

DAEMEN
COLLEGE

STUDENT HANDBOOK & PLANNER



2021-2022

WILDCATS REACH OUT

Campus Sexual Assault Victims' Bill of Rights

1

The right to have any and all disclosures of domestic violence, dating violence, stalking, and sexual assault against them treated with seriousness and receive, from the institution, courteous, fair, and respectful health care and counseling services, where available.

The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes because: a. victims are somehow 'responsible' for the commission of crimes against them; b. victims were negligent or assumed the risk of being assaulted; or c. by reporting crimes they would incur unwanted personal publicity.

HOW TO HELP
A FRIEND

**LISTEN
BELIEVE
BE PATIENT
SUPPORT**

2

The right to have sexual assault committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, if the victim so chooses, including make a report to local law enforcement and/or the state police and the right to the full and prompt cooperation and assistance of College staff in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

The right to be free from any kind of pressure from College staff that victims:

- Not report crimes committed against them to civil and criminal authorities or to campus safety and residence life staff; or
- Report crimes as lesser offenses than the victims perceived them to be.

4



The right to counseling services from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

The same right to legal assistance, or ability to have others present, including an advisor of their choice, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.

The right to participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard and in so doing, to describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.

5

7

After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that appropriate College staff take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.

8

Access to at least one level of appeal of a determination.

9

10

The right to report any inappropriate action, or lack thereof, in the handling of a reported sexual assault on the part of the College as a Title IX complaint.

6

REPORTING RIGHTS ...

Daemen students have the right to make a report to Campus Safety, local law enforcement, and/or state police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from Daemen College.

Be protected from retaliation by the institution, any student the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.

Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of Daemen College.

11

12

New York State Education Law 129-B

Reporting individuals are reminded that you have the right to make a report to campus security, local law enforcement and/or state police, or choose not to report; to report the incident to the institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from the institution

RESOURCES & SUPPORT ...

Available 24/7, 365 Confidential

Daemen College
Dean of Students
716-839-8519
kspicer@daemen.edu

Daemen College
Student Conduct
716-839-8200

Daemen College
Title IX Coordinator
716-566-7890
thamilto@daemen.edu

Daemen College
Campus Safety
716-839-SAFE (7233)

Amherst Police
Department
716-689-1311 or
911 in emergency

Crisis Services of
Buffalo Hotline
716-834-3131

NYS Domestic
and Sexual
Violence Hotline
1-800-942-6906

Daemen College
Counseling Services
716-839-7380
daemen.edu/
counselingservices

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(daemen.edu/calendar)

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SECTION 1

MISSION AND PURPOSE

This Student Handbook contains helpful information, guides, and directories. It also contains policy statements and regulations, which every Daemen College student is expected to follow. Each student is responsible for knowing and observing the contents of both this handbook and the Daemen College Catalog.

WELCOME

Daemen College (DC) is happy to welcome you to our campus community. The administration, faculty, and staff hope each year will be enjoyable and that you will choose to take advantage of the many opportunities for learning, growth, and development both inside and outside the classroom. Your years at Daemen College will be among the most important and rewarding in your life.

Since college provides you not only with formal education, but also with the time to explore, meet new people, and become a leader in the campus community, we hope you will get involved in the many enriching intellectual, social, cultural, and spiritual opportunities available to you here at Daemen College.

This handbook provides detailed and important information about campus policies, procedures, and practices. The Student Affairs staff is here to assist you in growing into the independence of life beyond home and college. We look forward to supporting you and challenging you as you fulfill your academic and professional dreams at Daemen. We are confident your DC experience will be demanding, fulfilling, and rewarding.

MISSION STATEMENT

The mission of Daemen College is to prepare students for life and leadership in an increasingly complex world. Founded on the principle that education should elevate human dignity and foster civic responsibility and compassion, the College seeks to integrate the intellectual qualities acquired through study of the liberal arts with the education necessary for professional accomplishment. This integration which recognizes equal value in liberal studies and professional programs aims at preparing graduates who are dedicated to the health and well-being of both their local and global communities.

With a Daemen education, students will acquire the skill to solve problems creatively and think critically. They will be comfortable with diversity and will recognize the importance of a global perspective. They will be able to work with others and be invigorated by environments that present challenges and demand innovation. Daemen students are expected to be active participants in their own education and informed citizens who understand that learning is a life-long journey.

At the heart of Daemen's integrated learning experience is the relationship that can develop between the College's faculty and its students. Daemen prides itself on maintaining a student-centered atmosphere and a close professional and collaborative association among all members of the College community. Assisted by a supportive faculty, Daemen students are encouraged to pursue goals beyond their initial expectations, to respond to academic challenges, and to develop habits of mind that enrich their lives and their community.

NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION POLICY

Daemen College is committed to compliance with its obligations under Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Age Discrimination in Employment Act, Executive Orders, the New York State Human Rights Law, and other applicable antidiscrimination laws. It is the policy of Daemen College to provide all students and applicants an equal access to all programs and facilities without regard to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law. Furthermore, the College will not discriminate against any individual with respect to the application of College policies, or the criteria for the successful completion of any course or program based on the statuses outlined above. Every person in the Daemen College community is required to be familiar with and act in accordance with this policy. This includes administrators, faculty, staff, students, contractors, and vendors. All violations of this policy will be addressed and, where appropriate, discipline will be administered. Any person or entity found in willful violation of this non-discrimination policy shall be subject to termination, expulsion, or contract termination as appropriate.

The College President has assigned day-to-day responsibilities for the implementation and administration of this policy to the Chief Diversity Officer, who is the College's Equal Opportunity and Affirmative Action Officer. Any questions concerning this policy and any complaints of discrimination should be communicated to the EOAA Officer, Duns Scotus, Room 115, telephone (716) 839-7699.

A student also has the right to file a complaint of discrimination with the Office for Civil Rights (OCR) of the U.S. Department of Education. Complaints are to be filed within 180 calendar days of the alleged act of discrimination and may be made to the New York regional office of OCR:

New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843; TDD: 877-521-2172
Email: OCR.NewYork@ed.gov

LEGAL DISCLAIMERS AND RESERVATIONS

The right is reserved to change any of the rules and regulations of the College at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the College.

CAMPUS BUILDINGS AND FACILITIES

- **Academic and Wellness Center (AWC)** houses the fitness center and recreation space, as well as state of the art classrooms for physical therapy and athletic training.
- **Duns Scotus Hall** houses administrative and faculty offices, classrooms, science laboratories, art studios, lounges and the bookstore.
- **Alumni House** is the home for Advancement, Alumni, Communications, and Publication Offices.
- **Honors House** is the home for the Honors Study Lounge and Honors Program.
- **Athletic Facilities** include a basketball court in Lumsden Gym, exercise and weight rooms in the Academic and Wellness Center, saunas, and an outdoor practice field.
- **The Haberman Gacioch Center for Visual & Performing Arts** is a dramatic space which features the Tower Gallery, studios for illustration, figure drawing and painting, graphic design production area, computer labs, faculty offices, and the Sr. Jeanne File Art History Resource Center.
- **Patricia E. Curtis Hall** houses Physician Assistant, Psychology, & Social Work.
- **Canavan Hall** is a suite-style residence hall with kitchenettes, lounges, and laundry.
- **Charles J. Wick Campus Center (Wick Student Center)** houses student life offices, including: Campus Safety and the 24/7 Information Desk, lounges, a main dining room seating 650, the Wildcat Den, and a social room/auditorium seating 500.
- **Rosary Hall** is the original College administrative and classroom building, currently restored to house the division of Enrollment Management & Admissions.
- **MusicalFare Theatre** houses the theater and offices of MusicalFare Theatre.
- **Campus Village Apartments** comprise seven buildings with 96 apartment style units. Each apartment has four bedrooms, two bathrooms, living room, and kitchen. Lounges and laundry facilities are also available on each floor.
- **Schenck Hall** houses laboratory facilities, classrooms, and a 300-seat lecture hall.
- **Business Building** includes business faculty offices, classrooms, computer lab, and student lounge as well as the office of Information Technology.
- **The Thomas Reynolds Center for Special Education & After-School Programs** includes a conference room, observation room, and four classrooms, one of which is equipped with a Smartboard.
- **The Research and Information Commons (RIC)** was built with innovative green technology, and is LEED Gold-certified. The RIC houses a comprehensive library, Student Success Center, Smart Squad, the Professional Educator Resource Center, 78 West Cafe, small-group study rooms, and many state-of-the-art amenities to enhance the study experience.

SECTION 2

STUDENT AFFAIRS AND SERVICES

OFFICE OF THE VICE PRESIDENT

daemen.edu/studentaffairs

Telephone: 716-839-8519

studentaffairs@daemen.edu

Wick Student Center Second Floor Student Affairs Suite

Vice President for Strategic Initiatives

Dr. Greg Naylor

gnaylor@daemen.edu

Telephone: 716-839-8519

Wick Student Center 209

Assistant Vice President for Student Affairs & Dean of Students

Kerry L. Spicer

kspicer@daemen.edu

Telephone: 716-839-8519

Wick Student Center 212

The Division of Student Affairs is committed to creating a safe and secure living and learning atmosphere that is focused on students which promotes student development, mutual care and respect, ethics, leadership, balance, and wellness.

ACADEMIC ADVISEMENT

daemen.edu/advisement

Telephone: 716-839-8228

sfennell@daemen.edu

Student Success Center, RIC First Floor

Students are assigned a faculty advisor who will help them schedule courses and choose the electives that will meet their curricular requirements, as well as prepare them for their particular career goals. In addition to the faculty advisor, Academic Advisement is available to help students make appropriate decisions related to scheduling, course sequencing for specific career paths, and degree requirements. Each student is responsible, ultimately, for their course selections that lead to a college degree.

Academic Advisement works closely with students and offers guidance on academic, personal, and social matters. They also screen students' academic progress, assist them with their adjustment to the College, maintain close contact with advisors, and provide academic counseling/support to students on academic probation. In addition to the guidance students receive from their faculty advisors, they should attend departmental meetings during the school year. These sessions, held twice each semester, give students the opportunity to obtain important information about their academic programs and an opportunity to ask faculty any questions related to their majors.

Advisors

All students are assigned an advisor when they enter Daemen College and should meet with their advisors prior to registering for courses, prior to mid-terms, and prior to final exams. Students are encouraged to discuss academic, career, and personal matters with their advisors at any time.

Add/Drop

Students may add or drop courses during the first week of classes.

Course Withdrawals

After the first week of classes, it is no longer possible to drop a course; however, students may withdraw from a course. Depending on the date of withdrawal, students will be responsible for partial or full tuition. Students may petition the *Committee on Academic Standards* if they believe that extenuating circumstances warrant their receiving permission to withdraw after the last day for authorized withdrawal (usually two weeks after mid-term exams). Students receiving financial aid should always check with a financial aid counselor to see if course withdrawal will have adverse financial aid consequences.

Peer Mentor Program

New first-year students will have Peer Mentors during the fall semester as part of their learning community. A Peer Mentor is generally assigned in each IND section, assuring that all first-year students have access to a Peer Mentor to assist them in making successful transitions to Daemen College. Peer Mentors are Daemen students with sophomore through senior standing who work closely with new students. Peer mentors can help students adjust academically and socially to college life and assist students in developing skills for a successful college journey. Peer mentors have numerous resources available to them to help make a smooth transition between high school and college. The Peer Mentor Program is designed to cover all aspects of college life and to assist students from the first day of classes.

ALUMNI RELATIONS

daemen.edu/alumni

Telephone: 716-839-8364

alumni@daemen.edu

Alumni House

The Alumni Relations office strives to ensure that Daemen College students are welcomed to the campus as members of the Daemen family. The office encourages the lifelong engagement of alumni and provides a range of opportunities to connect with friends, faculty, staff, and students. Students enrolled at Daemen are provided with lifelong benefits, including: Daemen email, auditing courses, alumni discounts, career services assistance, athletic facility membership, library access, alumni discounts, etc. The office works with alumni and friends of Daemen College to coordinate annual scholarship fundraisers to benefit current students pursuing degrees. The National Alumni Board of Governors serves the needs of the Daemen alumni and the student community by retaining close ties with the alma mater through specialized programming and activities designed to foster pride, spirit, and traditions while educating students

about philanthropy and alumni involvement. All services benefit students, both currently enrolled and as future alumni.

The Alumni Relations office proudly offers volunteer opportunities for current students to connect with the alumni through the award-winning Student Alumni Ambassador program. The Ambassadors serve as hosts at alumni association-sponsored programs, assist with outreach for Alumni Relations functions, provide mentorship to students from alumni, and plan leadership opportunities for growth and development for current students and alumni. To learn more about this program, please email saa@daemen.edu.

Once a Wildcat, always a Wildcat. Forever Daemen.

ATHLETICS

Traci Murphy, Director
Telephone: 716-839-8587
tmurphy@daemen.edu
Athletics Facility 156

Daemen College is a member of the National Collegiate Athletic Association (NCAA) Division II and the East Coast Conference (ECC). As a member, all Daemen College student-athletes compete in a full NCAA D-II schedule and follow all applicable NCAA Rules and Regulations. For more information on Daemen College Athletics please visit the website: daemenwildcats.com.

The main objectives of Daemen Athletics are to:

- create tomorrow's leaders by developing championship-caliber student-athletes today;
- cultivate high character student-athletes through competitive excellence fostered in the classroom, developed through sport and practiced in the community;
- accomplish these objectives by having a dedication to a championship mindset, allegiance to our Wildcat culture, progressive communications strategies, support for equity, diversity and inclusion, comprehensive development of student-athletes and a desire to build more community and spirit for Daemen Athletics.

The Academic & Wellness Center

Daemen College Division of Athletics oversees many facilities through the mission of the program. The Academic & Wellness Center (AWC) serves as Daemen College's primary recreation hub, open to the entire college community for various activities. The AWC is the home of the campus fitness center, which contains cardio machines, dumbbells and racks, along with the recreational gym where intramural programs are hosted. Community members may use the facilities with their Daemen photo ID card. For hours of operation and details on the facility, visit daemenwildcats.com.

CAMPUS SAFETY

Doug Smith, Director

Telephone: 716-839-SAFE (7233)

dsmith@daemen.edu

Wick Student Center

Through professionalism and a focus on service, the Office of Campus Safety will provide the Daemen College community with a safe and secure campus environment that is conducive to learning and growth. In addition to coordinating a security presence on-campus, Campus Safety provides leadership and direction to the Emergency Response Team, and a liaison with local law enforcement. Campus Safety is located in the Wick Student Center and is available 24 hours a day/7 days per week.

Identification Cards (Daemen ID)

All students at Daemen College receive a College ID/access card free of charge. This card should be carried at all times. College ID/access cards offer identification when using your meal plan, borrowing materials from the RIC, admission to campus events, making purchases in the Bookstore, using the Athletic Facility, and for some, card access to secure areas, e.g. Canavan Hall. College ID/access cards can be obtained through the Office of Campus Safety in the Wick Student Center.

1. This card is the property of Daemen College and must be presented upon request by duly authorized College officials. IDs are issued once (for free) after arrival on campus and will be valid at all times while enrolled at Daemen College.
2. Acceptance of this card signifies agreement to abide by the rules governing its use. Failure to conform to these rules can result in the loss of those services to which the card gives access.
3. ID cards are not transferable. Lending the card to others is prohibited.
4. Students should not cut, bend, cut holes in, or otherwise deface the card. This may invalidate the card.
5. A replacement fee of \$20 is charged for lost/stolen cards. Damaged cards are replaced free of charge in exchange for your old ID.

From time to time, students may be asked by a Campus Safety Officer or other College authority to show your ID card. Failure to present your ID card may lead to disciplinary action by the College (see Section 4).

CAMPUS STORE

daemen.bncollege.com

Telephone: 716-839-8263

sm8388@bncollege.com

Duns Scotus

The Daemen College Campus Store (Barnes & Noble #8388), located on the ground floor of Duns Scotus Hall, carries all required and optional textbooks (new and used), as well as study and exam guides. Daemen College's All Access Pass program gives you access to all of your course materials before the first day of class. For more details on the All Access Pass visit us at www.Daemen.edu/allaccesspass. The bookstore also carries school supplies, trade books, art supplies, Daemen College clothing, and gifts. Research and supplementary texts can be special ordered. Change and stamps are available at the

checkout. The bookstore accepts cash, personal check with proper ID, Mastercard, Visa, Discover, and American Express. We also make arrangements with the Office of Student Accounts to set up “book credit” accounts for students who wish to use their financial aid for the purchase of textbooks and supplies. Visit the bookstore at daemen.bncollege.com or from the Daemen home page under “student services.”

