.

### 10.19 Animals

Bringing an animal (including, but not limited to, cats, dogs, and birds) into any University building, with the exception of service animals, animals used for authorized laboratory purposes, or animals for which express permission has been granted.

### 10.20 Demonstrations

Demonstrations exceeding the bounds of free assembly, and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, or that obstruct or interfere with normal University operations.

### 10.21 Harassment

The University forbids harassment based on race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or federal laws. This also includes any sexual behavior that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities. See the Adelphi University Anti-Harassment Policy & Procedure for complete information.

### 10.22 Local, State, Federal Laws and Ordinances

Violation of a local, state, or federal law or ordinance.

### 10.23 Other Improper Behavior

Any list of prohibited conduct cannot be exhaustive. Therefore, other forms of behavior considered improper through the application of this Code but not specifically listed herein are also prohibited and subject to the procedures outlined in this Code.

## 11. Off-Campus Conduct

Conduct occurring off University premises is ordinarily not subject to University discipline. However, the University may extend the reach of the provisions of this Code to conduct that takes place off campus, if such conduct:

- a) seriously affects the interests of the University or any member of the University community; or
- b) occurs in close proximity to University premises and is connected with offensive conduct on University premises; or
- c) occurs at University-sponsored activities off University premises.

## 12. Enforcement of this Code

**12.1** Visitors, invitees, licensees, or trespassers whose behavior violates the maintenance of order within the University community will be asked to leave University premises. Failure to leave University premises promptly upon request will result in the University using all reasonable means, including calling for assistance of the police, to effect removal. Additionally, students will be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are taking only continuing education course(s) or any other noncredit-bearing courses, shall be considered visitors for the purpose of this Code.

**12.2** Members of the University community who are charged with violations of this Code are subject to appropriate disciplinary action as follows:

**12.2.1. Faculty:** To the extent that there is anything in this Code that is inconsistent with the Collective Bargaining Agreement, the Collective Bargaining Agreement controls.

**12.2.2** When Administrators and Staff are charged with violations of this Code, the charges are considered and determined administratively in accordance with established practices of the University and/or collective bargaining agreements, as applicable.

**12.2.3** Students who are charged with violations of this Code are subject to disciplinary action pursuant to Parts 13 through 31 of this Code.

## 13. Sanctions

A student found responsible in accordance with the adjudication procedures of this Code (Sections 17-26) is subject to one or more sanctions as listed below. These sanctions are not listed in order of severity.

**13.1 Warning:** Written notice to the offender that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

**13.2 Censure:** A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action.

**13.3 Educational Sanction:** The required completion of one or more assignment, project, activity, and/or other endeavor, which is determined appropriate to the offense and is designed to provide the student with a better understanding of his or her behavior and that behavior's impact on others.

**13.4 Disciplinary Probation:** A period of increased scrutiny of a student's behavior. This may include exclusion from participation in privileged or cocurricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the University.

**13.5 Residence Probation:** A period of increased scrutiny of a resident student's behavior to determine if the student should remain in housing. This may also include exclusion from participation in privileged residence hall activities for a specified period.

**13.6 Restitution:** Repayment to the University or to an affected party for damages resulting from a violation of this Code.

**13.7 Fines:** In certain instances, students may be required to pay a monetary fine if found to have violated certain policies.

**13.8 Termination of Employment:** Loss of a specific job on campus, or the privilege of working on campus in general.

**13.9 Removal of Privileges/Restriction from Facilities and Activities:** Exclusion from designated privileges, facilities, and/or activities.

**13.10 Community Service:** Designated service to the University or to another entity designed to compensate the University community for violations of this Code.

**13.11 Rehabilitation/Counseling:** Mandatory completion of a rehabilitation program for drug or alcohol related offenses and/or mandatory completion of a counseling program for anger-related or other violations. The student may be responsible for paying a fee for such a program.

**13.12 Suspension:** Exclusion from classes and other privileges and activities as set forth in a written notice for a definite period of time, usually not exceeding one year. A suspended student is persona non grata (banned) from all University facilities, grounds, buildings, programs and activities. As a condition of suspension, credits earned elsewhere during the period of suspension may not be transferable to Adelphi and will be determined on a case-by-case basis.

**13.13 Residence Suspension/Permanent Removal:** Exclusion from residence halls for a specified period, or permanent removal from the residence halls.

**13.14 Expulsion:** Termination of student status and permanent exclusion from University privileges and activities. An expelled student is permanently persona non grata (banned) from all University facilities, grounds, buildings, programs, and activities.

**13.15** Other sanctions as deemed appropriate to the situation.

#### 14. Standards of Fairness in University Disciplinary Proceedings

The purpose of a disciplinary proceeding is to provide a fair evaluation of the evidence surrounding a charge of misconduct. Although formal rules of evidence do not apply, procedures shall comport with standards of fundamental fairness and the provisions of appropriate sections of this Code. Harmless deviations from the prescribed procedure shall not invalidate a decision or proceeding.

#### 15. Interim Suspension

The Dean of Student Affairs or designee may remove from University housing, or suspend a student from the University for an interim period pending disciplinary proceedings or medical evaluation, which shall be scheduled at the earliest possible time. The interim removal/suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat of harm to himself or herself, to others, or to the stability and continuity of normal University functions. The student so removed/suspended may contest the evidence relied upon to make this decision by requesting a conference with the Dean of Student Affairs or designee. Such request does not delay the removal/suspension.

#### 16. Discipline in the Residence Halls

**16.1** Students subject to sanctions for acts within the residence halls that would constitute a violation of a residence hall agreement or policy will be referred for a disciplinary conference with the responsible administrator in the Department of Residential Life and Housing. Determination of sanctions affecting a student's residential status will be made by the responsible administrator conducting the conference. Additionally, determination of sanctions affecting a student's status with the University, including suspension and expulsion, will be referred by the Student Judicial Officer for a formal hearing. Students may be subject to both residence hall disciplinary proceedings and University proceedings for the same act of misconduct as provided for in Parts 23 and 24 of this Code.

**16.2** Any sanction emanating from residence hall disciplinary proceedings that involves the loss of housing may be appealed by the student to the Dean of Student Affairs who will consider the appeal or refer it to a designee for consideration. A student appealing such sanction must submit a written request for the appeal within 48 hours of receipt of this sanction, including sufficient grounds for the appeal. If sufficient grounds are not presented the appeal will not proceed and the sanction will stand.

### Adjudication Process

#### 17. Reporting Violations, Making and Answering Complaints

##### 17.1 Reporting a Violation or Making a Complaint

Any person may report students or student groups or organizations suspected of violating this Code to the Student Judicial Officer. Allegations of violations occurring within residence halls should be referred to the responsible administrator in the Department of Residential Life and Housing. Those reporting violations are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings or conferences. In extenuating circumstances, an affidavit may be accepted in lieu of a personal appearance.

Typically, the Student Judicial Officer will request that the complainant complete a Notice of Complaint form. This form includes a brief statement of the complaint, the nature of the evidence and names of witnesses. The Student Judicial Officer will review this form to ensure that it is timely, pertinent to this Code, complete and without error, and with merit. A complete Notice of Complaint will then be sent to the respondent within three business days.

##### 17.2 Answering a Complaint

An Answer to the Complaint form is then completed by the respondent. If the respondent contests the complaint, he or she provides a brief statement of explanation, including the nature of the evidence and names of witnesses. If the respondent does not contest the complaint, he or she acknowledges that a sanction may then be imposed. Once received by the respondent, the Answer to the Complaint must be returned to the Student Judicial Officer within three business days. The completed Answer to the Complaint is then forwarded to the complainant within three business days. If the Answer to the Complaint is not received within the allotted time, and the student has not requested and received an extension for good cause by the Student Judicial Officer, the Student Judicial Officer will proceed with the matter as the case indicates. This usually means that the conference or hearing will be scheduled as called for in this Code. Additional charges may be brought against



the student pursuant to Section 10.11 of this Code.

The respondent will be made aware of the option to consult with a Faculty Judicial Advocate. In serious cases (where the result may be suspension or expulsion): (1) at the meeting when the complaint is presented, the Student Judicial Officer will recommend that the respondent consult with a Faculty Judicial Advocate (FJA), (2) the respondent will be informed that he or she may change his or her mind regarding the use of an FJA, (3) to allow time for reflection, an Answer to the Complaint will not be accepted before 24 hours (and the maximum limit of three days still applies). See Section 22 for more information on Faculty Judicial Advocates.

### **17.3 Requests to Appear Regarding Disciplinary Matters**

Students will be required to personally appear regarding disciplinary matters. Delivery of such requests to appear will be made to the current address as provided by the student to the University. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

### **17.4 Time Frame for Reporting Violations and Making Complaints**

Reports of violations and/or submissions of complaints should be made as soon as possible, enabling the University to take action most quickly and thoroughly. In most cases, complaints made more than thirty (30) days after the complainant becomes aware of the violation will not be considered. Exceptions to this policy will be made with good reason only and will be decided on a case-by-case basis, particularly when dealing with cases involving sexual misconduct (or serious trauma).

### **17.5 Process for Referring Cases**

Once the Student Judicial Officer (SJO) is aware of an alleged violation of this Code by a student, the Student Judicial Officer will investigate as necessary and determine if disciplinary action is warranted. The Student Judicial Officer may seek an informal resolution if appropriate, or refer the matter for a disciplinary conference or hearing based on the particulars of the case (see Section 18—Hearing Referrals.)

### **17.6 Reporting Violations of Law to Police**

Should a complaint made pursuant to this Code also be a violation of law, the complainant will normally be advised of his or her legal right to pursue the matter with the police and will be assisted to the University's ability should the student wish to contact the police. In certain cases the University may opt to refer violations of law to appropriate

law enforcement agencies. Such referral does not preclude University action for the same violations.

## **18. Hearing Referrals**

Students subject to suspension or expulsion from the University will be referred for a formal hearing, pursuant to Section 24 of this Code. Students subject to any other sanction will be referred for an informal disciplinary conference, pursuant to Section 23 of this Code.

Students referred for a Hearing before a Hearing Board may request instead to have their cases resolved through a disciplinary conference. This option may be selected when completing the Answer to the Complaint. Should the respondent decide to seek a hearing waiver subsequent to the submission of this form, he or she may make this request to the Student Judicial Officer for consideration. In cases adjudicated this way, the full range of sanctions may be imposed, including suspension or expulsion from the University.

In the event a student admits responsibility for the behavior in question, the sanction will be determined through a disciplinary conference, rather than a Hearing, and the full range of sanctions may be imposed, including suspension and expulsion.

## **19. Student Withdrawing Prior to Completion of Proceedings**

If a student withdraws from the University prior to the completion of disciplinary proceedings, proceedings will be scheduled and held as indicated in this Code.

## **20. University Hearing Board**

### **20.1 General Description**

A University Hearing Board is designated by the University for formal disciplinary hearings. The Board is comprised of three faculty, three administrators and three students. The quorum for a Hearing shall be one faculty, one administrator and one student with the following exception; in cases where increased sensitivity and privacy is indicated, such as bias and sexual assault, the Student Judicial Officer may convene a hearing only with board members who, in the Student Judicial Officer's judgment, have a level of training appropriate for such cases.

### **20.2 Training**

In addition to hearing specific cases, the University Hearing Board shall be convened for training and other related purposes.

### **20.3 Appointments**

**20.3.1** Faculty shall be appointed as follows; Faculty

members will serve staggered periods of two years. Each April, the Faculty Senate shall designate members to serve for the following year(s) based on anticipated openings. Appointments will generally be made for two years. In some cases, appointments may be made for one year so openings can be staggered. In the case of unexpected vacancies, the Faculty Senate shall make appointments as the need arises.

### 20.3.2 Administrators shall be appointed as follows:

Administrators shall serve staggered periods of two years. Each April, the Assistant Vice President for Human Resources and Labor Relations, in consultation with the Dean of Student Affairs, shall appoint administrators based on anticipated openings. The administrators will serve for the following year(s) based on anticipated openings. Appointments will generally be made for two years. In some cases, appointments may be made for one year so openings can be staggered. In the case of unexpected vacancies, appointments shall be made as the need arises.

**20.3.3** Students shall be appointed as follows: Students shall serve periods of one year. Each April, the Student Government Association shall recommend students to serve for the following year. (Students may be recommended to serve a second year.) As student board members are expected to be exemplary members of the campus community, SGA recommendations shall be subject to approval by the Dean of Student Affairs. In the case of unexpected vacancies, additional recommendations shall be made as the need arises.

## 20.4 Presiding Person

For each Hearing, the Student Judicial Officer shall select a presiding person from the Hearing Board members who will be present at that Hearing.

### 21. Ad Hoc Hearing Committees

Ad hoc hearing committees may be appointed by the Dean of Student Affairs or designee whenever a Hearing Board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. Ad hoc committees may be composed of administrators, faculty and students, or any combination thereof.

### 22. Advocates and Advisers

The University makes a Faculty Judicial Advocate (FJA) available to students who are respondents or complainants in disciplinary matters. The overarching purpose of the FJA is to guide the student toward a constructive outcome. The FJA is available to students once a judicial charge has been made against a student. Students will be advised of

their option to use the services of the FJA. The FJA will be available to the student throughout the process. During the process, he or she may assist in the preparation for a Hearing, the Hearing itself, or in an attempt at an informal or alternative resolution. Students are expected to speak for themselves at disciplinary hearings. The FJA will make every effort to respect the student's privacy.

In addition, any student may seek out an FJA at any time to discuss any action or circumstance that may potentially violate this Code.

Representation is not permitted in University disciplinary hearings or conferences. In addition to an FJA (if desired by the student), respondents and complainants may be accompanied by an adviser of their choosing, only in the following circumstances:

- a) The respondent is referred for a formal hearing; or
- b) The respondent is assigned to an informal disciplinary conference and criminal charges arising out of the same incident have been filed.

The role of FJAs and advisers shall be limited to private consultation with respondents. Advisers may not address nor question anyone else at a hearing or conference. An FJA, with the consent of the student, may provide clarification and other relevant information in the course of a proceeding.

A person who will function as a witness in a proceeding may not also act as the student's FJA or adviser.

## 23. Procedure—Disciplinary Conference

Students accused of offenses that may result in penalties less than expulsion or suspension from the University are subject to a disciplinary conference with the Student Judicial Officer. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from the University will be referred for a formal hearing to the appropriate hearing board. Disciplinary conference proceedings are not tape-recorded. No other party may tape-record, videotape, or make any reproduction of any kind.

In the event a student admits responsibility for the behavior in question, the sanction will be determined through a disciplinary conference, rather than a hearing, and the full range of sanctions may be imposed, including suspension and expulsion.

A student subject to a disciplinary conference shall receive written notification of the outcome of the conference, including findings of responsibility and sanctions (if found responsible). This notification shall be sent within five business days following the completion of the Student Judicial Officer's deliberations. Notification of the outcome is not usually communicated to the complainant, except as allowed by the Family Educational Rights and Privacy Act (FERPA). Notification will be sent to University personnel who have been determined by the Student Judicial Officer to have a legitimate educational interest.

#### **24. Procedure—Disciplinary Hearing**

A disciplinary hearing is a formal process conducted by the University Hearing Board or another appropriate hearing officer or body. This formal process is designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if appropriate. Students who are accused of offenses that may result in a penalty of suspension or expulsion from the University are subject to a disciplinary Hearing.