CAREER SERVICES

daemen.edu/careerservices

Telephone: 716-839-8334

careerservices@daemen.edu

Wick Student Center 205

WildcatWorks (for internships and jobs)

daemen.joinhandshake.com/login

Career Services exists to provide students with the resources, career-management skills, experiential opportunities, and support to prepare and empower students to achieve their career goals. Career Advisors are available to help develop an individualized career action plan (iCAP), link a college major with career or graduate school plans, create or refine the resume and cover letter, and enhance interviewing skills with a mock interview. Students are also able to take a personal assessment to help identify the best fit for their interests.

- Students are encouraged to participate in academic credit bearing internships in WNY, in their home state, or in an international setting. An additional option is to participate in a full semester in Washington, DC or Albany, NY.
- Internship sites include: businesses, industries, government, health-related facilities, educational, and non-profit and cultural organizations.
- Career Services offers Career Field Experience 97 (CFE97) which is a non-credit, FREE, prerequisite hybrid course designed to help students prepare their professional documents, learn job seeking and interviewing skills, and present themselves in a professional manner.
- Career events, including annual Career & Internship Expo and monthly Recruiters on Campus (ROC) events, resources, and department contact information can be found on our website.
- Jobs and internship opportunities can be found on WildcatWorks (aka Handshake), a mobile-friendly platform for finding jobs, internships, notification of on-campus events, and connecting directly with employers.

CENTER FOR DIVERSITY AND INCLUSION (CDI)

daemen.edu/diversity

Telephone: 716-839-7210

diversity@daemen.edu

Duns Scotus 115

The Center for Diversity and Inclusion at Daemen College is responsible for facilitating enriching and impactful diversity education experience for our community. Through collaboration with various campus partners, the Center for Diversity and Inclusion holds the primary responsibility of providing faculty, staff, and students with resources, guidance, and support for any issues/initiatives/programming as it relates to diversity and inclusion.

CHIP CENTER

daemen.edu/chipcenter

Telephone: 716-839-7380

chip@daemen.edu

CHIP Center, Wick Student Center, 116-121

The Wick Student Center is home to the Counseling, Health, Insurance, and Prevention (CHIP) Center. The CHIP Center offers various student services including individual counseling, a wellness kiosk, and 1:1 consultation to link students with community based wellness services. Students have described the CHIP Center as calm, peaceful, welcoming, and stress relieving. In addition to offices and waiting areas, students have 24/7 access to a gender neutral restroom and a prayer and meditation room. The CHIP Center team provides professional and efficient service to each student, meeting their individual needs and strives to promote lifelong physical, emotional, and spiritual well-being of students.

CLASSROOM AND EVENTS TECHNOLOGY

daemen.edu/cet

Telephone: 716-839-8460 (Days M–F)

Telephone: 716-839-7666 (Evenings T–F & Days Saturday)

cts@daemen.edu

Duns Scotus 16

Classroom and Events Technology provides the College community with instructional equipment such as video projectors, document cameras, sound reinforcement, streaming reinforcement, and many other types of equipment. Student organizations may also request the use of equipment through the Office of Student Activities; or for personal use, please visit DS 16 or the SmartSquad Office for further assistance.

CONFERENCE SERVICES

daemen.edu/conferences

Telephone: 716-839-8253

events@daemen.edu

Wick Student Center, Second Floor

Conference Services, located in Wick Student Center, provides direction and assistance to campus departments in planning and promoting meetings, conferences and events. The department is responsible for helping secure internal room reservations and related needs for College administrative and academic offices (non-student organizations) as well as reservations for external organizations and groups.

COUNSELING SERVICES

daemen.edu/counseling

Telephone: 716-839-7380

counseling@daemen.edu

CHIP Center, Wick Student Center, 117-120

The counselors at Daemen College serve the psychological well-being of the campus community so that students may be successful academically, ethically, spiritually, and

personally. All registered Daemen students are eligible to attend up to 15 sessions per academic year free of charge. Services provided include: individual counseling and couples counseling as appropriate, mediation, and consultation. Common reasons students utilize services include mental health needs, interpersonal challenges, and/or coping with academic difficulties.

All counseling sessions are confidential. Your privacy and trust are important to us and are protected by state laws and professional ethical standards. No information can be released without your written authorization. However, confidentiality is legally limited. Your counselor will speak with you about the limits of confidentiality when you first meet. Feel free to ask your counselor any questions or express any concerns you may have about confidentiality. All in-person counseling appointments take place in the CHIP Center counseling offices (Wick 117-120). Virtual counseling appointments are also available. To schedule an appointment, please complete the support form online at daemen.edu/counselingsupport.

For more information, please visit daemen.edu/counseling, email counseling@daemen.edu or call 716-839-7380.

DINING SERVICES

daemen.edu/diningservicesMenus

Telephone: 716-839-8328

dining@daemen.edu

Wick Student Center, Second Floor

Dining Services provides more than meals; they provide the place and space to connect with others or relax after classes. In addition to providing meals for the resident student population in the Wick Dining Room, Dining Services operates the Wildcat Den and 78 West for more informal dining options such as quick serve menus, grab-and-go for light meals, snacks, and beverages.

In the dining room, resident students must scan their current ID card at every meal. This will confirm that the student is on a meal plan and will provide entry to the dining hall for each meal. Students must carry ID cards to all meals for admittance. There are no exceptions. Meal plans are not transferable; any student allowing another person to use his/her meal card to gain access to the dining room may lose all meal privileges. Please remember – the meal plan is only for the students who paid for it.

Members of the entire Daemen community are welcome to purchase meals in the dining facilities – commuter and resident students, faculty, staff, and administrators. Breakfast, lunch/brunch, and dinner may be purchased by non-residents at a low per-meal cost. The at-the-door cash prices for meals in the Wick Dining Room may be found on the website.

“DC Bucks” can also be used for this purpose (affording an extra 10% buying power). All payments into a DC Bucks account are made at the Food Service Office in Wick Student Center, or by going online at daemen.edu/food. DC Bucks balances roll over from fall to spring semester only. Any balance after the spring semester is non-refundable. Students who “brown bag” their lunch will not be allowed in the Wick Dining Room but may eat in The Wildcat Den. The Wildcat Den offers a rotating concept of

fresh, made-to-order meals with a different concept every 2-3 weeks. Visitors can also enjoy hand-pressed burgers, chicken fingers, fries, and more at the grill.

Please check the website for more information, including:

- Menus
- Dining hours
- Special health or dietary concerns
- Food allergies
- Meals to go
- Payment plans

Vending machines are located around the campus. The Dining Service maintains and services these machines. If you should have problems with one of these machines, come to the Dining Service Office between 9 AM – 4 PM, Monday through Friday for a refund. Vending is always available when buildings are open.

Dining Services regulations are included in the Student Conduct section of this handbook.

DISABILITY SERVICES

daemen.edu/disability

Telephone: 716-839-8583

Student Success Center, RIC 113

Daemen College is committed to providing equal access and a welcoming environment for students with disabilities. Students with documented disabilities at the college meet with the Director of Disability Services to receive services including, but not limited to self-advocacy coaching, testing accommodations, note takers, sign language interpreters, assistive technology, and other academic accommodations. The Director of Disability Services also supports students in the enrollment into the College Autism Support Services (CATS) program, which provides academic and social support services to students who have been diagnosed with autism. Information on documentation guidelines and disability services can be found on the website.

FINANCIAL AID

daemen.edu/financialaid

Telephone: 716-839-8254

finaid@daemen.edu

Duns Scotus 111

The Financial Aid office provides information and assistance through a variety of grant, scholarship, work, and loan programs. Financial Aid information including Federal & State Aid Programs, Daemen College Aid Programs and Alternative Payment Options can be found on the Daemen College Financial Aid website. Students cannot receive financial aid unless they apply for it. The Financial Aid office recommends that students submit their *Free Application for Federal Student Aid* (FAFSA) by November 15 each year at fafsa.gov.

GLOBAL PROGRAMS

daemen.edu/global

Telephone: 716-566-7837

international@daemen.edu

Duns Scotus 245

Study Abroad

The Global Programs Office (GPO) specializes in study, internships, and service learning opportunities abroad. Did you know that 73% of employers say study abroad is important when evaluating candidates (*Global HR News*)? Daemen believes every student can enjoy academic, professional, and personal benefits by going abroad during college. There are several avenues for students to pursue academic experiences abroad and GPO helps find the program that best fits your goals.

Students from all majors are able to study abroad during their time at Daemen. Students may study abroad during spring break, January intersession, summer, or for a semester. Daemen students can study abroad as early as their first year. GPO offers a menu of International Seminars each year, giving students the chance to travel with Daemen faculty while completing coursework.

International Student Services

GPO also provides services and support to international students at Daemen. This includes helping international students with their initial adjustment to life in Buffalo and the American academic system. GPO works closely with campus and community partners to ensure international students and their families have the opportunity to achieve their personal and professional goals while at Daemen College.

GPO is responsible for issuing the Form I-20 and helping international students obtain the immigration benefits to which they are entitled. They also offer assistance obtaining social security cards and driver's licenses. Each semester they organize events for Daemen's international community to get to know the greater Buffalo area and experience American cultural traditions. From academics to immigration, they are here to help with any questions.

HEALTH AND INSURANCE SERVICES

daemen.edu/healthservices

Telephone: 716-839-7380

health@daemen.edu

CHIP Center, Wick Student Center 116

The health and insurance services team supports students in making informed wellness decisions. The office is home to the Wellness Kiosk, a great resource for free, on the go wellness items for students. The public health professionals in the health and insurance services office work with students to identify and overcome barriers to accessing and utilizing wellness services on campus and in the community. The health and insurance services team also partners with community based organizations to offer on-campus wellness opportunities, including but not limited to: screenings for sexually transmitted infections (STIs), flu shot clinics, the wellness fair, and blood drives. As a collaborative partner with the [Wildcat Wellness](#) student team, students have access to fun, engaging,

and educational wellness opportunities year round. Wellness events focus on self-care, mental health awareness, linking students to services on and off campus, and more!

In compliance with New York State Public Health Laws, the health and insurance office ensures students are compliant with immunization requirements and maintains confidential immunization and medical records. Students also have access to a health insurance plan through UnitedHealthcare and can work with the team to access and enroll in the insurance marketplace.

For more information, please visit daemen.edu/healthservices, email health@daemen.edu or call 716-839-7380.

HOUSING AND RESIDENCE LIFE

daemen.edu/residencelife

Telephone: 716-839-8200

residence.life@daemen.edu

Wick Student Center 204

The Housing & Residence Life program at Daemen College is committed to facilitating and enhancing the academic, social, and personal growth of residential students. This is accomplished by fostering an atmosphere of open communication, responsibility, and mutual cooperation.

Those who reside in on-campus housing must agree to abide by the terms of the Residence Hall Agreement and choose a meal plan option as indicated by the Office of Housing and Residence Life. Students living in Canavan Hall are assigned the 19 meal plan. Students must have full-time academic status (12 semester hours) with Daemen College to be eligible for and maintain on-campus housing. Part-time, special situation housing may be available on a limited basis and depends on space availability.

Residence Life student staff members, or resident assistants (RAs), are housed in each of the residence halls. For the 2021-2022 academic year, Campus Apartment Building 71 is a self-governed space. While there is an RA responsible for the area, this RA does not reside within the building. RAs work to create a strong living and learning community. RAs are available to all students at Daemen who have questions or need assistance. RAs are trained in conflict mediation and are well-versed in Daemen College resources. RAs are directly supervised by the Coordinator for Housing and Residence Life and Graduate Hall Director who lives in the residence hall. There is a professional on-call rotation available for response to student needs at all times during regular residence hall operation.

INFORMATION TECHNOLOGY SERVICES

daemen.edu/it

Telephone: 716-839-8430

helpdesk@daemen.edu

Research and Information Commons 105

Students of Daemen College are provided with a wide array of information technologies. The Research and Information Commons (RIC) as well as Duns Scotus and the Business

Building house several computing facilities consisting of current and well-maintained workstations. These facilities provide useful academic software, support, and robust internet connectivity. They are also open convenient hours to accommodate academic needs. Academic departments including animation, graphic design, mathematics, natural sciences, and psychology, maintain computer laboratories and stand-alone computer systems with specialized software and peripherals. Wireless access is available throughout the buildings.

Workstations in the RIC and Business Building are available to all students and the RIC is open for a total of 118 hours per week during the spring and fall semesters. Real-time schedules for summer session, holidays, semester breaks, and final exam periods are posted on the Office of Information Technology [homepage](#).

The Office of Information Technology maintains student email and Google Apps accounts, Blackboard accounts, WebAdvisor, printer management, campus-wide wireless and wired internet services, and the MyDaemen website. All of these services are available to Daemen College students in accordance with [Daemen's Acceptable Use Policy](#). It is expected that students check their Daemen email accounts on a consistent basis, as official messages may be sent only via email.

Daemen College uses social media platforms to communicate with stakeholders, as well as market the institution, its academic programs, and its public value to our community and beyond. Institutional accounts are monitored and managed by the Marketing department within Institutional Advancement. Individuals posting on behalf of official Daemen College social media accounts, including students, will not violate the code of conduct set forth by the Student Handbook. Please note that the code of conduct also informs the institution's expectations of personal use of social media. Actions in violation of this code can result in disciplinary action.

Additionally, Information Technology Services cautions members of the Daemen community to remain vigilant and protect their personal integrity and maintain appropriate privacy settings while accessing social networking and messaging sites.

LIBRARY

daemen.edu/library

Telephone: 716-839-8243

library@daemen.edu

Research and Information Commons

Located in the Research & Information Commons (RIC), the library serves as a gateway to information resources found in Western New York and around the world. The mission of the Daemen College Library is to support teaching and learning, provide information for research, and to provide recreational reading for the College community. The library provides access to digital information, an inspiring space for collaboration and study, as well as helpful and knowledgeable staff to assist the College community in their information needs.

Collection

The library provides access to over 500,000 books as well as thousands of digital periodical subscriptions. The library also provides access to over 15,000 streaming video resources. Faculty, librarians, and students may recommend new materials for purchase.

Services

Research and instruction Librarians help students, faculty, and staff find the information they need. They provide library instruction so that classes may become aware of the resources necessary to complete course assignments, individual instruction on locating and analyzing resources so that students may independently locate and analyze resources, research consultation to students, faculty, and staff to help begin and focus a new research project or to assist in locating rare or hard-to-find sources. The library staff collectively possess the specialized skills necessary for the library to function in a diverse, global, and increasingly complex information environment. Please seek their assistance.

All library study spaces within the RIC include the following: quiet study space, talking permitted study space, group study rooms, meeting spaces, a coffee shop café, and two presentation rooms with appropriate technology.

Students, faculty and staff need only to present a valid Daemen College ID card to fully access all the collections and services the library has to offer. The library homepage provides the virtual gateway to perform baccalaureate and graduate level research. Users may also search specialized databases for full-text scholarly articles and other full-text information located around the world. Most course reserved readings are available full-text on the library web site. The library circulates laptop computers from the Circulation Desk to students for use within the RIC.

Information sufficient for the majority of classroom assignments is available from the library. However, if users need specialized information located elsewhere, interlibrary loan is available. Through the Academic Share Program, students and faculty can access other college and research libraries in Western New York by presenting their Daemen ID to that library.

MAIL SERVICES

daemen.edu/mail

Telephone: 716-839-8453

mailroom@daemen.edu

Duns Scotus 9

The Mailroom provides a variety of services for the College community. Mailroom personnel are responsible for making sure mail is delivered to students via their campus mailbox. Mailroom personnel can also assist in sending letters or packages through the US Mail that weigh less than 10 lbs. There is also a fax machine available for student use in the mailroom. For more detailed information, please visit our website or stop by the mailroom.

MUSICALFARE

musicalfare.com

Telephone: 716-839-8540

mfticket@daemen.edu

MusicalFare Theater

MusicalFare Theatre is a professional regional theatre which has been in residence at Daemen College since 1992. MusicalFare annually offers over 170 performances of world premiere, area premiere, and newly conceptualized musicals in its intimate 136 seat theatre. MusicalFare offers a free preview to Daemen College students, faculty, and staff (with ID card) the 2 p.m. Sunday afternoon prior to the opening of each production. Reservations are required and tickets will be held at the box office until one half hour before the performance. Substantial ticket discounts are also available to Daemen students and employees for all other regular performances. For more information, give us a call or just take a walk over to the theatre.