Once a case is referred for a disciplinary Hearing, the following procedural guidelines shall be applicable:

**24.1** Once the Student Judicial Officer receives the Answer to the Complaint from the respondent, a Hearing shall be scheduled within ten business days, whenever possible.

**24.2** Respondents shall be given notice of the Hearing time, date, and place and the specific charge(s) against them at least three business days in advance. All other parties to the Hearing shall also be given prior notice of the time, date and place of the Hearing. Delivery will be made to the current address as provided by the student to the University. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

**24.3** The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of University staff members or complainants are not included. The respondent may view, but not take or copy contents of the case file. This file will be retained by the Student Judicial Officer.

**24.4** Respondents and complainants, as well as the Hearing Board members, may request witnesses to appear at the Hearing. The Student Judicial Officer shall summon witnesses. University students and employees are expected to comply with such requests, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

**24.5** In the event that the respondent fails to appear after proper notice, the Hearing will proceed, as scheduled, in the absence of the respondent. In the event that the complainant and/or witnesses do not appear, the hearing may proceed in their absence, at the Hearing Board's discretion.

**24.6** Hearings will be closed to the public.

**24.7** The presiding person shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the Hearing. Any person, including the respondent, who disrupts a Hearing may be excluded by the presiding person.

**24.8** Hearings shall be tape-recorded. Such tapes may not be duplicated and will be destroyed at the end of an appeal or opportunity for same. No other recordings of the proceedings may be made. Deliberations and executive sessions of the Hearing Board are not recorded.

**24.9** Any party may challenge a member of the Hearing Board on the grounds of personal bias. Ad hoc committee members may be disqualified by the Dean of Student Affairs or designee, and Hearing Board members may be disqualified upon majority vote of the remaining members of the board.

**24.10** Witnesses shall be informed that their own testimony must be truthful and they may be subject to charges of intentionally providing false information to the University, pursuant to Section 10.5 of this Code.

**24.11** Prospective witnesses, other than the complainant and the respondent, shall be excluded from the Hearing during the testimony of other witnesses. All parties shall be excluded during Board deliberations with the exception of the Student Judicial Officer who will be present as a non-voting member for the purpose of addressing procedural issues. The Hearing Board may go into executive session at any time during the proceedings. An executive session is a private, unrecorded meeting of the Hearing Board, and sometimes other invited individuals, typically used to resolve procedural matters.

**24.12** The case may not be discussed by any member of the Hearing Board outside of the Hearing process. All parties to a hearing shall be expected to respect the privacy of other participants in the proceeding.

**24.13** Determination of the responsibility of the respondent for the charge(s) against him or her shall be established by a preponderance of the evidence. A preponderance of the evidence means such evidence that,

when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely true than not true. The Hearing Board's decision should be based only on information presented at the Hearing.

**24.14** Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.

**24.15** Complainants and respondents may make opening and closing statements, with the complainant proceeding first. Complainants and respondents shall be accorded an opportunity to question those witnesses who speak for any party at the hearing. Hearing Board members may question complainants, respondents, or witnesses at any time during the Hearing.

**24.16** Written statements shall be considered by the Hearing Board only if the Student Judicial Officer determines that: (1) it is not possible for the individual to appear at the Hearing, and (2) the identity of the person signing the statement can be ascertained. The Student Judicial Officer may require that such a written statement be notarized or signed in his or her presence. Hearing Boards should take note that because written statements are not subject to challenge in the same way as live statements, written statements should be evaluated in that light. (See also Section 24.4)

**24.17** A determination of responsibility shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the Hearing Board for consideration after a determination of responsibility.

**24.18** The respondent shall receive written notification of the outcome of the Hearing, including findings of responsibility and sanctions (if found responsible). In the event that suspension or expulsion is the sanction, the respondent shall also be notified of the option to appeal. Notification shall be sent within five business days following the completion of deliberations. Notification of the outcome of a Hearing is not usually communicated to the complainant, except as allowed by the Family Educational Rights and Privacy Act (FERPA). Notification will be sent to University personnel who have been determined by the Student Judicial Officer to have a legitimate educational interest.

## 25. Student Groups and Organizations

Student groups and organizations may be charged with violations of this Code.

**25.1** A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization, or of the group's or organization's leaders or officers, or if the group or organization knew or should have known about behavior and failed to make reasonable efforts to prevent it.

**25.2** The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Student Judicial Officer to take appropriate action designed to prevent or end violations of this Code by the group or organization, or to educate the group or organization. Failure to make reasonable efforts to comply with the Student Judicial Officer's directive shall be considered a violation of Section 10.11 of this Code, both by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.

**25.3** The officers or leaders of a student group or organization in violation of this Code will be subject to a disciplinary conference or hearing with the Student Judicial Officer.

**25.4** Sanctions for group or organization misconduct may include revocation or denial of University recognition, as well as other appropriate sanctions, pursuant to Section 13 of this Code.

## 26. Appeals

### 26.1 Who Can Appeal

Appeals of decisions arising out of a disciplinary Hearing or conference are limited to those decisions that include suspension or expulsion from the University.

A disciplinary determination may be appealed only by a respondent as outlined below, except for residence hall violations, as governed by Section 16 of this Code.

### 26.2 Student Status Pending an Appeal

Should a student properly appeal a decision as outlined in this section, sanctions that were imposed shall be held in abeyance pending the conclusion of the appeal process, with the following exceptions:

- a) Student was suspended on an interim/emergency basis.
- b) Student is determined to be a threat to himself or herself, others, or to the stability and continuance of normal University function, per Section 15.

### 26.3 Appeal Process

Requests for appeals of decisions arising out of a disciplinary Hearing or conference must be submitted

in writing to the Vice President for Administration and Student Services or designee ("Vice President") within three business days of receipt of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final.

The Vice President will consider the appeal. If the Vice President determines that the appeal has established allowable grounds for a review of the matter (as set forth below), an appeal hearing will ensue. If appropriate grounds have not been established, the Vice President may deny the appeal without any further proceedings, or may request clarification of one or more parts of the appeal, and then determine whether appropriate grounds have been established. If the Vice President determines that an appeal hearing will ensue, a three member board will be convened, comprised of the Vice President, the Chairperson of the Faculty Senate and the Chairperson of the Committee on the Judiciary of the Faculty (or their designees). In the event that either of the faculty mentioned above (or their designees) are not available for a particular appeal, the Provost or designee will appoint faculty to sit on the appeal board for that particular appeal. This appeal hearing will normally be convened within five business days.

Participants in a hearing include the respondent, his or her Faculty Judicial Advocate (if used), the Student Judicial Officer, and any other persons requested at the discretion of the appeal board. Participants shall be notified of the time, date, and place at least three business days prior to the appeal hearing.

The respondent shall be allowed access to the documents and tape-recording from the original hearing, but shall not remove nor copy any of the documents or tape-recording.

The scope of the hearing is limited to the allowable grounds specified by the respondent. New testimony is not heard on appeal and only verbatim audio records and other records that were presented or recorded at the initial hearing or conference can be considered. No tape recording is to be made during the appeal hearing.

The appeal board shall recognize that the hearing board or Student Judicial Officer is better able to determine responsibility and to assign appropriate sanctions. Determination of credibility is solely the obligation of the person(s) who found the facts at the hearing or conference, and who heard the witnesses and observed their demeanor.

#### 26.4 Grounds for Appeal

The appeal board will not conduct a re-hearing of the case, but will consider an appeal based only on the respondent's substantiated claim of one or more of the following:

- a) An unfair hearing regarding conformity to standards established in this Code. Such impropriety of process must substantially affect the outcome of the case; harmless deviations shall not invalidate the proceedings. This ground may include the substantiated claim that insufficient facts were presented to lead to a finding of responsibility.
- b) The presence of relevant new information, not available at the time of the conference or hearing.
- c) A sanction clearly not appropriate for the violation.

#### 26.5 Appeal Outcome

The appeal board may find that:

- a) The appeal does not have sufficient merit as to the grounds listed above. In this case, the finding of responsibility stands, as does the sanction.
- b) The process in the original hearing or conference contained improprieties that substantially affected the outcome of the case. In this case, the matter will normally be returned to the original hearing body or person to reopen the hearing with instructions for further proceedings. In unusual cases, the appeal board may require a new hearing or conference.
- c) There is relevant new information that was not available at the time of the original hearing or conference. In this case, the matter will normally be returned to the original hearing body or person for consideration.
- d) The sanction is clearly too severe. In this case it may, at its discretion, refer the matter back to the original hearing body or person, or reduce the sanction.

The outcome of the appeal shall be communicated in writing to the appealing party, usually within five business days after the appeal board concludes its deliberations.

If the appeal board finds that it requires additional information, it may convene additional proceedings.

Upon conclusion of the appeal (or the permissible time for filing an appeal, if none has been filed), the tape-recording (if any) of the original hearing shall be destroyed.

### Miscellaneous

#### 27. Delivery of Documents to Complainants, Respondents, and Witnesses

Notice of hearing, and notification of outcome, as called for in this Code, will be made to complainants, respondents, and witnesses by a means that allows for documentation of delivery. This includes, but is not limited

to, hand delivery, overnight delivery, and certified mail.

Delivery will be made to the current address (local or permanent) as provided by the student to the University. A reasonable attempt to deliver to said address will constitute acceptable notice to the student.

### 28. Transcript Notations and Release

Permanent notation of disciplinary action is made on the transcript whenever a student is expelled. If a student who is suspended or withdraws from the University fails to comply with a disciplinary sanction, that student's transcript shall not be released until the Office of the Registrar is authorized in writing by the Student Judicial Officer.

### 29. Disciplinary Files and Records

Disciplinary files and records are maintained by the Student Judicial Officer. Disciplinary records are routinely maintained for seven years. In the event of suspension or expulsion, records are maintained indefinitely. Additionally, in the event of expulsion, a disciplinary notation will be included in the permanent student record maintained by the Office of the Registrar.

### 30. Tuition and Fees Refunds

Students who are suspended, expelled, or removed from University housing pursuant to disciplinary action are not entitled to a refund for tuition, fees, or room charges for the semester in which the sanction is imposed. Meal plan refunds are made in accordance with the schedule in effect at the time such a sanction is imposed.

### 31. Review/Amendment of This Code

The Office of the Dean of Student Affairs shall conduct a regular review of the Code of Conduct. Appropriate committees of the Student Government Association (SGA) and Faculty Senate shall meet with the Dean of Student Affairs and other appropriate administrators for this review. This regular review shall take place approximately every three years.

The SGA, Faculty Senate, or the administration may make recommendations for change of the Code at any time.

Changes recommended through the regular review process or the process just described, shall be considered by a committee consisting of representatives from the SGA, Faculty Senate and administration. Recommendations of this joint committee shall then be brought before the Faculty Senate and SGA for approval. The President of the University (and the Board of Trustees, if it so requests) will also need to approve changes.

## COMPLIANCE STATEMENT

Students are expected to comply promptly with any written or verbal directive from faculty, staff, or administrative members of the University community who are acting in accordance with their responsibilities, and within their authority as officials of Adelphi University. Failure to comply as directed could result in suspension from the University.

## DEADLY OR DANGEROUS WEAPONS

Firearms, ammunition, explosives, and other deadly or dangerous weapons are banned on all campuses of the University. Students charged with violation of this policy may be placed on Emergency Suspension and their cases will be adjudicated under the provisions of the Code of Conduct.

Weapon means any object or substance designed to wound, cause injury, or incapacitate, including, but not limited to, firearms, ammunition, explosives, other lethal weapons, and chemicals such as mace and tear gas. Within the provisions of Article 265 of the New York State Penal Code, firearms and other dangerous weapons include, without limitation, a billy, blackjack or bludgeon, cane/sword, chuka stick, pistol, revolver, rifle, shotgun, machine gun, switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, electronic dart gun, kung fu star, electronic stun gun, metal knuckles, sand bag, sand club, wrist-brace type slingshot or slungshot, dagger, dangerous knife, imitation pistol, or any other instrument or weapon. Also included are air guns, spring guns, or any other instrument or weapon in which the propelling force is a spring, air, piston, or CO2 cartridge. A harmless instrument designed to look like a firearm, explosive, or other weapon is expressly included within the meaning of weapon.

## ILLICIT DRUGS AND ALCOHOL

### The University Policies, Rules, and Standards Regarding Illicit Drugs and Alcohol

Adelphi University—in its mission to provide a quality education for students and to prepare them for a productive and civilized life—realizes the importance of a drug-free campus and is therefore strongly committed to the prevention of substance abuse.

To maintain an atmosphere conducive to this mission, the following policies, rules, and standards have been implemented. They apply to all students, employees, and their organizations, and are in accordance with all applicable federal, state, and local laws.

A biennial review of this program will be conducted to determine its effectiveness and to suggest the implementation of changes to the program, if deemed necessary. This review will also ensure that the sanctions developed by the University are consistently enforced.

### General Policies

1. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol anywhere on Adelphi's campuses or as part of any Adelphi University activity is prohibited.
2. Students and others who have demonstrated a repeated abuse of alcohol will be referred to appropriate counseling services.
3. Disruptive or inappropriate behavior caused by drugs or alcohol use will not be tolerated. Violators are subject to removal from campus and disciplinary action.
4. All members of the Adelphi community must abide by the terms of this policy.
5. Violations of the policies, rules, and standards adopted by the University concerning substance abuse should be reported to the Office of Human Resources when the violation involves an employee. The Assistant Vice President for Human Resources and Labor Relations or a designated representative will be assigned to process reports (as defined in the Drug-Free Workplace Act) regarding convictions of employees. Student-related reports should be made to the Office of the Dean of Student Affairs. Convictions of anyone employed on a federal grant program must be reported to the Provost's Office so that a report can be made to the federal government within 10 days of conviction.
6. Any member of the Adelphi community found to be in violation of this policy will be subject to disciplinary action, which may range from referral for counseling, or disciplinary probation, to loss of University housing, suspension, or dismissal from the University or employment, based on the merits of the case.
7. Any student or employee convicted under federal, state or local law applicable to the policy stated above (#1) must report said conviction within five days. Students report to the Office of the Dean of Student Affairs; employees report to the Office of Human Resources.

### Rules Governing the Use of Alcohol

1. Alcoholic beverages will not be permitted under any circumstances anywhere in the residence halls, including student rooms. Students who bring alcoholic beverages into the residence halls or rooms will be subject to strict disciplinary action.
2. Alcoholic beverages may be provided only through the University in licensed premises, including the Ruth S. Harley University Center and Alumni House. No other alcoholic beverages may be brought onto campus or served.
  - a. Licensed premises must operate within the rules, regulations, and statutory requirements of federal, state, and local governments.
  - b. Drinking contests of any kind are strictly prohibited.
  - c. When alcoholic beverages are provided on campus, food and nonalcoholic beverages must also be made available.
  - d. Advertisements for student events should be commensurate with the educational mission of the University. Emphasis on alcohol terminology will not be permitted in advertisements.
3. The possession and consumption of alcoholic beverages outdoors is restricted by Village of Garden City Ordinance.
4. Solicitation and publication of alcohol-related advertisements in University publications and media is prohibited.