NANCY HABERMAN GACIOCH CENTER FOR VETERANS AND VETERANS FAMILY SERVICES

daemen.edu/veteranservices

Telephone: 716-839-7218

vetservices@daemen.edu

Duns Scotus 131

The mission of the Center is to support veteran scholars and eligible family members' success in postsecondary education by coordinating services to address their academic, financial, physical and social needs. The Center for Veterans is a safe and secure oasis where students gain access using their key-coded Daemen College Veteran and Military-Aligned Student Identification Card; the center is available every hour of every day. Students eligible to receive veteran's educational benefits must be certified by the School Certifying Official. Once certified for benefits, such students are required to notify the School Certifying Official of changes in enrollment, major, etc. In order to ensure compliance with federal law, attendance and performance will be monitored by the Certifying Official, who retains the right to terminate the educational benefits of any student who is not in compliance with performance and/or degree progress or pursuit policies.

ORIENTATION AND LEADERSHIP DEVELOPMENT

daemen.edu/orientation and daemen.edu/leads

Telephone: 716-839-8200

orientation@daemen.edu

leads@daemen.edu

Wick Student Center 208

The Office of Orientation & Leadership Development (OLD) works to provide new students and their families with an all-inclusive introduction to Daemen College to ease their transition into the academic and social community of the institution. It also strives to provide students and their families with greater access to the services, information, and assistance needed to best prepare them for successful transition to the College.

OLD works with students to expose them to the broad educational opportunities at the College including both academic and co-curricular experiences, to promote a heightened awareness of and respect for campus diversity, and to increase the sense of community.

Daemen College's LEADS Center serves as a clearinghouse for students aspiring to realize and develop their leadership skills. The program affords Daemen students the knowledge, skills, and experiences necessary to bring purpose, meaning, and integrity into their lives, and consequently the lives of others. The program emphasizes life-long learning and civic engagement through interdisciplinary programs that provide and encourage the development of consciousness of self, fostering inclusive collaborative relationships, social change, and civic responsibility.

Students may acquire information on upcoming workshops, conferences, leadership opportunities, and more by visiting daemen.edu/LEADS. The Office of Orientation and Student Leadership Development, as well as the LEADS Library, is located in the Wick Student Center Second Floor Office Suite.

The Office of Orientation and Leadership development also offers orientation programs for first-year students, transfers, and parents/guardians. The goal of orientation is to develop and coordinate programs that promote academic success, personal and social development, and to provide students and families with information about services, support systems, and issues facing college students.

Current students are able to assist in this transitional support as Orientation Leaders. Students can gather information on the responsibilities and application procedures by visiting the OLD office in Wick Student Center 208 or emailing orientation@daemen.edu.

SERVICE LEARNING

daemen.edu/servicelearning

Telephone: 716-566-7877

servicelearning@daemen.edu

Duns Scotus 226

Daemen College Saffrin Center for Sustainability and Civic Engagement provides guidance and assistance year-round to undergraduate students who are seeking opportunities to fulfill the College service-learning requirement. Service learning is a three-credit hour academic course that is required for graduation and is comprised of one hour per week in the classroom along with service in the community.

Students are invited to meet with the staff to discuss their academic goals and interest areas, and together select a service placement that benefits the student, the College, and the community partner being served. All service activities complement the classroom instruction students receive in their service learning course. Students can choose from a variety of courses and service learning placements in settings that include community centers, housing rehabilitation, refugee resettlement agencies, summer reading camps, and many other health and human service agencies. There are also multiple international service learning courses offered.

Each fall and spring, students are invited to attend Information Sessions, advertised in advance, where they can obtain all the necessary registration forms and contracts for their

service placements, as well as learn about various service learning resources and other outreach activities planned throughout the academic year.

In addition to service learning, the Saffrin Center is also available to students who need help to complete a course assignment with a community component or are in need of service for a course or club. The center also hosts a variety of events throughout the year for both students and the Daemen Community at large, some events include a day of service, environmental summits, health fairs, refugee panels, and college readiness programs, among many others.

S.M.A.R.T. SQUAD

daemen.edu/smartsquad

Telephone: 716-566-7865

smart.squad@daemen.edu

Research & Information Commons 105

The Daemen College S.M.A.R.T. Squad Help Desk is here to help all students with technology. If you don't know who to ask or what to do with technical issues, contact the S.M.A.R.T. Squad Help Desk. The S.M.A.R.T. Squad is a student staffed help desk trained and mentored by the Office of Information Technology to diagnose and remedy problems for personally owned student, faculty, and staff computers.

STUDENT ACCOUNTS

daemen.edu/studentaccounts

Telephone: 716-839-8213

student_accounts@daemen.edu

Duns Scotus 112

The Student Accounts office bills and collects tuition, room, board, and fees from students. Bills are available online at selfservice.daemen.edu to pre-registered students and are payable before the first day of class each semester. Students registering just before classes commence will be notified when their bill is available online. Students making ANY changes to their course schedule MUST check with both the Student Accounts and the Financial Aid offices to see how the change will impact their bill. All students are required to sign a promissory note in order to settle their account. Promissory notes are found at my.daemen.edu. Students with financial aid, student loans, outside scholarships, tuition reimbursement, or other benefits will see the aid listed as "pending" on their bill.

1098-T tax forms are mailed to students by January 31 of the following year. Canadian TL11A and 11C tax forms are also mailed by the appropriate due date. Replacement forms can be requested by contacting the Student Accounts office

STUDENT SUCCESS CENTER

daemen.edu/studentsuccess

Telephone: 716-839-8228

sfennell@daemen.edu

Student Success Center, RIC First Floor

The Student Success Center (SSC) is a collaboration of student service offices across campus offering comprehensive resources, programs and services. The offices and departments include: Academic Advisement, Disability Services, Learning Center, Vision for Success, and the Arthur O. Eve Higher Education Opportunity Program.

TITLE IX COORDINATOR

Tiffany Hamilton

Telephone: 716-566-7880

titleixcoordinator@daemen.edu

thamilto@daemen.edu

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Title IX is a federal law ensuring your right to receive an education free from sex discrimination, including sexual harassment and sexual violence. The College's Policy Prohibiting Harassment Including Sexual Harassment and its Sexual Violence and Assault Policy, both contained in this Handbook, contain comprehensive statements of your rights under Title IX. The Title IX Coordinator is responsible for overseeing the College's compliance with Title IX and is available to any student or employee with questions or concerns in this regard.

SECTION 3

STUDENT ACTIVITIES

The Student Activities Office is responsible for the authorization and coordination of student-sponsored extracurricular programming held in and around Wick Student Center, and throughout the campus. The offices, located in the Wick Center First Floor Wildcat Den and the second floor Student Affairs Suite, are also responsible for the general administration of the student use of Wick Student Center, including the enforcement of federal, state, and municipal laws and ordinances. Recognized student organizations should direct requests for the use of a room in Wick Student Center to the Student Activities Office. The staff members can advise student organizations in all aspects of planning and programming, and help to publicize approved events through the College's website and Wick Center video screens. Events arranged through, or sponsored by, College offices must be handled by the Conference Services Office.

STUDENT GOVERNMENT ASSOCIATION

The single most important element in the student self-governing process is the Student Government Association (SGA). Each Daemen College student is a member of the Student Government Association. The Student Activities fee provides the budget with which the Student Government Association operates its comprehensive programs and cooperative efforts with administrators and faculty to enhance the social and academic life of the College.

The elected members of the Student Government Association constitute the Executive Board. Its purpose is to act as students' official representative, to articulate students' views, and to care for students' best interests with the administration and the faculty, along with other campus groups, and the public in general.

Each year Student Government Association Executive Board elections are held in the mid spring semester, with the election of class representatives taking place in the late spring semester for the upcoming academic year. The Executive Board together with the class representatives constitute the Student Government Association Senate. The bylaws of the Student Government Association are on file in the Student Activities offices and published on the Daemen College website.

CAMPUS ACTIVITIES TEAM

The Campus Activities Team (CAT) is a student-run organization that serves as Daemen's principal organization for student event planning and campus programming. The mission of CAT is to provide a diverse assortment of fun and safe events to entertain and engage students outside of the classroom. CAT's focus is on developing, planning, and facilitating quality events in collaboration with campus partners for the Daemen community. CAT activities are supported and funded by the students of Daemen College, and acts in response to the needs and interests of the student body with a primary goal of fostering campus community and unity.

CAT programming is comprised of four divisions, each responsible for the development, implementation, and assessment of specific programming initiatives. These divisions are Daytime Programming, Evening Programming, Off-campus Programming, and

Traditional Events. In addition to the four divisions, there is additional focus on marketing and graphic design.

COLLEGE WIDE COMMITTEES

Daemen College students play a major role in self-governance through their elected Student Government Association. Another important vehicle for student participation in College life is the committee structure. Student members represent the interests of the general student body on the following committees:

Educational Policy Committee (EPC)

The EPC has the responsibility to advise the Vice President for Academic Affairs, and thereby the President, on the academic policy of the College. The duties of the EPC include the initiation of new academic programs and effecting changes in existing programs. This is a key committee of the College affording students the opportunity for direct input on the curriculum.

The Council on Diversity and Inclusion

The council serves as an advisory and working group for coordination of the College's efforts as they relate to diversity and inclusion. Under the auspices of the Center for Diversity and Inclusion, the CDI is co-chaired by a faculty and student with appointees made by the president for 2 year terms.

Library Committee

The Library Committee advises the Head Librarian on any issues/concerns/ideas pertaining to operations and services of the library.

Emergency Response Team

Under the direction of the Vice President of Strategic Initiatives, the ERT is comprised of administrators and faculty across key areas of the campus with a focus on crisis planning and regular review of safety operations and procedures.

Campus Standards Board

See Student Conduct Section of this Handbook for more details.

Student Organization Membership

Campus organizations, including those affiliated with outside organizations, are open to all currently enrolled Daemen students in good academic standing (see Academic Standards portion of this section) without regard to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law. To be officially recognized, a student organization must find an advisor who will agree to uphold College policies and regulations. College staff and faculty members are eligible to be advisors.

The Assistant Dean for Student Engagement, and the Director of Student Activities are co-advisors to the Student Government Association. The advisor for the College newspaper is appointed by the administration. All other organizations are free to choose their own advisor(s) from the Daemen faculty or staff. Academic Club advisors are required to be faculty members of the respective department. If a club has not found an

advisor, the Director of Student Activities (or designee) will seek an ad hoc advisor to work with the club until a permanent advisor has been found.

ADVISOR'S ROLE

Student organizations are run by the student officers. The advisor's role is to provide advice and guidance, and to help ensure that College policies and local, state, and federal laws are upheld. The advisor can often assume the role of an advisor, resource person, and student motivator. Advisors should seek to challenge the student officers to be responsible leaders in charge of the organization. Student organizations are great learning vehicles for students developing leadership skills. Advisors often can also provide some continuity as student officers continually change.

An advisor is often called upon to be in attendance at a student organization sponsored event, occurring on campus or off campus. For this reason, many organizations find it beneficial to have more than one advisor. Please recognize that advisors volunteer their time to advise student organizations, so be sure to thank your advisor for all they do.

STUDENT ORGANIZATION OFFICERS

All officers of a Daemen College recognized student organization need to be currently enrolled Daemen College students in good academic standing. Additionally, the organization needs to maintain a minimum membership of six currently enrolled Daemen College students in good academic standing to be considered in "active" status. The official roster of officers and members needs to be submitted to the Student Activities Office during the designated registration period each fall semester. These should also be updated by the officers in the organization whenever a change occurs. Organizations not completing these requirements will be considered in inactive status. Persistent inactive status will result in an organization being considered defunct, and removed as a recognized student organization.

Financial Responsibility

Neither Daemen College nor the Student Government Association of Daemen College is liable for debts incurred by any class, club, organization, special-events committee, or individual for anything which was not first authorized by the proper authority, such as the Director of Student Activities. Per College policy, all contracts must be authorized in the Division of Student Affairs by the Vice President and then, based on the contractual amount, by the Vice President for Business Affairs.

Club "Accounts" on Campus

Daemen College does NOT PERMIT student organizations to establish or maintain banking or checking accounts off campus. The College regularly establishes an on-campus account in the Business Office for each newly recognized student organization. These accounts should regularly be used for depositing any and all revenues collected by the organization, and the Business Office's check requisition system needs to be used for any and all disbursement of funds out of these accounts. Contact the Student Activities Office for information on and/or questions regarding policies and procedures for these accounts. Each fall, when student organizations submit their roster of officers and members, the Student Activities Office transfers an initial supplemental funding amount into the club account. This is intended to help with funding small group activities and expenses the group may have (meeting refreshments, trip

expenses, uniforms/apparel, etc.) since the Student Government Association Funding Request forms are generally intended for campus wide programming.

Submitting Receipts/Forwarded Cash

Occasionally, the Student Activities Office will requisition a check to forward cash to a student organization for the purchase of decorations, supplies, etc. needed for student activities. In these instances, we request that receipts (and any balance in cash) be returned to the Business Office in DS within 48 hours of the purchase. (The total of cash re-deposited & purchase receipts submitted need to equal the amount forwarded, for the College's annual audit.) Failure by a student officer to submit a balance of cash and receipts for cash forwarded will result in both the student's personal account being charged for the amount borrowed, and the loss of future privileges to obtain forwarded cash. Note: The detailed receipt from credit card purchases needs to be submitted, not just the signature receipt.

Reimbursement

Occasionally, the Student Activities Office will requisition a check as reimbursement for materials purchased by student organizations for various student activities. In these instances, your purchases should be prior approved by the Student Activities Office and the receipts brought to this office to be submitted for reimbursement. We do not reimburse for sales tax, so please go to the Student Activities Office to obtain a tax exempt form for all purchases before you shop.

Budget Requests

The Student Government Association has Funding Request Forms for student organizations to use when requesting funding for an event or activity (available in either of the Student Activities Offices). The Student Government Association does not generally fund the more narrowly focused activities of an individual club (refreshments for meetings, club t-shirts, club outings), but may fund activities of interest and accessibility to the wider campus community. Generally, student groups should plan a minimum of two weeks of lead time when submitting your budget requests (more time may be required for certain requests). Student Government Association holds open meetings weekly, on Tuesdays at 11:30 AM, in Wick Student Center. Student organizations are expected to have a representative in attendance at these meetings, and may not receive funding if the organization isn't represented at a majority of these meetings.

Physical Risks

Certain student activities in which students choose to participate may involve certain personal physical risks. Students should use caution and common sense when participating in any activities, and recognize that the College is not always able to provide for, and can never ensure, student safety. Physical waivers will be required before participating in some activities.

Guests at Events

Student activities at Daemen College are generally intended for Daemen College student participants; however, outside guests are permitted under certain guidelines.

- Most event ticket sales at the College are limited to currently enrolled Daemen students (or Daemen community) and one guest.

- Events ending past midnight are limited to the Daemen College community and escorted guests only.
- Events open to the public are clearly noted in event advertising.
- Students are responsible for the conduct of their guests on campus.

Variations to these policies require approval of the Student Activities Office.

Alcohol Events

Daemen College recognized student organizations are not permitted to host events on campus or off campus where the primary focus is the consumption of alcohol. This typically refers to bar parties or fundraisers where persons pay a cover charge and alcoholic beverages are provided free or at a reduced fee. The intent of this policy is to prevent and discourage events that promote alcohol abuse (binge drinking, underage drinking, DWI) and to reduce the risk of liability faced by student organizations and their officers when holding these types of events.

(Please note: General policy information regarding drugs and alcohol are covered in Section 5, Campus Policies)

How to Start a New Registered Student Organization

1. Students wanting to start a new recognized student organization on campus should meet with the Director of Student Activities to review policies and procedures which include:
 - a. Officer and member requirements
 - b. Student Government Association policies
 - c. Room reservation policies
 - d. Organization Advisor requirements
 - e. Bylaws and cover letter guidelines (students should use the Bylaws Worksheet provided by the Director of Student Activities)
2. Prospective student organizations are required to draft a set of bylaws and review them with the Director of Student Activities. This usually involves a process of writing, review, and revision of several drafts of the bylaws, before they are approved for Student Government Association review.
3. Present the following items to the Student Government Association:
 - a. A copy of the organization's revised bylaws
 - b. A list of at least 6 interested Daemen student members
 - c. Faculty/staff advisor's name
 - d. A list of student officers in good academic standing
 - e. A cover letter stating the organization's desire to seek College recognition.
4. The Student Government Association will discuss the bylaws and make a formal recommendation to the Vice President for Strategic Initiatives and Dean of Students regarding the new organization's petition for institutional recognition.
5. The Vice President for Strategic Initiatives or their designee, in light of the recommendation of Student Government Association, and any other related information, will make a final decision regarding institutional recognition. Final recognition is subject to approval by the President of the College.

GREEK ORGANIZATIONS

New Greek Organization Process

The following additional stipulations will be required of any students seeking to start a new Greek fraternity or sorority on campus. Additional steps may be required for students who are looking to bring organizations with national affiliations to Daemen College. Honor societies with Greek letters should follow the new student organization process.