### Sanctions for Violation of These Policies, Rules and Standards

Students charged with violations of this policy shall be referred to the Student Judicial Officer (or in some cases, to the student's Residence Hall Director if the student is a resident) for adjudication under provisions of the Code of Conduct. Outcomes of disciplinary proceedings may result in the following determinations:

1. Dismissal of charges, student found not responsible.
2. Student found responsible and sanctions imposed.

Depending on the merits of the case, possible sanctions may include:

1. Referral for substance abuse assessment, counseling and/or treatment
2. Community service and/or educational sanction (which may include the mandatory completion of an educational program for which a fee is charged to the student)

3. Restitution
4. Probation
5. Loss of privilege(s)
6. Loss of University housing
7. Suspension from the University
8. Expulsion from the University

In addition to University sanctions, the President of the University or a designated representative may refer the student to appropriate governmental authorities when the student's activity is in clear violation of federal, state, or local laws.

Employees suspected of violating these policies, rules and standards, or convicted under a federal, state, or local drug or alcohol statute, shall be subject to review in accordance with Human Resources policies and in compliance with all federal, state, and local laws.

Such a review may result in the following findings:

1. Dismissal of charges
2. Official warning or other appropriate discipline/action
3. Institution of proceedings in accordance with the applicable University Human Resources policies that may lead to suspension and/or termination of employment.

For findings 2 and 3, the employee may be required to seek rehabilitation through a counseling, rehabilitation, treatment, or re-entry program approved by the Assistant Vice President for Human Resources and Labor Relations or a designated representative.

Failure to cooperate with the review process may result in expulsion from the campus and will result in the immediate institution of termination proceedings under the appropriate Human Resources policies.

In addition to University sanctions, the Assistant Vice President for Human Resources and Labor Relations or a designated representative may refer the employee to appropriate governmental authorities when the employee's activity is in clear violation of federal, state, or local laws.

### **Counseling, Treatment, and Education Programs**

The Student Counseling Center, (516) 877-3646, a unit of the Division of Student Affairs, has been designated as the coordinating office for all matters regarding referrals for substance abuse counseling and/or treatment programs

for students. The Center for Psychological Services, (516) 877-4820, has been designated as the coordinating office for employees, who may be referred to the Center by the Office of Human Resources. For on-campus counseling or information about, or referral to, off-campus detoxification and inpatient and outpatient treatment programs, please contact the above offices.

During each semester's orientation program for new students, a seminar concerning the use and abuse of illicit drugs and alcohol is provided. In addition, the University's policies, rules, and standards for maintaining a campus free of substance abuse, as well as available counseling, treatment, and educational programs, are reviewed.

The University participates in the National Collegiate Alcohol Awareness Week. This week features a variety of programs and activities geared toward educating the campus community and reducing substance abuse.

Literature and educational materials on relevant topics regarding substance use and abuse are readily available in the Student Counseling Center, Health Services Center, and the Office of Human Resources.

The Student Counseling Center provides seminars, workshops, educational programs, and outreach activities regarding substance abuse. Programs can be geared to any particular campus group or department upon request.

## **NONSMOKING POLICY**

Adelphi University is committed to the improvement of the health and safety of students and employees, and to full compliance with New York State and local laws that limit smoking. Adelphi University prohibits the smoking or carrying of any ignited tobacco-containing products in ALL buildings on campus, anywhere on the Early Learning Center compound, in any University owned or operated transportation, and any of the outdoor seating areas as they pertain to sports arenas, which include, but are not limited to, Competition Field, the baseball field, softball field, and practice field. Smoking is also prohibited at open-air presentations or performances, and the outdoor dining areas at the University Center. In addition, smoking is prohibited within a reasonable distance outside of University buildings, to include entrances, windows, and ventilation intake systems. In no case shall this distance be less than 25 feet from a building, however if smoke intrudes on an interior area or in any other way interferes with the smoke-free passage of people into and out of buildings, smokers located at any distance from a building



will be asked to relocate to another area. Civil penalties for violation of this policy are set by New York State and local laws, and are enforced by the local departments of health. In addition, Adelphi University will discipline students and employees for violations of this policy in accordance with established procedures.

“No Smoking” signs shall be displayed at the entrance to buildings where smoking is prohibited by law.

### Reason For Policy

Significant health risks have been determined to be the result of exposure to environmental tobacco smoke. The Environmental Protection Agency has determined that tobacco smoke is a known carcinogen and is responsible for lung cancer as well as several other diseases in adults and children. Adelphi University has as one of its highest priorities the health and safety of students, faculty, and staff, and believes that environmental considerations are part of the educational process. Our goal is to reduce the risk of exposure to potentially hazardous conditions.

### Enforcement

Employees who are in violation of this policy will be informed that smoking is not permitted and that such action is punishable by a civil fine provided by applicable law and will be directed outside or to a “Smoking Permitted” area. Upon the second offense, individuals will be reprimanded in writing, a copy of which will remain on file. Upon the third offense, disciplinary action may be more stringent, up to and including termination from employment, as decided by the appropriate University procedure. Any complaints concerning nonobservance of this policy should be directed to the Assistant Vice President for Human Resources and Labor Relations, who is the official contact for the University with the local departments of health.

For students, complaints about smoking in Residence Halls should be directed to the Resident Assistant or Residence Hall Director in that building. Other complaints concerning students should be referred to the Office of the Dean of Student Affairs. Student sanctions range from a letter of warning, to expulsion, including loss of University housing.

## POLICY ON HAZING

THIS POLICY IS DEEMED TO BE PART OF THE BY-LAWS OF ALL ORGANIZATIONS OPERATING ON OUR CAMPUS. EACH ORGANIZATION HAS THE RESPONSIBILITY TO REVIEW, ANNUALLY, SUCH

BY-LAWS WITH INDIVIDUALS AFFILIATED WITH SUCH ORGANIZATIONS.

### Hazing Regulations

PREAMBLE: Adelphi University opposes hazing (inappropriate or unlawful activity conducted for the purpose of initiation into an organization) in any form by any person or group associated with this University. In recognition of the enactment of Chapter 676 of the Laws of 1980, which amends Section 6450 of the Education Law to prohibit dangerous activity conducted for the purpose of initiation into an affiliation with any organization, the Board of Trustees reaffirms as University policy its opposition to hazing by adoption of the following Rules and the Regulations thereunder:

1. No student, faculty, or staff member, visitor, licensee, invitee, or group or organization of such persons on the Campus of Adelphi University at Garden City, New York, and on any other University property used for educational purposes (collectively called Campus), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the Anti-Hazing Rule).
2. It shall be a condition of any University approval or the continuation of approval for the operation of any group or organization on the Campus that the Anti-Hazing Rule shall be deemed included in the Charter and By-laws of all groups or organizations now, or hereafter, operating on the Campus. A statement acknowledging the inclusion of such prohibited conduct in its Charter and By-laws shall be filed with the Director of the Center for Student Involvement by all groups or organizations operating on the Campus, with respect to presently approved organizations operating on the Campus, such statement shall be filed within 30 days of the first publication of this Anti-Hazing Rule in the Campus Notices and The Delphian, and thereafter within the first 30 days of the commencement of each academic year. A failure to comply with the filing of such statement shall result in the denial of University approval and the right to operate on the Campus of such group or organization, or the rescission of any prior approval and right to operate on the Campus, as the case may be.
3. The Anti-Hazing Rule shall be added to and included in the Student Activities Policy Manual of Adelphi University.

4. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of this Anti-Hazing Rule shall be as follows:

- a. For individual students, faculty, or staff members, violation may result in suspension, expulsion, or other disciplinary action.
- b. For visitors, licensees, or invitees, violations will result in ejection from the Campus.
- c. For any group or organization, the violation will result in the rescission of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus, as the case may be.
- d. The disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule shall be those continued in the Campus Rule regulating the maintenance of public order on Campus adopted by the University on June 17, 1969 (to be referred to as the Regulation of Public Order on Campus Rule).

### Definition of Hazing

Hazing is defined as any action or conduct, on or off the campus, with or without consent, which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment, humiliation, ridicule, or that willfully destroys or removes public or private property, for the purpose of initiation, admission, or affiliation with, or as a condition for continued membership, in any organization, team, or other group, whether recognized by the University or not.

Such activities and conduct include, but are not limited to, compelling an individual to engage in any illegal activity; forced consumption of alcohol, drugs, or any substance; creation of excessive fatigue; physical and/or psychological trauma; wearing apparel in public that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games, activities, and events; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other similar activities or conduct that are not consistent with University regulations and policies.

## POLICY ON PUBLIC ORDER

PREAMBLE: Adelphi University is dedicated to learning through free inquiry and rational discourse. It believes an

atmosphere of mutual trust, respect, and responsibility is vital to its existence and the achievement of its objectives. Where individuals or groups feel called upon to exercise their right to assemble or otherwise express dissent, they should do so with regard to the rights of others. In the receipt, consideration, and response to proposals of change or redress of grievance, the University will seek to reach mutual accommodation through reason. If actions occur that violate the Code of Conduct established therein, the University will seek to deal with them through internal procedures.

It is recognized, however, that sustained or repeated violation of the Code may require recourse to court order and that circumstances of imminent peril to life or property may require summoning outside protective agencies. It shall be the President or, in his/her absence, his/her designated representative after consultation if at all possible with the appropriate elected leaders and other representatives of the faculty, student body, and administration (hereafter referred to as due consultation), who shall make such determination of necessity. Individuals of the University may, thereby, be involved in proceedings beyond or distinct from the University's own judicial system.

The following Rules and Regulations are adopted in order to avoid disruption and violence and to insure the maintenance of public order on the campus of Adelphi University in Garden City, New York and that other University property used for educational purposes (collectively herein called Campus). Such rules and regulations shall apply to and govern the conduct of students, faculty, and staff, as well as visitors, licensees, and invitees on the campus.

- I. No student, faculty, staff member, visitor, licensee, or invitee shall engage in activity on the campus so as to injure persons or damage property, obstruct, disrupt, or forcibly interfere with the regular conduct of the University's functions and business on the campus.
  - a. Typical examples of activities that are prohibited by this code are unauthorized congregating or assembling within or adjacent to any of the University's buildings; the creation or broadcasting of loud or excessive noise on campus; the blocking, hindering, impeding, or interference with ingress to or egress from the University properties; and such acts of force or violence as shall result in injury or damage to persons or property on the campus, or shall threaten such acts of force or violence.
  - b. Nothing contained in this Code is intended nor shall

it be construed to limit or restrict academic freedom at the University or the Constitutional rights and privileges of any person on the campus.

II. It shall be the President, or his designated representative, who after due consultation if at all possible, shall institute action to secure compliance as outlined in Article III.

III. Alleged violators of the Code must specifically be warned that they are considered to be in violation of the Code. This warning is to take the form of a distribution of written copies of the Code, whenever physically possible, and a reading thereof by an administrative officer to be accompanied by a statement that a continuance of the violation may result in their ejection from the campus and in the case of students, faculty, and staff members may also result in proceedings leading to possible suspension, expulsion, dismissal, or other appropriate disciplinary action.

IV. If so warned, the alleged violators of the Code persist in their actions, or after a reasonable length of time do not cease and desist the alleged violation and comply with the Code, the President or his designated representative shall institute action as outlined in Part V below unless sustained or repeated violation of the Code or circumstances of imminent peril to life or property leads the President or his designated representative to conclude, after due consultation if at all possible, that recourse to a court order or to outside protective agencies is required. Suspension prior to or during any disciplinary procedure outlined herein may occur at the order of the President or his designated representative, after due consultation if at all possible, only if immediate physical harm to such persons or others or the University is threatened by their continuance at the University.

V.

A. As to students accused of violating this Code:

1. They shall be summoned to formal hearings, to begin as soon as is consonant with due process, before the appropriate judicial body established to hear student disciplinary cases, which shall recommend:

- a. dismissal of charges
- b. official rebuke or other appropriate redress
- c. suspension
- d. expulsion

However, suspension and expulsion may be adjudged only for grave or repeated violations of this Code.

2. Students thus summoned shall be guaranteed:

a. due process in the hearings

b. a review of the hearing and the penalties by the campus appellate forum

3. Failure to respond to the judiciary summons may result in ejection from the campus and renders violators of this Code open to penalties of suspension or expulsion from the University.

B. As to faculty accused of violating this Code:

1. They shall be summoned to formal hearings, to begin as soon as is consonant with due process, before a special review committee selected by the President, which shall recommend:

- a. dismissal of charges
- b. official rebuke or other appropriate redress
- c. institution of proceedings under the provisions for peer review leading to possible suspension and/or dismissal. However, suspension and dismissal may be adjudged only for grave or repeated violations of this Code.

2. Faculty thus summoned shall be guaranteed:

- a. due process in the hearings along AAUP guidelines
- b. in the case of official rebuke or other appropriate redress a review of the hearing and penalties by the President

3. Failure to respond to the summons of the Special Review Committee may result in ejection from the campus and will result in the immediate institution of dismissal proceedings as outlined in the governance documents.

C. As to staff members accused of violating this Code:

1. they shall be summoned to formal hearings, to begin as soon as is consonant with due process, before the appropriate administrative or staff committee, which shall recommend:

- a. dismissal of charges
- b. official rebuke or other appropriate redress
- c. dismissal from position

2. Staff thus summoned shall be guaranteed:

- a. due process in the hearings
- b. a review of the hearing and penalties by the President and the Personnel Committee of the Board of Trustees

3. Failure to respond to the summons of the administrative or staff committee may result in ejection from the campus and renders violators of this Code open to immediate dismissal from position.

D. Visitors or licensees or invitees accused of violating this Code will be issued an invitation to leave the premises forthwith. Failure to comply with the invitation will result in ejection from the campus, and may result in prosecution for criminal trespass.

VI. Nothing in this Code shall preclude the President or his designated representative when rioting, burning, or other comparably perilous conditions exist, from taking such immediate steps to cope with these conditions as in his judgment are absolutely required.

VII. The University reserves for itself the right to petition the State Education Department for amendment to this document at any time it deems necessary.

## POLICY ON PRIVACY RIGHTS FOR PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students will be notified of their FERPA rights annually by publication in the student handbook and the Directory of Classes. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Adelphi University reserves the right to refuse to permit a student to inspect the following records: (a) the financial statement of the student's parents; (b) letters and statements of recommendation for which the student has waived his or her right of access, or that were placed in file before January 1, 1975; (c) record(s) connected with an application to attend Adelphi University or a component unit of Adelphi University if that application was denied; (d) those records that are excluded from the FERPA and definition of education records.

- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The following educational records are maintained by Adelphi University and are considered as subject to this law:

- Admissions records—maintained by the Office of Admissions
- Academic Transcripts—maintained by the Office of the University Registrar
- Placement Folders—maintained by the Center for Career Development
- Financial Records—maintained by the Office of Student Financial Services
- Judicial Records—maintained by the Student Judicial Officer
- The release of directory-type information to third parties outside the institution, without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure

Adelphi University, at its discretion, will release the following as directory information: student's name, college, class, major, participation in officially recognized sports, height and weight of athletes, dates of attendance, degrees, and awards received.

Students who do not wish this information to be released outside of the University must submit written notice to the Office of the University Registrar.