1. The newly forming group must have a minimum of 8 founding members (all Daemen College students in good academic standing).
2. The founding members will be required to attend no fewer than 4 campus events sponsored by other recognized Greek organizations on campus during their probationary year.
3. Greek organizations will be required to adopt a specific community service project that will either be an ongoing commitment or an annual happening.
4. Newly forming Greek organizations are required to draft a set of bylaws and review them with the Director of Student Activities. This usually involves a process of writing, review, and revision of several drafts of the bylaws, before they are approved for Student Government Association review. Students should start by using the Bylaws Worksheet provided by the Director of Student Activities.
5. Create a packet of information for review and approval:
 - a. A copy of the organization's revised bylaws
 - b. A list of interested student members (founding members)
 - c. The name of the group's faculty/staff advisor
 - d. The organization's current list of student officers in good academic standing
 - e. A cover letter stating the organization's desire to seek College recognition
 - f. Conduct a formal presentation with the Inter-Greek Alliance (IGA) on the new organization's role into the Greek Life community on campus. IGA will make a recommendation, based on majority vote, regarding whether to support the new Greek organization or not, and provide that recommendation to the Student Government Association.
 - g. The SGA will review IGA's recommendation and all relevant material and make a formal recommendation to the Vice President of Strategic Initiatives regarding the new organization's petition for institutional recognition.

The Vice President for Strategic Initiatives, in light of the recommendation of the IGA and SGA, and any other related information, will make a decision whether or not to grant the newly forming Greek organization "provisional recognition." Until this provisional recognition is granted, the organization will refrain from the use and/or display of Greek letters. All newly forming Greek organizations will have a probationary period of one academic year, after which time the Vice President for Strategic Initiatives will decide upon the group's official recognition.

Academic Standards for Participation in Extracurricular Activities

Any student currently on academic probation must limit extracurricular involvement to one major activity such as playing on a club sports team, being an officer of a student organization, or serving as a committee chairperson. In the interest of academic success, all other extracurricular activities which involve significant amounts of time must be discontinued. Students who have been on academic probation for two consecutive semesters will be ineligible to participate on a club sports team, to hold any student organization office, or to chair any committee while on probation.

All intercollegiate student-athletes must be in academic good standing as set forth in the Daemen College Catalog and satisfy the academic eligibility requirements of the East Coast Conference (ECC) and Division II of the National Collegiate Athletic Association (NCAA). Current student-athletes should consult the Daemen College Student-Athlete Handbook for comprehensive information.

Affiliated Greek Organization

An Affiliated Greek Organization is a national (metropolitan/city-wide) Greek organization that consists of student membership from various local colleges, and has been recognized by Daemen College as a Greek organization that includes active membership by Daemen students. These groups are not considered an official Daemen student organization and are not provided financial support by the College; however, they have been granted the ability to provide information to Daemen students and collaborate with registered student groups on Daemen's Campus.

The Office of Student Activities manages a specific process and set of procedures individuals need to follow before having an organization classified as "Affiliated" prior to being recognized as one.

Hazing and Other New Member Initiations

See posting under General College Policies.

Student Organizations

The Daemen student organizational structure includes academic organizations, honor societies, student publications, and special-interest groups. New organizations are always forming. For the most current listing of organizations and contact persons, go to: daemen.edu/student-activities.

SPEAKERS AND PERFORMERS

While Daemen College respects the rights of registered student organizations and student groups to bring in speakers and performers of their choice, the College, under the discretion of the Vice President for Strategic Initiatives (or designee) reserves the right to postpone or cancel a booked speaker or performer if it poses an interruption to regular academic and college activities and/or a threat to the safety and security of the campus community. See "Event Contracts" under General College Policies.

WICK STUDENT CENTER AND AMENITIES

The Student Activities Office members have the authority to coordinate the student use of Wick Student Center. Registered student organizations are allowed to reserve various rooms in the building on a first-come, first-served basis with approval from the Student Activities Office. Student organizations, as well as individual students, are expected to

behave in accordance with the Daemen College Code of Conduct. Disciplinary action may be directed toward either student organizations, individual students, or both.

The Director of Conference Services has authority to coordinate usage of Wick Student Center by non-student organizations. This includes Daemen administrative and academic offices. Off-campus organizations must sign a reservation contract to use Daemen facilities.

Use of either the Wick Student Center Alumni Lounge fireplace or the backyard fire pit requires permission from the Student Activities Office. A fire pit reservation form needs to be completed and policies reviewed with one of the staff members in the Student Activities Office. Copies of the approved form are given to the requesting group/organization and to the Campus Safety Office in Wick Student Center.

From time to time scheduling conflicts occur as important College events that require special consideration are added to the building calendar. Flexibility is often required when building reservations change, as both the Student Activities Office and Conference Services Office staff work together to try to accommodate all parties' needs and concerns.

Wick Student Center North Lawn Fire Pit

Recognized student organizations and general student body members may reserve the Wick Student Center North Lawn Fire Pit for campfires approved through the Student Activities Office. An officer of the sponsoring organization or a responsible member of the group needs to be designated person supervising the fire. This person needs to review the following policies with a staff member in the Student Activities Office to obtain approval for the event:

- Day of reservation, the designee will check out the approved lighter and lighter fluid from Campus Safety.
- Student Activities will provide approved wood; with enough advanced notice wood will be placed at the pit in advance, if not Campus Safety will give designee access to the space where the wood is located.
- Lighter fluid is permissible, though no other type of flammable liquid should be used.
- The maximum height of stacked firewood cannot exceed 24”.
- Daemen College Campus Safety (located at the Wick Student Center information desk) has a fire extinguisher for emergency purposes. Campus Safety should be immediately contacted for any kind of fire emergency, who will notify the fire department for their immediate response and direction. Campus Safety: 716-839-SAFE (7233).
- It is normally not necessary to extinguish the fire coals at the end of an event; however, it is expected that the sponsoring organization be present to supervise the fire while flames are present. Campus Safety should be notified when the event is over.
- Use of the firepit may be denied or revoked if the weather conditions are too dry or windy, or detailed information about the event is unclear.

SECTION 4

RESIDENTIAL LIVING POLICIES

All of the policies and codes outlined in the Campus Policies (Section 5) and Code of Conduct (Section 8) sections outline the standards and behaviors expected of all Daemen College students. There are additional standards and policies that apply to students living on-campus in College housing. The policies described below are not meant to serve as a comprehensive list and are subject to review and modification by the Director of Residence Life, as deemed necessary for the safety and security of the community. For more information regarding residential living, please refer to the Housing and Residence Life webpage at daemen.edu/housing.

(Please note: throughout this section, the terms residence halls, apartments, and housing are used interchangeably and all refer to any and all on-campus housing, including Canavan Hall, College Apartments, Snyder Park, and Collegiate Village students who rent through the College.)

ALCOHOL

The use of alcohol in the residence halls will be subject to state and federal laws and Daemen College Policy. Responsible use of alcohol by students 21 years of age and older is permitted only according to college regulations. In accordance with New York State law students under the age of 21 may not possess, sell, or consume alcoholic beverages. Generally, except in matters outlined under the College Amnesty Policy (see Section 5), the college follows a zero-tolerance policy in these matters. This means that every reported incident will be formally addressed through the conduct review system. (Please note: General policy information regarding drugs and alcohol are covered in Section 5, Campus Policies)

The following guidelines pertain to students who are of legal drinking age. The College also expects all visitors and guests to comply with the regulations listed below:

- A. Any resident bringing visitors/guests to campus shall be responsible for making the alcohol policies known to their visitors/guests. Every visitor/guest is subject to college rules and regulations. It is the responsibility of residents as hosts to monitor and accept responsibility for the behavior of their visitors/guests. Visitors/Guests of residents are not permitted to bring alcohol onto campus.
- B. Alcohol is not permitted in Canavan Hall, including those students who are over the age of 21.
- C. Alcohol is not permitted in any apartment/suite where no students over the age of 21 reside.
- D. Students over the age of 21 are responsible for keeping alcohol out of the hands of minors.
- E. Kegs, taps, beer balls, and other common sources of alcohol are not permitted. The possession of any implement which can be used to irresponsibly ingest alcohol is prohibited. This includes, but is not limited to, funnels, beer/water bongs, etc. Drinking games and drinking game devices, (e.g. beer pong tables), are also not permitted.
- F. Students who are of legal drinking age and who are in the possession of alcohol, or present where alcohol is being consumed, must provide proof of age when

asked by any college official including Resident Assistants. If proof of age is not provided, students will be asked to dispose of the alcohol and follow-up will occur via the College's Code of Conduct.

- G. Underage students may not be in the presence of alcoholic beverages. The only exception is an underage resident who lives with students of legal drinking age, may be in the presence of alcohol in their assigned apartment. *The underage person may not consume or possess alcohol.* Once guests (anyone not residing in said apartment) over the age of 21 enter an apartment where alcohol is present, NO students under the age of 21 (including residents of that apartment) may be present.
- H. The amount of alcohol permitted by each resident over the age of 21 in an apartment (all other forms of alcohol are prohibited):
 - a. Six 12-ounce cans or six 12-ounce bottles of beer; or
 - b. Six 12-ounce bottles of wine coolers or malt beverages (e.g., Mike's Hard Lemonade, Smirnoff Ice, etc.); or
 - c. One 750 ml (0.75 liter) bottle of distilled spirits; or
 - d. One 750 ml (0.75 liter) bottle of wine.
- I. Alcoholic containers may not be used as decorations. Empty cans or bottles will be deemed as proof of consumption. Students over the age of 21 should dispose of or recycle containers immediately after consumption.
- J. In the event that there is an alcohol policy violation, it is not the college's responsibility to determine who was consuming alcohol and who was not. It will be assumed that anyone involved in the incident was engaging in the policy violation.
- K. Public intoxication is considered an alcohol policy violation. Actions as a result of public intoxication which disturb any people, facilities, community, and/or self will be dealt with through the appropriate authorities.

BAG CHECKS

All residents and guests may be asked to open their bag by Campus Safety Officers and Residence Life Staff if circumstances warrant. Residents or guests who are non-compliant with bag check requests may not be permitted to enter the building and/or be subject to disciplinary action.

BEHAVIORAL AGREEMENTS

Residents may be required to adhere to behavioral agreements should circumstances warrant such an agreement. Behavioral agreements are developed by the Resident Assistant, Coordinator, Director of Residence Life and/or Dean of Students, based on the nature of the concern. These agreements may require students to meet regularly with staff members in the Division of Student Affairs and/or follow behavioral expectations while living in residence. Failure to adhere to the terms of the agreement may result in the termination of the housing agreement without refund.

BREAK HOUSING

Students may not occupy their on-campus rooms during Thanksgiving, Intersemester, and Spring Break without the advance approval by the Housing and Residence Life Office. During the Intersemester Break, students requesting to stay on campus must have a Daemen-related reason to occupy their room (classes or athletics). Students are NOT permitted to reside in their rooms while the College is officially closed in December with

the exception of International Students, residents of building 71, and Athletes. Students who are permitted to remain on campus do so at no additional cost as long as they have followed the registration process outlined by the Housing and Residence Life Office. If a student is found residing in the halls during the break period, fails to register by the predetermined deadline, and/or has not been granted permission from the Office of Housing and Residence Life, they will be assessed a \$25 per day fee for the vacation period and have the incident referred to follow-up via the Student Code of Conduct. Students residing in off-site housing at Collegiate Village may occupy those spaces during the breaks, if permitted by Collegiate Village policy, but must vacate during the Summer months. Collegiate Village policies subject to change.

CONFISCATION

The Office of Housing and Residence Life reserves the right to remove any item from the residential facilities, including students' apartments, that are either prohibited by college policy or compromise student health or safety. Residents will be held accountable through the conduct process and the item in question may or may not be returned to the student.

CHANGES IN ROOM ASSIGNMENTS

The College reserves the right to change room or hall assignments, to relocate individuals, or groups of individuals to eliminate a disruptive environment, to consolidate vacancies or to accommodate public health regulations. When a vacancy occurs, the College reserves the right to show the room and assign a new occupant with little warning to current residents.

DAMAGE TO PROPERTY/DAMAGE BILLING

Residents agree to pay for damages, for missing property and equipment, and any unnecessary cleaning and service costs caused by them. Residents will also be billed for damage to or within the residence hall beyond normal wear and tear based on the current cost of labor and materials. Such charges must be paid upon receipt of the bill. If two or more students occupy the same room and individual responsibility for extra-cleaning, damage or loss in the room cannot be ascertained, charges will be assessed and divided equally between the residents of the room. Residents share in the responsibility for the condition of the common areas within their assigned residence hall. Students may be assessed fees for damage or missing property to common areas beyond normal wear and tear or property loss that cannot be attributed to any particular individual. The total costs for damage to the common areas will be divided among everyone who resides in the building. Where it can be shown that an identifiable person caused particular damage, the cost of that damage will be charged exclusively to the responsible individual(s). These charges must be paid to the College in accordance with the established billing schedule. Persons found damaging College property will be subject to disciplinary action. An appeal concerning damage billing must be received by the Housing & Residence Life Office in writing within 30 days of billing date.

The Residence Life program strives to provide a positive educational living experience for resident students. All resident students are expected to comply with established standards of living listed in their Residence Hall Agreement. Rooms are furnished with beds, desks, chairs, and dressers. The standards of living include, but are not limited to:

1. Maintaining adequate standards of personal hygiene or room cleanliness such that it does not interfere with the general comfort, safety, security, health, or welfare of roommates, suitemates, or the larger residence hall community.
2. No intentional effort to force a roommate/suitemate to move out of the room or apartment.

Resident students are responsible for any damage or excessive cleaning that is required. Damage will be assessed for cost of repairs or replacement, and charges will be assigned as follows:

Room and Apartment Damage

1. To any individual who accepts responsibility or is found to be responsible for the damage.
2. To all occupants of a room/apartment where the damage was done and direct responsibility cannot be determined.
3. Damage shall be classified as either accidental or malicious.
4. Accidental damage is damage occurring through unintentional happenings. Restitution will be assessed for accidental damage.
5. Malicious damage is disruptive behavior resulting in damage. Disciplinary action will be taken and restitution assessed to students involved in malicious damage. Repeated occurrences of malicious damage by an individual or a group of individuals will be investigated to determine whether further disciplinary measures are warranted, including dismissal from College housing and/or the College.
6. Each residential student will have the opportunity to appeal assessed damages to the Director of Housing and Residence Life by a specific deadline. Should the appeal be denied, the student is held responsible for the damage.

Common Area Damage

1. Common areas are defined as any space other than individual student rooms, i.e., bathrooms, hallways, stairwells, lounges, elevators, lobby areas, etc.
2. In common areas where excessive damage occurs and responsibility is not determined, it may be necessary to hold responsible all occupants of the section, apartment floor, or building, where the damage occurred.
3. Individuals held accountable for damage to a common area will be held financially responsible and will be billed by the Office of Student Accounts, upon request of the Office of Housing & Residence Life.

Students responsible for malicious damage to common areas will not only be billed for the damage, but disciplinary action may also be taken.

EMPTY BEDS/BEDROOMS

Residents assigned to a space that has unoccupied beds or bedrooms should expect another student to be assigned to these spaces at any time. Notification of a new roommate will be sent to students when possible; however, this is not always the case. Residents should not utilize unoccupied beds, furniture or space so that it will be

available to an incoming student at any time. All unoccupied spaces should be kept accessible and clean.

FIRE SAFETY

Any person who is responsible for a fire in any facility; interfering with fire officials; interfering or tampering with a fire alarm or safety equipment; or creating false alarms will be subject to College disciplinary action, monetary fines, and/or civil action. This includes covering a smoke detector in any way, for any reason, or hanging anything from the sprinklers/smoke detectors.

All residents are required to participate in fire drills. Evacuation of the building by all residents is required immediately after the fire alarm sounds. Any person who discovers a fire should immediately call for assistance by dialing 911 and sharing the location of the fire, followed by calling Daemen Campus Safety at 716-839-SAFE (7233). The storage of explosives or flammable substances within any residence hall is strictly prohibited. In addition, the use of other flaming articles, including candles, burned wicks, and incense, is prohibited. Halogen lamps are also prohibited.

Failure to abide by the above fire safety guidelines may result in disciplinary action through Daemen College and/or the New York State Fire Marshall.

FLOOR MEETINGS

On the first Monday of every month, RAs will host a floor meeting in which information will be communicated about Campus Life, policies, and upcoming deadlines. It is the resident's responsibility to ensure they are in attendance or are informed about missed information. For Fall 2020, floor meetings will be held on a virtual platform.