With the exception of directory information, the University does not permit access to or the release of education records without written consent of the student, other than the following: (a) to university officials, including faculty, who require such records in the proper performance of their duties; (b) in connection with the student's financial aid or

veteran's assistance benefits; (c) to organizations conducting studies for educational or governmental agencies (in which case individual students are neither identified nor identifiable); (d) U.S. government agencies as listed in Public Law 93-380; (e) parents of a dependent student as defined in the Internal Revenue Code of 1954; (f) accrediting agencies; or (g) appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Adelphi University to comply with the requirements of FERPA.

Copies of Adelphi University's written policy in relation to the Family Educational Rights and Privacy Act can be found in the Directory of classes or online at [ecampus.adelphi.edu/registrar/ferpa.php](http://ecampus.adelphi.edu/registrar/ferpa.php). Further copies of the actual federal legislation may be found on file at the reference desk at Swirbul Library.

## PROTOCOL FOR STUDENT COMPLAINTS CONCERNING THE ACTIONS OF MEMBERS OF FACULTY

Members of the Adelphi faculty are expected to meet the highest standards of the academy in all aspects of their professional conduct. These standards derive from many sources, including institutional policies, the rights and reasonable requirements of students, contractual agreements, the law, and expectations of integrity. Adelphi University is responsible for fully and fairly addressing complaints concerning conduct by faculty while acting in the context of affiliation with the University.

I. Issues dealing with harassment should be dealt with under the University's Anti-Harassment Policy ([administration.adelphi.edu/hr/policies/harassment.php](http://administration.adelphi.edu/hr/policies/harassment.php)). An online reporting form is available at [administration.adelphi.edu/hr/harassmentreport.php](http://administration.adelphi.edu/hr/harassmentreport.php).

II. Issues related to grades follow the procedures set forth in the Undergraduate and Graduate Bulletin (<http://ecampus.adelphi.edu/registrar/grades.php>) and included below:

Grades are submitted only by the instructor of the course. Any change of grade must be approved by that instructor. A grade may be changed only if there is unequivocal evidence that it was the result of computational or

mechanical error. Students who believe their grades are incorrect or unfair should:

- Discuss their course work with the instructor
- Review with the course instructor the grading policies for the course
- If still dissatisfied, disputes concerning grades should be brought to the chair of the department (if there is a chair)
- The chair may choose to discuss the matter with the instructor to try to resolve the issues
- If still dissatisfied, or if there is no chair, students should bring their concerns to the assistant or associate dean of the school responsible for the course
- The dean may choose to discuss the matter with the chair and/or the instructor to try to resolve the issues
- If the issues remain unresolved, the student may request that the Office of Academic Services discuss the matter with the instructor
- The Associate Provost may choose to discuss the matter with the dean.

If the Chair, Dean, or Provost concludes that a grade was a result of arbitrary or capricious conduct on the part of the instructor, the student may be allowed to withdraw from the course. In the case of arbitrary or capricious conduct, the department or school may allow the substitution of another course to replace the course in question.

All disputes concerning the accuracy of a grade must be raised within one calendar year. Grade changes must first be signed by the instructor and then by the department chair and the appropriate dean before being submitted to the Registrar.

III. Student complaints of bias-related incidents against University employees (including faculty) are to be filed with the Office of the Dean of Student Affairs.

IV. Other complaints not covered above, should be addressed as follows:

- Discuss with the faculty member concerned, if appropriate
- If not appropriate or the student remains dissatisfied, the issue should be brought to the chair of the department (if there is a chair)
- If still dissatisfied, or if there is no chair, the issue should be brought to the assistant or associate dean of the school in which the faculty member belongs
- If still dissatisfied, the issue should be brought to the

dean of the school in which the faculty member belongs

- If the issue remains unresolved, the student may request that the Office of Academic Services help resolve the matter.

## UNIVERSITY CENTER ALCOHOL SERVICE

### Admission

Each individual entering the University Center is required to cooperate with security staff requests, which may include walking through a metal detector, providing additional identification, etc.

- **Adelphi Community**—Adelphi students, faculty, staff, and administrators must show valid Adelphi University identification on request in order to enter the University Center.
- **Adelphi University Guest List**—All guests must be 18 years of age or older. Each Adelphi student is permitted to “chaperone” up to three guests per campus student event as follows:

1. The Adelphi student must “chaperone” his/her guests to an event; otherwise guests will not be admitted. The same policy applies to re-entering the building.
2. The Adelphi student must sign in his/her guests to ensure that the Adelphi student takes full responsibility for the guests.
3. All guests must present at the door a valid photo ID (driver’s license or passport) and a valid document, which has the signature of the individual to complete the Guest List Register. Identifying documents will be retained and returned upon exiting the building.

### Sale of Alcohol

- **Proof of Age**—Individuals must be 21 years of age or older in order to purchase alcohol. A valid driver’s license or passport plus one other form of identification with the signature of the individual are required proof of age.
- **Wristband**—All individuals whose “proof of age” has been accepted by the security staff will be issued a wristband which must be worn at all times while in the venue.
- **Designated Driver**—The University encourages the “designated driver” concept. The designated driver can request and will be issued a special wristband, which will entitle this individual to receive free nonalcoholic

beverages, at the bar, throughout the evening.

- **Drink Limit**—There is a limit of one drink per person, per purchase. This limit will be strictly enforced by the beverage service staff. The University reserves the right to refuse, to discontinue, or to limit any sale of alcohol and all services to any individual if that individual is suspected of being intoxicated, exhibits signs of intoxication, or behaves inappropriately (such as stumbling, slurring of speech, etc.).

### Sponsoring Organization’s Responsibilities

Members of the organization(s) or activity group(s) sponsoring a party at the University Center, in which alcohol is available for purchase, are responsible for informing all individuals attending a sponsored event of policies pertaining to the sale, distribution, and use of alcoholic beverages.

Members of the sponsoring organization(s) must be present at the event. In addition, members must encourage their adviser(s) to also attend the event.

Members of the sponsoring organization(s) are responsible for cleaning up any decorations and excess litter that collects during the event.

### Sanctions

Any individual found to be in violation of the stated Adelphi University Policies governing the use of alcoholic beverages, as well as the Ruth S. Harley University Center Alcohol Service Policies, will be subject to University judicial action.

## INFORMATION SYSTEMS: ACCEPTABLE USE POLICY

The information systems (including computers, computer accounts, microcomputers, printers, networks, software, electronic mail, video, telephones, and telephone long distance and voice mail accounts) and all communications and information transmitted by, received from, or stored in these systems are property of the University and are provided for the use of Adelphi students, faculty, and staff, as approved, in support of the programs of the University. All students, faculty, and staff are responsible for seeing that these information systems are used in an effective, efficient, ethical, and lawful manner. The use of information systems is a privilege, not a right, which may be revoked at any time for misuse, including, but not limited to, violation(s) of this policy. Adelphi University will routinely exercise its

right to examine the contents of its information systems and/or monitor its usage from time to time. Their contents may be accessed only by authorized university personnel. The following policies relate to their use and the University reserves the right to modify this policy at any time.