FURNITURE (COLLEGE PROVIDED)

All of the furniture and appliances provided by the College remain the property of the College throughout the resident's occupancy. The resident may not remove any College-owned furniture or appliances from the apartment. The resident may not remove any College-owned items from the common spaces within the residence hall. Residents are not permitted to build lofts or adjust college furniture into an unsafe position. Failure to abide by the above restrictions may result in disciplinary action. Any furniture brought into the halls that is deemed a health hazard, as defined by the Director of Housing and Residence Life, is subject to removal.

The College provides mattress encasements specifically designed to prevent the spread of common insect infestation. Students are required to keep the mattress encasement on their mattress at all times. Removal of the mattress encasement may subject the student to a fine and restitution charges.

GENDER INCLUSIVE HOUSING

The Office of Housing and Residence Life permits non-first year students of any gender to room with one another in a campus apartment, provided as it is in the same apartment but that those students keep separate bedrooms. The College will NOT assign students from opposite genders to the same apartment. Rather, those students who are interested in this living arrangement must request this option during housing sign-ups. All residents of

the apartment must agree to the arrangement in writing and sign an additional “Gender Inclusive Housing” addendum.

GUEST/VISITATION POLICY

Residents are responsible for the actions of their guests at all times. A guest is defined as any person not assigned to the resident host’s room. Resident hosts may not have more than two (2) guests, both of which must be over the age of 16. Each guest is required to have photo identification on them at all times. It is the responsibility of the host to inform the guest of the photo ID requirement. Acceptable forms of photo ID include: driver’s license, non-driver’s ID, school ID, or passport. No other forms of ID will be accepted. Guests without ID will not be allowed access into the residence hall, except in emergencies. (See emergency ID section.) Resident hosts must escort their guest(s) at all times within the building, including when they exit the building.

A resident must get roommate approval before hosting a guest on campus. All guests to a room are subject to the agreement of all room residents. The presence of guests must not restrict free access for assigned residents to all common spaces and any private space they may have or create any situation that infringes on the need of roommates to remain undisturbed. Students may not sign in or sign out guest(s) for other residential students. Daemen College students, in the role of guest or host, are responsible for properly following sign in procedures.

Residents are permitted to have overnight guests in accordance with the above-mentioned policy. However, cohabitation is not permitted and is defined at the discretion of the Director of Housing and Residence Life. Residents who have guests that are deemed to be cohabitating, or are causing a disruption to the community, will be asked to have their guest leave immediately. In general, students’ guests are not allowed to stay more than 2 nights during the course of any 7-day period.

The Director of Housing and Residence Life, (or designee), may ask anyone to leave if it infringes of the rights of any other residents, or creates a disruption to the community. In those instances, the host will be subject to review under the Daemen College Code of Conduct.

HEALTH AND SAFETY INSPECTIONS

Residents are responsible for keeping their apartment in a safe and healthy condition. The Office of Housing and Residence Life will perform regular inspections of the resident’s apartment to ensure compliance with College standards of health and safe living practices. The dates and approximate times of these inspections will be communicated to residents at least 48 hours in advance and will be conducted by two (2) staff members from Student Life. Violation of policies found will be documented and addressed through the conduct review process.

HOUSING AGREEMENT

Students are expected to abide by all the terms as outlined in the *Housing Agreement* that they signed upon the start of the year. The College's acceptance of this agreement, however, does not guarantee an assignment. Students are requesting an assignment within the residence halls and not for any specific designated space. The College will not discriminate in room or hall assignment on the basis of race, color, religion, national

origin, ancestry, sexual orientation, age, disability, and any other status protected under federal or New York State anti-discrimination law. Daemen College recognizes and appreciates the educational value of diversity and does not consider ethnicity to be acceptable grounds for honoring room change requests.

Students must re-apply for housing each year through the housing lottery selection process. Applying for the housing lottery and selection process does not guarantee a room for the next academic year. Assignments will be based on room availability. Returning residents will be given the opportunity to select rooms for the upcoming academic year, in accordance with the procedure published and posted by the Office of Housing and Residence Life. Failure to honor assignment preferences will not void this agreement.

The *Housing Agreement* is a binding document and cannot be broken without documented hardship and approval from the Director of Housing and Residence Life (or designee).

ID POLICY

All residents must have a valid, College-issued ID card in order to gain access to the residence halls. The resident may not intentionally provide another person their ID card for the purpose of that other individual gaining access to the residence hall. Failure to abide by the above policies may result in disciplinary action.

KEYS

In the case that the resident is no longer in possession of the apartment key, the lock mechanism for the apartment door will be reprogrammed for security reasons. The resident will be charged for this replacement. Failure to return the apartment key upon check-out will require the lock mechanism for the apartment door to be replaced for security reasons and students to be financially charged accordingly.

LAUNDRY SERVICES

Laundry machines are available within each residential building at no charge. Students who have any concerns or problems with the laundry machines should complete a work order through your MyDaemen.

LOUNGES

The lounges are for use by residential students and their guests only. Students are not permitted to sleep or conduct inappropriate behavior in the lounges, nor should they complete projects whose materials have a potential for property damage. The furniture in the lounges must stay in the lounges and is not permitted within other areas of the residence hall including individual rooms.

MAINTENANCE/REPAIRS

Residents are responsible for completing a work order through their MyDaemen for repairs needed to their residence hall assignment. In emergency situations, residents should notify the On-Duty RA or Campus Safety to contact Maintenance on their behalf. Residents are responsible for reporting pest concerns immediately so as to prevent further spread. Pest Control services are on site once a month to address reported concerns.

NOISE

It is the responsibility of residents to maintain reasonable conditions for studying. The right of a student to a reasonable environment to study precedes any other privileges, and excessive noise is a violation of such right. Noise that emanates from the residence halls and disturbs classrooms, other residence halls, and College activities is prohibited. Musical instruments may only be played in student rooms in accordance with courtesy hours. Stereo speakers may not be placed in residence hall windows or in positions to amplify sound to the outdoors. Bass/subwoofer speakers are prohibited. The use of earphones with stereo equipment is strongly encouraged.

While quiet hours are from 11:00pm–8:00am on weeknights (Sunday-Wednesday) and 12:00am–8:00am on weekends (Thursday-Saturday), it is important to note that courtesy hours are in effect 24 hours a day. Failure to respond to a reasonable request, made from anyone, to lower noise volume is a violation of courtesy hours. During final examinations, 24 hour quiet hours are in effect as posted, and a student responsible for noise which emanates from a room or in a hallway in violation of this policy is subject to disciplinary action. Violations of quiet hours may result in room/hall reassignments or other appropriate disciplinary action.

One day prior to final exams beginning, 24 hour quiet hours will go into effect until hall closing. During this time, all noise should be contained to the residence hall room.

OCCUPANCY

Acceptance of the room key constitutes occupancy. If a resident's eligibility status changes during the length of the Housing Agreement, the resident is expected to move out of the residence halls within forty-eight (48) hours. If an extension is required, the resident must submit the request in writing to the Office of Housing and Residence Life. Graduating seniors participating in College commencement ceremonies will be allowed to remain in the residence halls until 10am the day after commencement.

Upon moving into or out of a room each resident must complete a Room Condition Form (RCF) through their Resident Assistant. By submitting the RCF, the student is attesting that it is an accurate and complete record of the contents and condition of the assigned room. This inventory will assist in the assessment of check-out and damage charges, if necessary.

Early check-ins for non-Daemen-related purposes (academic, athletic, or programmatic) are approved at the discretion of the Director of Housing and Residence Life and will result in a \$25/day early check-in fee.

In order to check out of an assigned space in College housing, the resident must remove all personal belongings and trash as well as make a reasonable attempt to clean the room/apartment. Personal belongings remaining in the apartment following check-out will be removed and discarded by the College at a cost to the resident.

Failure to check-out appropriately may result in a \$25 improper check-out fee. Failure to return room key(s) within 48 hours of check-out will result in keys being considered lost and the student will be charged accordingly.

PERSONAL PROPERTY (LOSS)

The College is not responsible for loss or damage of personal property in the residence halls. Students are encouraged to purchase private insurance and/or to obtain personal lockboxes. In addition, students should refrain from keeping cash and/or expensive items in their residence hall apartment. Students should keep their apartment doors locked whenever they are not present. Should residents choose to purchase items in partnership with each other, the Housing and Residence Life Office will not enforce the division of property should a disagreement arise.

PETS

Pets of any kind are not permitted in the residence halls, except for fish. The maximum size for an aquarium is 5 gallons (one per apartment). Failure to abide by the above restriction will result in a \$25.00 fine for each day the pet remains in the residence hall. Students requesting permission to keep a service animal as an accommodation of their disability must do so through the Office of Disability Services, (716) 839-8228.

PHYSICAL ACTIVITIES

Students may not participate in any physical activity or recreation inside the residence halls that poses a threat to the safety of other students or to the facility itself. These activities include, but are not limited to: skateboarding, roller-blading, roller-skating, bike riding, and throwing objects. Failure to abide by the above prohibitions may result in disciplinary action.

POSTING POLICY

All signs, either from students or from outside vendors, must have prior approval from the Office of Housing and Residence Life to be posted and/or hung in or around residential facilities. Approved signs, posters and advertisements will be given to RAs to be hung throughout the building accordingly. Students who do not live in a respective building are not permitted to roam freely hanging up posters. Signs that have not been approved or are placed in an inappropriate location may be moved or taken down. *Please use ONLY masking tape or 3M products to post signs.* Signs and posters may not be hung on interior and exterior entrances and exits, in stairwells, or in elevators.

PROHIBITED AREAS

For safety and security reasons, residents may not access the following areas of any residence hall:

1. Roof and/or terraces;
2. Balconies;
3. Fire-escapes and/or stairwell except for exit due to fire or other emergency.

PROHIBITED ITEMS

The following are prohibited for use and/or possession in the residence halls. This is not a comprehensive list. Any other item that is deemed unsafe or inappropriate for residential living may be considered prohibited, at the discretion of the Director of Housing and Residence Life.

1. Air Conditioners (not issued and installed by the College)
2. Alcohol/Drug Paraphernalia
3. Candles (including those for decoration)

4. Coffee/Keurig machines without an on/off switch
5. Curtains/Tapestries that are not flame retardant
6. Extension cords
7. Fireworks
8. Flammable decorations
9. Grills (including George Foreman and other like materials)
10. Halogen lamps
11. Hookahs
12. Incense
13. Live Christmas trees or artificial trees over 3 feet in height
14. Microwave and/or Toaster ovens
15. Open flames of any kind
16. Pets (other than fish in a 5 gallon tank or less)
17. Refrigerators (large). *Students may have up to 2.4 cu ft of refrigerator, per person, per apartment/room. Please note, each room in Canavan Hall is equipped with a microfridge.*
18. Space heaters
19. Tapestry that covers more than 50% of the wall and is not flame retardant
20. Tattoo equipment
21. Waterbeds
22. Weapons (as defined in this Handbook further in this section)
23. Wifi enhancement devices

PROJECTILES

Residents may not be involved in defenestration, the act of causing an object to fall out of a window. This includes, but is not limited to trash, ashes, cigarette butts or other items or fluids. Students found responsible for violating this policy may be relocated to another residence hall or removed from campus housing immediately. Students will be responsible for any damage caused to College or private property damaged in the act of defenestrating. Other sanctions may apply as well, based on the nature of the incident.

RESIDENCY REQUIREMENT

All first-time, full-time students who reside outside of a 30-mile radius from campus are required to live in on-campus housing during their first two (2) years at Daemen College (four consecutive semesters total) unless commuting from home and residing with a parent(s) or legal guardian(s). Incoming transfer students who have been enrolled for four (4) previous semesters of full-time study elsewhere or are over age 23 prior to the start of the semester for which they are enrolling will be able to request exemption from this policy.

ROOM ENTRY/SEARCH POLICY

Daemen College respects each student's right to privacy and is committed to protecting this right. However, College officials including, but not limited to, Residence Life, Campus Safety, and Maintenance, may enter a student room when they have reason to believe that the health or safety of residents and/or residential space is in jeopardy or a College policy is being violated. Generally, residents are responsible for the care and cleaning of their assigned room and surrounding areas, as well as for maintaining health and safety standards. Failure to do so could result in fines and/or removal from housing.

All residence hall rooms are subject to inspection, as deemed necessary, by hall staff for safety, security, and health concerns at least twice during the semester and before hall closings prior to breaks, for which students will receive adequate notice. While Residence Life staff will not conduct a room search during an inspection, they may open cabinets or closets to find fire equipment and/or locate safety hazards. If, in the course of doing so, they locate an item or items that are banned via this Handbook or Residence Life policies, that item(s) will be confiscated via Campus Safety and the issue will be addressed as outlined in the Student Code of Conduct. Maintenance may also enter rooms to perform necessary repairs, as needed.

Permission of the resident to enter a room is suggested by procedure but NOT required and, while College personnel will attempt to have the room resident(s) present when entering a room, this may not always be possible.

If the staff person has reason to believe that some condition exists that constitutes a threat to the safety or well-being of the occupants of the building or the campus, or that a probable violation of College policy or State or Federal Law is occurring or has occurred, a cursory search of student rooms may be done. A cursory search of a room includes viewing everything that is in plain sight. At the discretion of the Office of the Dean of Students, or designee, a student's room may be searched thoroughly.

A room search will only be conducted when authorized by one of the following people:

1. Vice President for Strategic Initiatives
2. Dean of Students
3. Assistant Dean for Campus Safety and Operations
4. Director of Housing and Residence Life
5. Director of Campus Safety

Students do not have to be present for the search, but College personnel will make a good faith effort to contact the student and provide them with written documentation of search authorization either at the time of the search or the next business day. During the search, the student may be required to open any locked trunks, suitcases, etc. If the student is not present, any item in the room, including purses, trunks, etc, may be searched. The College will take due care to ensure proper handling of student's belongings, but are not liable for damage or clean up as a result of a room search. Any paraphernalia confiscated during the search that violates State or Federal law will be turned over to Amherst Police Department to address according to law.

ROOMMATE AGREEMENT

All first-year students, during the first floor meeting will complete a Roommate Agreement. While not bound by policy, it is important that it is completed and returned to the RA to ensure roommates are able to communicate the type of living arrangement in which they are comfortable.

SMOKING/VAPING

Daemen College is a Tobacco Free Campus and therefore, smoking in any form is prohibited at all times on campus grounds. Campus grounds include all Daemen owned property including the Academic and Wellness Center, and property along Getzville

Road and Campus Drive, as well as all residence hall rooms, apartments, and common areas.

Any used cigarettes, electronic cigarettes, ashtrays, smoking paraphernalia, and/or ashes will be considered a violation of the smoking policy. Smoking is, in part, defined as carrying or holding of any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.

SOLICITATION

No solicitation is permitted in or around the residence halls.

SPECIAL ACCOMMODATION REQUESTS

Students who wish to request housing accommodations or adjustments due to a disability must contact the Office of Disability Services at 716-839-8228. For more information, please refer to the following website daemen.edu/disability. Note that in order to receive full consideration, requests for changes to housing or meal assignment must be received before the add/drop deadline of any given semester.

TEMPORARY HOUSING

Students who are assigned to temporary or overflow spaces, which include area hotels, will be required to relocate to a permanent space once one is available. Students will be kept informed of their status and be given instructions with regards to moving and vacating temporary spaces.

WEAPONS

Students are not permitted to have weapons on campus including, but not limited to, firearms of any kind, kung fu sticks, shuriken, switchblades, gravity blades, machetes, or knives (other than eating utensils), cap guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances. Students found to be in possession of such weapons or substances are subject to sanctions ranging up to expulsion from the College. Weapons used as props, whether real or otherwise, are not permitted in the residence halls.

SECTION 5

GENERAL COLLEGE POLICIES

These policies govern all students enrolled at Daemen College, regardless of status and/or location where they attend classes. Please see the Daemen College Catalog at daemen.edu/catalog for the full listing of academic policies and procedures, pertaining to matriculated students.

ACCOMMODATION OF PREGNANCY, CHILDBIRTH, AND NURSING

Students are entitled to reasonable accommodation of pregnancy and childbirth-related needs. Students may be absent from classes for as long as the student's doctor deems medically necessary and will be allowed the opportunity to make up any work missed. Alternatives to making up work may be offered as appropriate, including retaking a semester or additional time in a program to continue at the same pace and finish at a later date. Any questions about a student's rights and responsibilities in this regard may be directed to the Assistant Vice President for Student Success at 716-839-8228 or the Director of Diversity and Inclusion who also serves as the College's Equal Employment Officer (EEO) at 716-839-7699.

Appropriate on-campus space is provided for nursing mothers: contact the Coordinator for Health and Wellness Education in the Wick Student Center.

ACCOMMODATION OF STUDENTS WITH DISABILITIES

Daemen College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and applicable state and local laws providing for nondiscrimination against qualified individuals with disabilities. This policy applies to participation in all College programs and activities. Daemen College will also provide reasonable accommodations for qualified individuals with disabilities so that they may participate at a level equivalent with that of non-disabled students. In this connection, Daemen College has established an accommodation assessment procedure for evaluation of requested accommodations in light of legal guidelines.

It is Daemen College's policy to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the admissions process and that qualified students with disabilities are treated in a nondiscriminatory manner with respect to all services, programs and activities.
2. Keep all medically related information confidential in accordance with the requirements of the Rehabilitation Act, the Americans with Disabilities Act, and the Family Educational Rights and Privacy Act.
3. Provide qualified applicants and students with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship for the College.
4. Notify individuals with disabilities that the College provides reasonable accommodations to qualified individuals with disabilities by including this policy in the College Catalog and the Student Handbook.

Procedure for Requesting an Accommodation

If a qualified applicant for admission to the College or a student of the College anticipates a need for an accommodation to complete a course of study or to participate in a College program or activity (student housing, etc.), the request for accommodation should be brought to the attention of the Disability Services Office. Where the disability or the need for an accommodation is not obvious, the individual may be required to provide current evidence of the disability and the limitations that require accommodation. Disability Services will discuss with the applicant or student the limitation resulting from the disability and the potential reasonable accommodations that the College might make. Disability Services staff may also consult as needed with the Assistant Vice President for Student Success, Sabrina Fennell who is the College's 504/ADA Officer.

The College has established specific guidelines for the documentation of disabilities; the guidelines may be obtained from the Disability Services Office, or from the College's website.

The Office for Disability Services, in conjunction with the appropriate faculty, the 504/ADA Coordinator, and, if necessary, a professional evaluator retained by the College, will determine the feasibility of the requested accommodation, considering various factors including, but not limited to, the nature and the cost of the accommodation, and whether the accommodation will impact the fundamental nature of the course or program. The applicant/student will be informed of the College's decision on the accommodation request. If a student is not satisfied with the determination made by the College with respect to the request for accommodation, the student may file a grievance pursuant to the College's Grievance Procedure in Discrimination Cases, a copy of which may be found in the Student Handbook or obtained from the Student Success Center.

Procedure for Receiving Approved Accommodations

Disability Services will give the student an Accommodation Form specifying the accommodations approved by the College. It is the student's right and responsibility to request approved accommodations in College programs, activities, or services. In keeping with the College's nondiscrimination policy, accommodations are to be made only at the request of the student, not assumed or imposed by other parties. The student shall present their Accommodation Form to the appropriate faculty member or administrator to substantiate a request for accommodation. Accommodations should not be provided to students without evidence that the accommodation has been approved by the College. A student lacking such documentation should be referred to Disability Services according to the above procedure for requesting an accommodation.

Should any problem arise in securing an approved accommodation, the student should bring the problem to the immediate attention of the 504/ADA Officer, who will assist in resolving the matter. In addition, any member of the College community with questions or concerns about the College's disability policy and procedures should contact the 504/ADA Officer. Retaliation against students, applicants, or employees for exercising their rights under this policy is strictly prohibited and will not be tolerated. Claims of retaliation should be reported to the 504/ADA Officer.

ALCOHOL AND OTHER DRUG POLICIES

Student Activities

Daemen College allows students who comply with the New York State minimum drinking age of 21 years of age to consume alcohol as a privilege, but not as a right, and within specified guidelines and limitations, at certain College events, as determined by the Director of Student Activities. These events are generally limited to those where a significant number of students over the age of 21 are anticipated to attend.

The College expects that students who choose to consume alcohol will do so responsibly. Individuals or groups who conduct themselves in a disorderly manner, destroy property, or infringe upon the rights of others are accountable for their behavior and will be subject to campus disciplinary action and/or appropriate civil or criminal actions. In other words, drunkenness is a problem, not an excuse for one. These policies and regulations apply to all members of the College community and their invited guests.

1. All alcoholic beverages are to be provided by Daemen College Dining Service at all events approved for alcohol service.
2. All student social functions involving alcohol are usually limited to members of the Daemen College community and their escorted guests. Students are liable for the actions of their guests. The Director of Student Activities will generally refuse alcohol requests for events where unescorted visitors may be expected. The Director may refuse entry of any person to any College event.
3. Alcohol abuse will not be tolerated. Alcohol may not be offered as a prize or reward, or consumed in contests. Social participants are allowed to purchase no more than one alcoholic drink at a time (or at the discretion of the Director of Student Activities).
4. Dining Service bartenders, campus safety officers, group advisors, the Director of Student Activities, and/or any appropriate individual acting in their official capacity within the Division of Student Affairs have authority to refuse the purchase of alcohol by any person who appears to be intoxicated or troublesome and that person may be required to leave a social event.
5. Aside from the specifications permitting alcohol at certain student activities, and the guidelines for alcohol permitted in the residence halls listed in this Student Handbook, alcohol cannot be consumed on campus grounds or in private automobiles while on campus grounds.

Daemen College recognized student organizations are not permitted to host events on campus or off campus where the primary focus is the consumption of alcohol. This typically refers to bar parties or fundraisers where persons pay a cover charge and alcoholic beverages are provided free or at a reduced fee. The intent of this policy is prevent and discourage events that promote alcohol abuse (binge drinking, underage drinking, DWI) and to reduce the risk of liability faced by student organizations and their officers when holding these types of events.

Residence Halls

See specific alcohol policy as outlined in the *Residential Living Section* (Section 4) of this Handbook.

Daemen College Drug and Alcohol Abuse Prevention Policy

Pursuant to the U.S. Department of Education Regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989, Daemen College establishes the following policy and regulations:

Policy Statement: Daemen College endeavors to establish for its students, faculty and staff an environment in which the misuse of alcohol and drugs is minimized, which encourages moderation, safety, and personal accountability, and which provides an atmosphere free of coercion and peer pressure to abuse alcohol or use illegal drugs. The College strongly believes and encourages the use of treatment and educational programs as the most effective means to reduce and prevent substance abuse of any kind. All members of the Daemen community should exercise sound judgment and be mindful of their personal health, safety, and well-being, as well as that of their friends and guests, by observing all laws regulating drug and alcohol and the College rules expressed in this Policy and elsewhere in this Handbook.

Standards of Conduct: The unlawful possession, use or distribution of alcohol and illegal drugs by students and employees on college property or while engaged in College activities off the College campus is prohibited. While the College permits the lawful use of alcohol by students and guests on campus in accordance with the College alcohol policy (see following section), any abuse of this privilege will be subject to College disciplinary action and/or appropriate criminal sanctions.

Legal Sanctions Regarding Alcohol: Under New York State law it is illegal:

- To provide alcohol to persons under the age of 21 or to persons who are visibly intoxicated. Providing alcohol to persons under the age of 21 is a Class A misdemeanor which is punishable by imprisonment for up to one year, a fine of not more than \$1,000 and/or three years probation;
- To misrepresent the age of a person under the age of 21 for the purpose of inducing a sale of alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$200, or by imprisonment for not more than five days, or by both fine and imprisonment;
- For a person under the age of 21 to possess alcohol with the intent to consume it. Those found guilty of violating this law shall be punished by a fine of not more than \$50 and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service;
- For any person under the age of 21 to present or offer any written evidence of age which is false, fraudulent or not actually his own, for the purpose of purchasing or attempting to purchase alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$100, and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service. Additionally, if it is found that a New York State driver's license was the written evidence of age used for the purpose of the purchase or attempted purchase, the person's license to drive a motor vehicle may be suspended for 90 days. Lastly, alteration of the required forms of identification (driver's license, passport or armed forces ID card) may constitute "possession of a forged instrument...with intent to defraud," which is a Class D felony under New York State penal law.

Legal Consequences of Operating a Vehicle While Under the Influence of Alcohol or Drugs

- Operating a Motor Vehicle After Consuming Alcohol While Under Age 21. Any person under age 21 who operates a motor vehicle after having consumed alcohol, as determined by a blood-alcohol content of at least .02%, may be referred to the Department of Motor Vehicles for license suspension or revocation, and a \$125 charge. V&T Law § 1192-a.
- Driving While Ability Impaired (DWAI) (more than .05% but less than .08% Blood Alcohol Content (B.A.C.) First violation (Traffic Infraction): Mandatory \$300-\$500 fine; and/or imprisonment up to 15 days; mandatory 90 day license revocation. Subsequent violations increase the fine, possible imprisonment and length of revocation.
- Driving While Intoxicated (DWI) (.08% B.A.C. or higher or while impaired by the use of a drug) 1st Violation (Misdemeanor): Mandatory \$500-\$1,000 fine and/or 1 year imprisonment; Mandatory 6-month minimum license revocation. Two violations within 10 years can result in jail for up to 4 years and a 1 year revocation of your license to drive. If there is personal injury, a possible lifetime revocation can result.
- If you are under the age of 21 and charged with DWAI, or DWI, and you are convicted of such charges, your license will be revoked for a minimum of one year. If you drive while your license is suspended or revoked, or if you refuse a chemical test, you face a mandatory jail term of 7–180 days and a mandatory fine of \$500–\$1,000.

Drugs

There are several New York State and Federal laws prohibiting the use and/or sale of controlled substances (drugs such as marijuana, heroin, cocaine, PCP, LSD, methamphetamine and fentanyl). Misuse and sale of prescription medications is also prohibited. Prescriptions are meant to be used only by the person for whom the prescription is written and/or as prescribed. A conviction can result in a substantial fine and/or a lengthy imprisonment. Remember that the conviction of a crime will remain on your record and can impact your ability to find suitable employment or get a professional license and can impair your ability to travel.

New York State has decriminalized marijuana, which is not the same as indicating its legality. Possession of less than 25 grams is considered a violation and carries a fine of up to \$100 with increased fines for repeat offenders. Additional charges/penalties and fines increase depending on the quantity over 25 grams.

Prescription medication, including medical marijuana, must be labeled as such and with the person for whom it was prescribed.

Daemen College Sanctions

Members of the College community who violate these policies will be subject to discipline via the Student Code of Conduct. Taking into account the circumstances of each case, sanctions for students may range from warnings to expulsion from the College, and sanctions for faculty and staff members may range from warnings to termination. At

the discretion of the College, as an alternative to, or in addition to any disciplinary action taken, students or employees may be required to participate in and to complete satisfactorily an appropriate counseling or rehabilitation program. Records of such discipline may be maintained in a student's record or an employee's personnel file. Enforcement of these sanctions will be through the College's existing disciplinary procedures for students, faculty, and staff, as appropriate. The College reserves the right to require that a student participate in random drug testing, at their own expense, as part of a sanction for being found responsible for a violation of this drug policy and/or if there is reasonable evidence to suggest illegal drug use/abuse.

Health Risks

Abusing drugs and/or alcohol among other things can make you sick, lower your job performance, put you in prison, cause dependency, be expensive, and cost you your life.

Alcohol use will dull your senses, impair coordination, slur your speech, cause mood changes, depress brain functions, lead to irreversible brain damage, damage liver, heart, and pancreas, irritate your stomach, and possibly cause physical damage to your unborn baby.

Drug use may increase your heart rate and blood pressure, cause tremors and convulsions, produce heart, liver, and kidney damage, cause personality changes, confusion, and depression, lead to paranoia and hallucinations, and lower your resistance to disease—including STIs.

AMNESTY POLICY

The health and safety of every student at the College is of utmost importance. Daemen College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Daemen College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Institution's officials or law enforcement will not be subject to the Student Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

BIAS REPORTING

Daemen College employs an online Bias Reporting Form designed to assist the College in promoting an environment that fosters civility and mutual respect for all. Members of the Daemen community may use the online form to report incidents of bias, misconduct, and harassment. A bias-related incident is motivated by the offender's bias against a person or group due their actual or perceived:

- Race
- Color
- Ethnicity
- National origin

- Sex
- Gender
- Gender identity or gender expression
- Religion or religious practices
- Age
- Ability
- Sexual orientation
- Marital status
- Familial status
- Pregnancy
- Veteran or military status
- Ex-offender status

One does not have to be a member of a specific gender, sex, class, or group in order to be a victim of bias, misconduct, or harassment. Additionally, reporters do not need to be victims of bias or misconduct themselves: this form can be used by bystanders to report incidents that they have witnessed or of which they have knowledge.

Any reports submitted will be routed to the appropriate office, typically Student Affairs and the Center for Diversity & Inclusion, which facilitates and adjudicates matters via the Student Code of Conduct if it involves a student, or the Office of Employee Engagement if it involves an employee. All bias reports will be reviewed promptly. For reports containing contact information, a designated staff member will contact the reporting person and will be available to meet and discuss resources, policies, procedures, and services, with a view to addressing the immediate issue as well as any additional implications for campus climate. Reports and related follow up will be handled as discreetly as possible.

Bias Reports may be submitted anonymously; however, doing so will affect the College's ability not only to investigate a report but also to provide a successful resolution or outcome.

Knowingly falsifying a report is a violation of the Student Code of Conduct as well as Employee Policies and may result in disciplinary action.

Members of the campus community may also avail themselves of the Grievance Procedure in Cases of Discrimination and Harassment, which affords a more formal process of investigation and determination of outcome. Filing of a Bias Report does not preclude subsequent use of the Grievance Procedure if the issue remains unresolved. At the discretion of the Grievance Officer, the Bias Report process may be considered to fulfill Step 1 of the Grievance Procedure, which calls for an initial attempt to resolve a complaint informally.

CAMPUS CRIME STATISTICS ACT (1990)

The Jeanne Clery (Clery Act) Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or

property owned or controlled by Daemen College. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, and sexual assault. You can obtain a printed copy of this report in the Office of Student Affairs located in the Wick Student Center. It may also be viewed and printed on the College's website at daemen.edu/ASR.

Timely Warning and Emergency Notifications

In an effort to provide timely notice to the Daemen College community, and in the event of a serious incident which may pose an ongoing threat to members of the Daemen College community, a Safety and Security Alert is sent to all students and employees on campus. The alerts are generally written and distributed to the Daemen College community by the Vice President for Strategic Initiatives (VPSI), or a designee, and they are approved and distributed to the community by members of the President's Cabinet. Any necessary updates to the Daemen College community about any particular case resulting in a Safety and Security Alert will be made to the campus community through the Daemen College website ("What's Happening" page), email to the faculty-staff-announce and students-announce listservs, and the mass communication notification system via means selected by students, faculty, staff, and administrators. Other forms may include information posters in key campus locations, including the Wick Student Center lobby, Scavan Hall lobby, Business Building center lobby, west, east and center doors of Duns Scotus Hall, Campus Village Apartments and Collegiate Village, and other locations. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Daemen College community members and a Safety and Security Alert would not be distributed. The VPSI, or designee, in consultation with appropriate campus personnel, reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Safety and Security Alert is warranted. Safety and Security Alerts may also be issued for other crime classifications, as deemed necessary.

Annual Security Report

Each year in mid-October, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained in the Office of Campus Safety on the first floor of Wick Student Center. It may also be printed from the website.

How to Report Criminal Offenses

In an emergency, dial 911¹. After the emergency is reported, call Campus Safety so they can support emergency responders for best care of the situation. Community members can contact the Office of Campus Safety at 716-839-SAFE (7233), 24 hours a day, 7 days a week. Report to Campus Safety any suspicious activity or person(s) seen in parking lots or loitering around vehicles, around or in buildings, or around residence halls.

In addition, a crime may be reported to the following areas:

- Campus Safety (716) 839-SAFE (7233)

¹ Please note that based on where the call is made, students may need to alert 911 that they are in Amherst.

- Dean of Students (716) 839-8519
- Student Conduct (716) 839-8200

To contact Amherst Police Department call (716) 689-1311 or in an emergency: 911.

Office of Campus Safety—Arrest Authority

Daemen College Campus Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Daemen College. They do not possess arrest power. Criminal incidents are referred to the Amherst Police Department. Daemen College Campus Safety and Amherst Police maintain a highly professional working relationship. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Office of Campus Safety as well as to Amherst Police. Prompt reporting will assure timely warning notices of on-campus incidents and timely disclosure of crime statistics.