- The information systems are owned by the University and are to be used for University-related activities only. All access to central information systems, including the issuing of accounts, must be approved through the Office of Information Technology and Resource (OITR). All access to school, institute, college, or departmental information systems must be approved by authorized personnel.
- Information systems are to be used in accordance with all federal, state, and local laws, only for the purpose for which they are assigned and are not to be used for commercial purposes or non-university, personal, solicitous, or union-related activities.
- Computer programs, electronic mail, voice mail, and electronic files are presumed to be private and confidential unless there is suspected misuse or they have explicitly been made available to other authorized individuals. Authorized OITR personnel may access others' files when necessary for the maintenance and security of information systems. When performing maintenance, every effort will be made to insure the privacy of a user's files. However, if violations of policies are discovered, they will be reported to the appropriate Vice President and either the Assistant Vice President for Human Resources and Labor Relations for employee accounts or the Dean of Student Affairs for student accounts.
- Fraudulent, harassing, illegal, or obscene messages and/or materials are not to be sent, printed, requested, or stored. Chain letters and other forms of Internet mass mailings are also not allowed.
- A computer account, electronic mail account, or voice mail account assigned to an individual must not be used by others without explicit permission from the instructor or administrator requesting the account. The individual is responsible for the proper use of the account, including proper password protection.
- Information system accounts that expire, along with the files in the expired accounts, will be deleted. Accounts expire in accordance with the terms of the account. Email and voice mail messages that are older than the limit set by the system administrator will be deleted. For active employees, and others who have an ongoing relationship with the University, such as emeritus professors, the account will not be closed and files will not be deleted without

every effort being made to contact the account holder. The Office of Information Technology and Resources will assist in whatever way possible its best ability and practices to help account holders archive their files.

- Software systems that allow access through the network to the contents of microcomputer files will not be installed on a microcomputer without the approval of the faculty or staff member to whom the microcomputer is assigned, and if installed, will not allow access to the contents of files except under the direct control of that faculty or staff member. Special support software may be installed on University computing systems in order to support resource usage accounting, security, network management, hardware and software inventory, and updating functions and to provide better support to personnel.
- No one should deliberately attempt to degrade the performance of an information system and computer network or to deprive authorized personnel of resources or access to any University information system.
- Loopholes in information systems, security systems, or knowledge of a special password should be reported to the Office of Information Technology and Resources as soon as possible and are not to be used to damage information systems, obtain extra resources, take resources from another user, gain access to systems, or use systems for which proper authorization has not been given.
- Some computer software is licensed to Adelphi from outside companies. Adelphi does not own this software or related documentation; and it is usually protected by copyright. Copyrighted software is not to be copied from or into campus information systems, except as permitted by law and by the contract or license agreement with the owner of the copyright. Campus information systems are not to be used to replicate copyrighted software. The use of software on a local area network or on multiple computers must be in accordance with the license agreement.
- Current account holders will be sent an email of the acceptable use policy, and new account holders will be sent a copy of this policy upon creation of the new account. The current acceptable use policy will also be available on Adelphi's Office of Human Resources and Office of Information Technology and Resources Web sites.

The Office of Information Technology and Resources staff is responsible for dealing with minor violations of this policy. Repeated or serious violations will be referred to the Dean of Student Affairs or Assistant Vice President for Human Resources and Labor Relations.





# INDEX

## A

Academic, Cultural, and Social Clubs: 22-28  
 Academic Calendar: 2-3  
 Academic Services and Retention: 5, 11-15, 43  
 Arts and Events: 17-18  
 ATM: 11, 73

## B

Bookstore: 8, 11, 43-44  
 Buildings: 7-10

## C

C.L.A.S.S.: 59-60, 80  
 Campus Crisis/Emergency: 84-86  
 Campus Locations: 10-15  
 Campus Map: 10  
 Campus Recreation: 11, 40  
 Career Development, Center for: 8, 11, 45, 75  
 Char-Coals Grill: 49  
 Child Care: 45-46  
 Clubs and Organizations: 22-37  
 College of Arts and Sciences: 6  
 Community Service and Social Action Clubs: 26-28  
 Commuter Students  
     Commuter Student Services: 12, 46  
     Commuter Student Lounge: 46, 55, 73  
     Commuter Student Meal Plan: 48  
     Commuter Student Organization: 21  
 Computer Labs: 55-56  
 Convenience Store: 49  
 Copy Machines: 48  
 Counseling Services: 47, 74-75

## D

Delphian The: 12, 19  
 Derner Institute of Advanced Psychological Studies,  
     Gordon F.: 6, 12, 75  
 Dining Services, Meal Card: 13, 49  
 Disability Support Services: 12, 50

## E

eCampus: 58-61  
 Email: 58-59  
 Emergency Closings: 50, 83  
 Emergency Evacuation: 83-84  
 Emergency Notifications: 83  
 Emergency Operation Plan: 84-86

Employment: 40, 75

## F

Fax Machine: 47  
 Federal Work-Study: 75  
 Financial Assistance: 51  
 Freshman Community Action Program (FCAP): 76

## G

Garden City  
     Banks: 89  
     Bookstores: 90  
     Coffee Houses: 90  
     Drug Stores: 90  
     Fast Food: 90  
     Florists: 90  
     Hospital: 90  
     Hotels/Motels: 90-91  
     Local Storage Facilities: 91  
     Movie Theatres: 91  
     Post Offices: 91-92  
     Public Libraries: 92  
     Restaurants: 92-93  
     Shopping: 93  
     Supermarkets: 93  
     Taxi Services: 94

## H

Health Services Center: 8, 12, 51-54  
 History: 6-7  
 Honors College: 6, 7, 12  
 Honor Societies: 32-33

## I

Identification Cards: 60-61, 77, 107  
 Information Commons: 55-56  
 Information Technology: 54-61  
 Intercollegiate Athletics: 39-40  
 Interfaith Center: 61-65  
     Catholic Chaplain: 61, 64  
     Humanist Chaplain: 64  
     Jewish Chaplain: 63  
     Muslim Chaplain: 63  
     Protestant Chaplain: 63  
 International Student Services, Office of: 8, 65-66

- L**  
 Learning Center: 7, 13, 45–46, 66  
 Legends Juice Bar: 49  
 Libraries: 55–56, 66–69, 92  
 Long Island Rail Road: 69–70
- N**  
 New Student Organization, Starting a: 28–32  
 Nikos Cafe: 49
- O**  
 Oracle: 13, 19  
 Org/Sync: 20  
 Orientation: 70
- P**  
 PantherTainment Booth: 18, 73  
 Parking: 13, 80–82, 107  
 Pre-Professional Advising and Fellowships: 71  
 Public Safety and Transportation, Department of:  
 79–86
- R**  
 Registrar, Office of the University: 71,  
 Religious Organizations: 37  
 Residential Life and Housing, Office of: 47, 71–73
- S**  
 Sbarro: 49  
 School of Business: 6, 8, 11  
 School of Education, Ruth S. Ammon: 6, 8, 12  
 School of Nursing: 6, 13, 26  
 School of Social Work: 6, 14, 26  
 Shuttle Services: 73  
 Social Sororities and Fraternities: 33–36  
 Spirit Organizations: 36  
 Student Activities Board: 14, 20  
 Student Conduct and Community Standards: 73–74  
 Student Government Association: 15, 20, 28–32, 115  
 Student Involvement: 8, 15, 19–37, 46, 76  
 Study Abroad: 15, 65  
 Swirbul Library: 6, 8, 13, 47, 66–69,
- T**  
 Taco Stop: 49
- Telephone Extensions: 11-15
- U**  
 Underground Café: 8, 17, 49, 73  
 University Center, Ruth S. Harley: 8, 73  
 University Center Café: 8, 15, 49, 73  
 University College: 6, 15  
 University Policies  
   Academic Honesty: 1, 96  
   Alcohol Service: 1, 125  
   Anti-Harassment: 1, 98–103  
   Campus Publicity: 104  
   Code of Conduct: 104–117  
   Compliance Statement: 117  
   Deadly or Dangerous Weapons: 117  
   Hazing: 1, 30, 109, 120–121  
   Illicit Drugs and Alcohol: 1, 117–119  
   Nonsmoking: 1, 119–120  
   Privacy Rights: 1, 123–124  
   Public Order: 1, 121–123  
   Student Complaints: 1, 102, 115-117  
   Violations: 96–98, 108, 111–112
- W**  
 Wireless Access: 56  
 Writing Center: 7, 15, 77