PUBLIC HEALTH EMERGENCY

Daemen College prioritizes the safety and well-being of its community members above all else and therefore, all policies and procedures that are outlined as part of the College's official response to a public health emergency must be followed explicitly. Campus policies are put in place in compliance with Erie County Department of Health, New York State, Center for Disease Control and Prevention, and World Health Organization Guidelines. Additionally, all students are required to take a personal responsibility for their health and the health of others. Failure to do so can result in follow-up through the Student Code of Conduct and could result in restriction from classes and/or campuses based on the nature and/or frequency of the violation(s). Generally, the following guidelines must be adhered to during a public health emergency:

On Campus Meetings and Events

Campus meetings and events will be facilitated as usual with a request for rooms being reserved by Student Activities. Some spaces may have reduced hours of availability to accommodate cleaning and disinfecting. Students should be aware:

- new room capacity limits and groups must not exceed the current established room capacity limits (signs in all rooms) or the current state/regional mandates on crowd size.
- all participants, whether from the Daemen community or guests from off-campus, must follow the current campus protocols and processes regarding campus clearance, social distancing, and wearing a face covering.
- all catered events must be provided by Daemen Dining Services.
- the use of lobbies and hallways for information tables will be temporarily suspended until density and crowd control mandates are lifted.

Face Mask/Face Coverings

Face coverings may be required to be worn on campus by all or certain members of the community who do not meet certain criteria, as well as visitors and guests. It is recommended that anyone not feeling well wear a face covering. If required, a face covering must be worn over the mouth and nose:

- while in academic spaces
- in the Dining Hall until students are seated and eating

- anytime 6 feet physical distancing cannot be maintained

Any person not wearing a face covering will be asked to retrieve one from their room, car, or home. Students who refuse to comply may be asked to leave class and/or campus until they have and properly apply the appropriate face covering.

Social Distancing

The campus may require community members and visitors, if allowed, to comply with social distancing measures including, but not limited to: wearing face masks or coverings, staying a certain distant away from others, avoiding in-person meetings, following quarantine guidelines if necessary, and following notices and advertisements for room restrictions and occupancies.

Vaccination

There could be circumstances where Daemen College may mandate inoculation by an FDA approved vaccine either for all campus community members or certain community members in more “highly transferable” situations (such as residence halls, athletic competition, etc). These requirements may be mandated by an outside entity for which Daemen must comply or on its own, as a private entity. Either way, decisions will be made by senior staff and communicated through the appropriate channels with timelines, exceptions, and repercussions for non-compliance as deemed appropriate based on the nature of the public health emergency.

Visitors and Guest Policy

Visitors/Guests may be restricted in certain or all parts of campus during a public health emergency at the discretion of the College. Individuals will be expected to adhere to those guidelines or be subject to removal from the campus and/or student housing or other locations/privileges.

How to Report a Concern

Community members who are concerned about a community member either following policy or being well are expected to complete a CARE report online at daemen.edu/concern. Immediate concerns should be reported to Campus Safety at 716-839-SAFE (7233).

Due to the fluid nature of a public health emergency, the College may issue additional orders and policies during such a crisis in which all community members will be expected to comply, regardless of whether they are outlined in this handbook or not.

DISSENTS AND DEMONSTRATIONS

Daemen College strives to create an environment in which diverse opinions can be expressed and heard in a safe and respectful manner. As a private college, Daemen wants to ensure that all members of our campus community feel empowered to peacefully express their views and opinions, regardless of whether others may disagree with those expressions. This includes the right of protestors to oppose the views or opinions of others, but not in such a way as to limit or prevent the speakers freedom of expression or interfere with university operations.

There may be times that students will choose to dissent with College or public policy and openly demonstrate on campus. Demonstrations may be held on campus as long as they do not disrupt the normal and proper operation of the College. Specifically, disruptions will include activities which:

1. Interfere with the rights of students, faculty, staff or guests of the College;
2. Disrupt or obstruct educational and other activities of the College;
3. Obstruct or restrict free movement of persons on any part of the campus;
4. Interfere with the proper use of offices or other facilities to the students faculty, trustees, staff or guests of the College;
5. Endanger the safety of any person at the College; and/or,
6. Threaten or result in the destruction of property.

In order to use a campus facility for demonstration purposes, a student group must reserve space as outlined in the Student Activities section of this Handbook. The student group must also register its intent to demonstrate by submitting a letter to the Vice President for Strategic Initiatives (or designee) at least 48 hours prior to the demonstration. The College will insist all planned protests be peaceful and orderly, carried out in accordance with these guidelines and in areas other than faculty and administrative offices, classrooms, libraries, and study rooms. Students who violate these guidelines will be subject to disciplinary action.

Regardless of whether a student dissent or demonstration is aimed at the College or an outside entity, Daemen values free speech, expression, and an exchange of ideas, therefore, want to work directly with students as they plan a dissent or demonstration. Students should know, the College will:

- Support planned dissent and/or demonstration as long as it meets the guidelines outlined above and in the Student Handbook and/or does not pose a safety risk to individuals involved or community members.
- Assist with the planning, including providing reserved spaces, resources, support, audio-visual equipment, notifications, and any other reasonable request in line with reservation policies.
- Ensure that other community members with opposing viewpoints do not interfere with a peaceful dissent or demonstration and allow those community members equal opportunity to express those views in a similar forum.
- Protect college and individual property, and the health and well-being of participants.
- Students will NOT be subject to student conduct action for taking part in a peaceful protest, dissent, or demonstration as outlined above.

EVENT CONTRACTS

Certain services for student activities may involve the execution of a contract. All contracts for these services with outside vendors must be made through the Office of the Director of Student Activities. No one may commit College monies, facilities, or other resources without the written authorization of the proper College official.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Daemen College complies with the Family Educational Rights and Privacy Act (FERPA). Pursuant to this law, the College shall maintain the confidentiality of student education

records and shall not release them to any person or entity without the written consent of the student except as set forth below. Moreover, the College shall provide students access to their education records pursuant to the procedures outlined in this policy.

"Education records" are the records, files, documents, and other materials maintained by the College, which contain information directly related to a student except:

1. Records of faculty and administration, which are in their sole possession and are not revealed to any persons other than a representative.
2. Records of Campus Safety that were created for law enforcement purposes.
3. Employment records maintained solely for such purpose.
4. Medical records.

The College may include in a student's education records disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student or other members of the College community. Nothing in this policy shall prevent the College from disclosing such information to teachers or other institutions who have a legitimate educational interest in the behavior of the student. Moreover, the College may disclose to an alleged victim of any crime of violence the results of a disciplinary proceeding conducted by the College against the alleged perpetrator of such crime. In compliance with federal and state law (Title IX, the Clery Act), and New York State Education Law 129-B, the College will disclose the outcome of an investigation of sexual violence to both the complainant and the respondent, including information about specific disciplinary sanctions when sanctions directly relate to a student who has been harassed. Additionally, the College reserves the right to notify the parents/family of a student determined to have violated the College's policies and/or New York State laws regarding underage drinking or illegal use of drugs.

College policy is that no person shall have access to, nor will the institution disclose, any information from a student's education records without the written consent of the student except (a) to the student; (b) to appropriate College officials who have legitimate educational interest; (c) to certain state and federal officials; to officials at other schools in which the student seeks to enroll; (d) to persons or organizations in connection with the student's application for financial aid; (e) to organizations conducting studies for educational purposes, but only under conditions that protect confidentiality; (f) to accrediting agencies carrying out their accreditation function; (g) in compliance with a judicial order; (h) for reasons in an emergency in order to protect the health or safety of a student or other persons; and (i) to officials at another institution or partner provider when exchange of information is necessary in order to facilitate the investigation of a crime or other significant matter involving students at multiple institutions.

The Registrar will maintain, with the education records, a list of all persons and entities (other than College personnel with a legitimate educational interest) who have requested or obtained access to a student's records. This list, which is available to the student about whom information has been requested, will show the interest of persons or entities. Within the Daemen College community, only those officials with a legitimate educational interest are allowed access to student education records. Such persons include personnel in the Offices of the Vice President for Academic Affairs and Dean of the College, Associate Vice President for Academic Affairs, Vice President for Strategic Initiatives, Dean of Students, Division Deans, Student Success Center, Information Technology,

Higher Education Opportunity Program, Registrar, Comptroller, Financial Aid, Admissions, faculty members, and other College officials within the limitation of their need to know. College officials may include students who serve on official College committees or who are employed in College offices. Internship supervisors (e.g., supervising teachers, clinical preceptors), consultants, contractors (e.g., attorneys, auditors), volunteers, or other parties to whom the College has outsourced institutional services or functions may also be considered College officials within the limitation of their need to know.

At its discretion, the College may provide "directory information" to others and the College's confidentiality policy shall not be applicable to such information. "Directory information" includes: student name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, enrollment status (includes advance registration data, anticipated graduation year, class status), resident status (commuter or resident), degrees and awards received, recent educational institution attended by student, participation in recognized activities and sports, and weight and height of members of athletic teams.

The College will withhold directory information if a student makes a written request to the Office of the Registrar. Student directory information may be included in the College's website and may be contained in other College publications. Students wishing limited disclosure may submit a request in writing to the Office of the Registrar. A form is available on the Registrar's website <https://www.daemen.edu/academics/registrar/forms>. Once a student has requested non-disclosure, their directory information will not be disclosed until the student provides written instruction to change this status.

Students have the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their record if they feel the decision following the hearing is unacceptable.

The College Registrar has the responsibility to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make a written request to the Registrar listing the records or information of interest. The pertinent record or information will be made available within forty-five days of the request. At their expense, students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists). The following documents and information will not be disclosed to students: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement; references to which they have waived their rights of inspection and review, provided they are used solely for such purpose; education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.

A student who believes that the education records contain information that is inaccurate, misleading, or inappropriate should discuss the problem with the Registrar in an effort to resolve the matter informally. If not resolved, the student will be afforded a formal hearing pursuant to the Student Dispute Resolution Procedure contained in the Student

Handbook. The request for a hearing must be made in writing to the Vice President for Academic Affairs, who, within a reasonable period of time after receiving a request, will inform the student of the date, place, and time of the hearing. A student may present evidence relevant to the issues raised in accordance with the Student Dispute Resolution Procedure. The hearing will be conducted by the Vice President of Academic Affairs and/or any other individual so designated.

The decision of the hearing will be final and will consist of a written report summarizing the evidence and stating the reasons for the decision. If the decision is in favor of the student, the student's record will be amended accordingly. If the student is not satisfied with the decision, the student may prepare a written statement explaining the disputed contents of the record. This statement will be maintained as part of the student's education records and released whenever the pertinent record is disclosed. Inquiries regarding this policy should be directed to the Registrar.

In addition, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FILE SHARING NOTIFICATION

Daemen College has a technology deterrent in place that blocks illegal File Sharing including illegal downloading of music, movies, games, and programs. The use of downloading programs (including uTorrent, Bit Torrent, Limewire, Frostwire, etc.) are prohibited and limited by our technology deterrent device.

Daemen responds to any formal legal complaints we receive. Organizations like the Motion Picture Association of America (MPAA) and the Recording Industry Association of America (RIAA) frequently police file-sharing programs for copyrighted material belonging to the artists they represent. Under the Digital Millennium Copyright Act, Daemen must respond to MPAA and RIAA complaints of copyright violations for sharing movies and music from computers on the Daemen network. In addition to civil action, local campus disciplinary action will be taken against offenders.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at <http://www.copyright.gov>.

If a complaint of copyright infringement is made against you, you will also face disciplinary action by Daemen College as stated in the Daemen College Handbook. This may include permanent loss of your access to the Daemen College network.

For a hard copy of this document, please visit one of the Computer Support Supervisors located in the Research and Information Commons or in the Business Building Computer Lab. To ask questions about copyright violations, email computing@daemen.edu or visit daemen.edu/filessharingpolicy

GAMBLING

Gambling is not permitted on campus, with the exception of raffles by recognized student organizations which are approved by the Student Activities Office. Student-athletes and all staff that are directly associated with athletics are prohibited from participating in any bracket contests where money is paid and a prize can be won. This is considered gambling by the NCAA and a violation of their rules and regulations.

HAZING AND OTHER NEW MEMBER INITIATIONS

Hazing has been defined under section 6450 of the Education Law as any action or situation which recklessly or intentionally endangers mental or physical health or involves the consumption of liquids, liquor, or drugs for the purpose of initiation into an affiliation with any organization. Other acts that are implied to be required for participating and/or involvement in a club or organization that may seem innocuous on the surface but are not optional, may also be considered hazing. Hazing is both a violation of the Penal Law and other laws of the state of New York. The College reaffirms its policy that it will not condone hazing of any kind. To this end, any student, faculty member, staff member, visitor, licensee, or invitee who engages in hazing may be removed from the Daemen campus and, where appropriate, shall be subject to a formal conduct review via the Student Code of Conduct and could face suspension, expulsion, or other disciplinary action. Similarly, the College will rescind permission to operate on campus property and shall prohibit the use of the College's name to any organization whose members (whether individually or in concert) engage in hazing. An organizational philosophy that supports the mission of the College and is evident in the responsible behaviors, class attendance and attentiveness, as well as positive and meaningful activities, is an excellent antidote to hazing.

Reporting

Any community member who has been impacted by or has witnessed potential hazing should report the incident. In an emergency, dial 911². After the emergency is reported, call Campus Safety so they can support emergency responders for best care of the situation. Community members can contact the Office of Campus Safety at 716-839-SAFE (7233), 24 hours a day, 7 days a week. In a non-emergent situation, report to Campus Safety any hazing concerns.

In addition, concerns may be reported to the following areas:

- Campus Safety (716) 839-SAFE (7233)

² Please note that based on where the call is made, students may need to alert 911 that they are in Amherst.

- Dean of Students (716) 839-8519
- Student Conduct (716) 839-8200

To contact Amherst Police Department call (716) 689-1311 or in an emergency: 911.

INTELLECTUAL PROPERTY

Daemen College is dedicated to teaching, research, service, and the dissemination of knowledge. The College believes that the public interest is best served by creating an intellectual environment whereby creative efforts and innovation are encouraged and rewarded, while still retaining for the College reasonable access to, and use of, the intellectual property for whose creation the College has provided assistance. The College has an Intellectual Property Policy which is intended to encourage the creation of original works of authorship and inventions by faculty, staff and students while safeguarding the reputation and financial interests of the College. It is expected that, in all cases, the College and its faculty, staff, and students will act in a manner as to best serve the public interest.

The general rule of ownership is that the author of a work owns the copyright, subject to certain limitations. If development of the work involved substantial use of College resources, was work made for hire or commissioned, or was developed in connection with a sponsored research project or under a specific written agreement, the college may have rights, title, and/or interest in the work. An Intellectual Property Committee makes determinations relative to the policy and reviews appeals.

Comprehensive information is found in the full text of the Intellectual Property Policy text on the College's website. Students engaged in original research, authorship, invention, or similar endeavor which may be subject to the College's Intellectual Property Policy are advised to consult the complete policy for information on their rights and responsibilities.

LOST AND FOUND

Located in the Wick Student Center, the Campus Safety/Information Desk is the collection point for all lost and found articles. Anyone who has lost or found anything on campus should contact the Campus Safety/Information Desk to report or claim the item 716-839-SAFE (7233). Articles not claimed by their owners by the end of each semester are donated to charity. An electronic lost and found log is maintained by the Campus Safety/Information Desk and every effort is made to reunite owners with their articles.

MINORS ON CAMPUS

Parents and/or guardians of minor children, not to be confused with students accepted for matriculation to Daemen who happen to be under the age of 18, are expected to provide adequate supervision while the minors are on campus. To that end, minors should not be left unsupervised on College property. Students who bring related or unrelated minors on campus are assuming the role of guardian and will be held accountable for the actions of their guest(s) in accordance with the student code of conduct in this handbook. Generally, no matriculated student may have an overnight guest who is under the age of 17 without the permission of the Director of Housing and Residence Life (or designee).

Additionally, students, student groups, and/or other clubs, organizations, or outside groups wishing to conduct a program with minors on campus will be subject to additional measures and precautions before being allowed to proceed. Academic programs involving individuals under the age of 18 who are not matriculated students need will require approval from the Vice President for Academic Affairs (or designee), in consultation with the Vice President for Strategic Initiatives (or designee). Non-academic programs involving individuals under the age of 18 who are not matriculated students need will require approval from the Vice President for Strategic Initiatives (or designee). If approved, these programs will require additional provisions and measures including, but not limited to: signed consent and assent forms, emergency contact information, and specialized training and/or clearance for staff.

MISSING STUDENT POLICY

Daemen College takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Daemen College students living in College on-campus housing who, based on the facts and circumstances known to the College, are determined to be missing. This policy has been established as required by the Higher Education Opportunity Act (HEOA) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act. Nothing in this policy should indicate that the College has knowledge of, or the ability to track, students' whereabouts and activities at all times. Students are responsible for their own care and travels.

Designation of a contact person(s)

Each year, every resident student has the option to identify a contact person(s) whom the College shall notify within 24 hours of the determination that the student is missing. The contact person can be anyone and, if the student so elects, may be someone other than the person that the student has designated as their emergency contact person for other purposes. Resident students will be given a *Missing Student Contact Registration Form* which should be submitted to the Office of Housing and Residence Life located on the second floor of Wick Campus Center.

This contact information is considered confidential and will be maintained separately by the Office of Housing and Residence Life and will only be shared with the appropriate College officials involved in a missing persons investigation including, but not limited to, the Vice President for Strategic Initiatives and Dean of Students, as well as the President. The information may also be provided to the Daemen Office of Campus Safety and the Amherst Police should an investigation be conducted after a missing student report is made. Students may change or revoke their contact information through the Office of Housing and Residence Life. Residential students who are less than 18 years of age and not officially emancipated by their parents or guardian may designate a contact person; however, the student's custodial parent or guardian will also be notified within 24 hours of a determination that the student is missing.

Notification procedures for missing resident students

It is understood that resident students will have opportunities during the academic year to take weekends away to visit family or friends. When students will be away from their on-campus residence, students should inform their roommate or Resident Assistant of their plans and expected date of return for emergency contact purposes. For purposes of this

policy, a student may be considered to be a “missing student” if the person’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim foul play, expression of suicidal thoughts, possible alcohol or drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student’s welfare.

Anyone who suspects that a residential student is missing should immediately notify a Resident Assistant (RA), Coordinator of Residence Life & Career Development (CRLCD) or Hall Director and/or the Director of Housing & Residence Life (839-8200) and/or the Assistant Director of Housing & Residence Life (839-8200). If a missing student report is received by an RA, HD or Coordinator, the Director of Housing & Residence Life (DHRL) should immediately be notified to coordinate the investigation. The DHRL will immediately notify Office of Campus Safety and the Dean of Students.

Once such notice is received, the Office of Campus Safety and the Office of Housing and Residence Life will begin an investigation to include, but not limited to, the following:

- Call the student’s cell phone
- Send a residence life staff member to student’s room.
- Contact roommate(s)
- Access student’s vehicle information to locate and distribute to local authorities if necessary
- Access student’s class schedule and seek information on last sighting or other contact information
- Access reports to determine the last time student used a meal card or accessed residence hall
- If student works on-campus, contact supervisor for contact information
- Call student’s designated Missing Person Contact
- Request information from Information Technology about students last electronic sign in to Daemen’s network systems
- Office of Campus Safety may issue an ID picture to assist in identifying the missing student
- Office of Campus Safety may search on-campus public locations (library, cafeteria, etc.)

Actions upon a determination that a student is missing

If the above investigatory steps are unsuccessful in locating the student who has been missing for 24 hours, or it is apparent sooner that the student may be endangered, the DHRL or designee, after consulting with the Office of Campus Safety, will take the following actions within 24 hours:

1. Contact the Amherst Police Department and other law enforcement agencies as necessary and report the student as a missing person.
2. Write and file a detailed report and share it with the Police. Law enforcement will take charge of the investigation.

3. Notify the designated contact person, if any, that the student is believed to be missing. For unemancipated students under the age of 18, the student's parent/guardian will also be notified.

Campus communications about missing students

Notifications to the campus community will be coordinated by the Vice President for Strategic Initiatives or Dean of Students (or designee). Media communications will be coordinated by the Director of Institutional Communications. Information will not be released to the public unless authorized by the Vice President for Strategic Initiatives or Dean of Students or (designee). All media requests will be directed to the Director of Institutional Communications. The DHRL will act as the liaison between the College and law enforcement, writing follow-up reports as needed and keeping college officials apprised of the ongoing investigation.

Commuter students

Reports of commuter students who are missing will be referred to the Office of Campus Safety and Amherst Police Department for investigation.

PARKING

Persons who drive vehicles on campus are subject at all times to the motor vehicle laws of the state of New York, to orders of the Department of Transportation and, where applicable, to ordinances of the Town of Amherst. Operation of a motor vehicle on campus is a privilege granted by Daemen College. Serious or excessive traffic violations may result in the loss of this privilege. The Office of Campus Safety has authority over the parking lots and the general grounds.

1. All motor vehicles must be registered each academic year with the College when operated and parked on College property (except for visitors to the College). Parking permits may be applied for on-line at my.daemen.edu/parking. Parking permits cost \$35 per year. Students should be prepared to show a valid motor vehicle registration for each vehicle that they wish to register to park on campus when they pick up a parking permit at the Wick Student Center Information Desk. Any change in autos or plate numbers must be registered with the Campus Safety Office. An annual parking fee may apply.
2. Resident students who reside in Canavan Hall are not eligible to park on or around campus proper, but rather at an off-site arrangement through Collegiate Village. These students must still register their vehicle but are charged an annual fee of \$15. Parking on, or around, campus proper may result in a parking citation. The College reserves the right to adjust where resident students park each year.
3. The parking permit is to be displayed on the rear view mirror, facing outwards.
4. Students should park in designated areas only or be subject to a ticket, tow, or loss of parking privileges.
5. Students may not have more than one car parked on campus at a time.
6. Speed limits are posted at entrances and on roadways of the campus. Speed limits vary from 5 MPH to a maximum of 15 MPH.
7. Full stops are required at all stop signs.
8. Pedestrians always have the right of way. Pedestrians are encouraged to use the sidewalks for optimum safety.
9. Motor vehicles may not be operated on any sidewalk or grassed area. Service vehicles and authorized contractor vehicles are not included in this prohibition.

10. Daemen College Campus Safety Officers and Town of Amherst Police are empowered to enforce all ordinances and laws pertaining to traffic regulations.
11. Dangerous use of skates, skateboards, in-line skates, bicycles, and other forms of transport or recreation is prohibited.
12. Parking is prohibited on all roadways, service drives, and areas reserved for service vehicles. Possession of a parking permit entitles the holder to park only if there is available space in the allotted parking areas and not to blocking driveways or roadways.
13. Overnight parking is permitted only in designated lots to those resident students allowed to park on campus and who have a valid parking permit.
14. Students will be required to move their cars from time to time to alternative designated lots to facilitate snow removal. Failure to move a vehicle upon notification by the College will result in ticketing and/or towing of the vehicle at the owner's expense.
15. Daemen College may have towed, at the expense of the owner, any vehicle that is parked in violation of stated regulations. Other improperly parked vehicles will be ticketed by the College and/or Town of Amherst Police. Serious or continued violations may result in revocation of parking permit and loss of parking privileges for the remainder of the academic year (as determined by the Assistant Dean for Campus Safety and Operations or designee).
16. Temporary overnight parking hangtags (for registered guests) are available at the Wick Campus Safety/Information Desk. Residents will be held responsible for their guest's vehicles to ensure that the guest parks the vehicle in the proper location. Parking citations issued to the guest of the student will become the responsibility of the host.

PUBLICATION POLICY

The *Insight* is the online student newspaper of Daemen College, acting as a channel of communication among administrators, faculty, and students and, as such, has a right to information pertinent to the College community. As a member of the press and a member of the higher education community, a college newspaper is responsible for:

1. Intellectual inquiry and consideration, the study of facts, and the analysis of action.
2. Full presentation of fact as it occurs, subject only to legal restrictions relating to libel, and ethical questions relating to methods of news gathering and premature disclosure.
3. Vigorous advocacy and criticism based on intellectual query and fact, subject to rebuttal through letters or columns.

Therefore, it is the policy of the *Insight* to accept these responsibilities in a professional manner. The content and direction of the *Insight* are determined by the majority of the editorial staff, acting as a responsible unit. The editorial staff consists of the Editor-in-Chief, the Managing Editor, the Business Manager, and the various Associate Editors appointed by the Editor. As an independent institution, Daemen College is legally regarded as the publisher of the *Insight*. Consequently, the College is liable for everything which appears in the pages of the *Insight*, as well as for the responsible conduct of the editorial staff. The advisor to the *Insight*, appointed by the College administration, acts as an advisor to the Editor in carrying out editorial policy. The

advisor examines all articles submitted and has the power to prevent all statements of a potentially libelous nature from being published.

Letters submitted to the Editor must bear the signature of those responsible for the content. Letters concerning a specific issue will be printed in direct proportion to the number of opinions submitted pro and con. All letters are subject to editing by the editorial staff. The editorial staff maintains the right to withhold the name of the writer upon request.

POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT

It is the policy of Daemen College, in accordance with federal and state laws including, but not limited to, Title IX of the Education Amendments of 1972, the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act and the New York State Human Rights Law, not to discriminate on the basis of sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law against any person with respect to employment, admission to the College, or in participation in any College program or activity. Also in accordance with these laws, it is the policy of the College to prohibit harassment of any student, employee or applicant on the basis of the statuses outlined above. All complaints alleging a violation of this policy will be investigated and appropriate remedies will be instituted.

It is the policy of Daemen College not to discriminate on the basis of sex, including sexual harassment, in its educational programs, activities or employment policies as required by Title IX, Education Amendments of 1972, Equal Employment Opportunity Commission regulations, and other applicable antidiscrimination laws.

Sexual Harassment

Sex discrimination in the form of harassment on the basis of sex includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status; or b) submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individuals; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or educational environment. Daemen College will take all steps necessary to prevent such discrimination and effectively address incidents of unlawful harassment, including the imposition of appropriate sanctions. As examples, the following kinds of conduct, or others with a similar harassing effect, are absolutely prohibited if such conduct falls within the definition stated above:

1. Abusing an employee or student through insulting or degrading sexual remarks, jokes, innuendoes, or other sexually oriented conduct (including, among other things, graphic or descriptive comments relating to an individual's body or

- physical appearance, sexually oriented teasing or pranks, improper suggestions, objects or pictures, or unwanted physical contact); or
2. Threats, demands or suggestions that an employee's or student's status depends in any way upon tolerating or accepting sexual advances or sexually oriented conduct.
 3. Sexual violence, defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, use of drugs or alcohol, or intellectual or other disability.

Any harassment of Daemen College employees, students, or applicants, or third parties (such as participants in College sponsored events) in violation of these rules is absolutely prohibited and will not be tolerated. Interim protective measures may be made while a complaint is investigated. Both complainant and respondent shall be treated equitably throughout the investigation.

Conduct that occurs off campus, including but not limited to that perpetrated electronically, by social networking or email, is also subject to investigation and an appropriate response under the Policy to the extent that such conduct contributes to a sexually hostile environment on campus.

Sexual harassment is illegal under both state and federal law. Inquiries regarding compliance with Title IX and New York State law 129-B may be directed to the Title IX Coordinator and Chief Diversity Office, Tiffany Hamilton (716-839-8249) who is also the College's Equal Opportunity Officer.

Other Forms of Harassment

Harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of the person's sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law, or that of a persons' relatives, friends, or associates, and which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

As examples, the following kinds of conduct, or others with similar harassing effect, are absolutely prohibited if such conduct falls within the definition stated above:

1. Abusing an employee or student through epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts (even if claimed to be "jokes" or "pranks") which relate to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics

- or genetic information, or any other characteristic protected by federal or New York State law; and
2. Written or graphic material which denigrates or shows hostility or aversion toward an individual or group because of sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, familial status, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by federal or New York State law.

Any harassment of Daemen College employees, students or applicants in violation of these rules is absolutely prohibited and will not be tolerated.

Revenge Porn

“Revenge Porn” is the non-consensual sharing or publication of an intimate image that was taken and/or shared with the assumption that the image would remain private with the intent to cause harm to the emotional, financial, or physical welfare of another person.

“Revenge Porn” is illegal under New York State bill S.1719-C, and a violation of the Student Code of Conduct. Students, faculty, or staff have the right to file a complaint with the Division of Student Affairs, for students or with the Office of Employee Engagement, for faculty and staff. All complaints alleging a violation of this policy will be investigated and appropriate remedies will be instituted.

Retaliation

Retaliation against employees, students, third parties (such as participants in College sponsored events) or applicants for exercising their rights under this policy is also strictly prohibited and will not be tolerated. This includes retaliation against employees, students, third parties (such as participants in College sponsored events) or applicants for inquiring about their rights, or for making an honest complaint of a violation or possible violation, or for truthfully assisting in a complaint investigation. Claims of retaliation should be reported to the Chief Diversity Officer (Tiffany Hamilton, Duns Scotus, Room 118, 716-839-8249), who is the College’s Equal Opportunity Officer and the Title IX Coordinator, as applicable.

Any employee or student who feels as though someone has subjected him or her to retaliation as a result of a report or participation into the investigation of a report should contact the College’s Chief Diversity Officer/Title IX Coordinator (identified above) or other senior officer immediately.

No One Has Authority To Violate This Policy

Under no circumstances does any faculty member, administrator, trustee, other employee, or student of the College or any other person, including vendors and sub-contractors, have any authority whatsoever to engage in discriminatory, harassing, or retaliating conduct in violation of this policy. If anyone claims to have such authority, or if an employee, student, third party (such as participants in College sponsored events) or applicant has a question about whether objectionable conduct is authorized by the College, the College’s EEO (Director of Diversity and Inclusion, 716-839-7699, DS 115), should be contacted.

Academic Freedom

As an institution of higher education, Daemen College, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No college can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Daemen College does guarantee, however, that credible accusations of inappropriate remarks or conduct that may violate the College policy prohibiting discrimination and harassment will be investigated promptly, thoroughly, and fairly.

Complaints

Individuals with complaints of discriminatory harassment may also have the right to file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education. An employee may also have the right to file a charge with the United States Equal Employment Opportunity Commission (“EEOC”), the Office of Civil Rights (“OCR”), or the New York Division of Human Rights (“SDHR”). A charge should be filed with the EEOC within 300 days of the most recent date that the unlawful conduct occurred, or if filed with the OCR, within 180 days, or if filed with the SDHR, within one (1) year. Reporting to the College is critical, however, because if the College does not know about the conduct, it cannot act.

No one should allow conduct that may violate this Policy to continue unreported. It is extremely important that this be reported so that the College can act to stop such conduct at the earliest possible time. Daemen College provides training for employees on recognizing and preventing harassment, including sexual harassment: all employees are expected to participate in such training.

GRIEVANCE PROCEDURE

Every person in the College community is responsible for compliance with this policy. The Equal Opportunity Officer and has been given day-to-day responsibility for implementing this policy by the President.

Grievances

Grievances or complaints alleging a violation of the College’s policies prohibiting discrimination, harassment, and sexual harassment may be submitted to the Chief Diversity Officer and Title IX Coordinator (Duns Scotus, Room 118, 716-839-8249). Grievances may be submitted in writing using the online bias reporting form or any other written mechanism. A grievance should contain a statement of the facts identifying the violation and as much supporting documentation as possible. Upon request, assistance in preparing the grievance will be supplied by the EEO. Those filing a grievance should also express their view of a possible resolution to the problem. A grievance should be filed as soon as possible after the alleged discrimination has occurred (usually within 30 days). A delay in filing a grievance may impact the ability of the College to investigate and resolve the grievance.

Grievance Procedure

The EEO will attempt to resolve the matter as simply and as quickly as possible by informally meeting with the relevant persons in an effort to reach an acceptable agreement. If the complaint involves an alleged sexual assault, the matter will immediately proceed to Step 2 below; no informal mediation will be undertaken. Cases of alleged sexual assault in which both the complainant and respondent are students will follow the procedures outlined in the Sexual Violences Policies and Procedures Section of this Handbook.

If an acceptable resolution is not reached by the EEO, the grievant may request that the matter be referred to the appropriate Cabinet member (Vice President for Academic Affairs (VPAA) in the case of a faculty grievant) for a more formal investigation. Such request may be made at any time, but not later than ten (10) days after notification that the Step 1 procedure is completed. Within thirty (30) days thereafter, the Cabinet member or VPAA or their designated representative (Grievance Officer) will conduct an investigation with respect to the grievance. (Should the grievance be against either the EEO or the Cabinet member, the grievant should notify the Director of Employee Engagement who will arrange for another Grievance Officer to be appointed.) Efforts will be made to complete the investigation within 45 days after Step 2 is initiated.

During the investigation, the grievant shall have the right to present evidence and witnesses. The Grievance Officer will also examine other relevant evidence and witnesses, including professionals where appropriate. The Grievance Officer shall render a written decision on the grievance applying a preponderance of the evidence standard. A copy of the decision will be provided to the grievant and accused party(ies). Either party may seek review by the College President of all or part of the Grievance Officer's decision by filing an appeal with the Office of the President within 10 days after the decision is rendered. The President in conjunction with legal counsel for the College will review the decision to determine whether it is supported by substantial evidence and that the College substantially complied with applicable procedures. The President's decision will be rendered within 30 days of filing the appeal. The President may affirm the decision, modify the decision, or return the matter for further investigation. Should the President be the accused party, the appeal will be made to the Executive Committee of the Board of Trustees, which will review and rule upon the Grievance Officer's decision.

RELIGIOUS ACCOMMODATION POLICY

Daemen College prohibits discrimination on the basis of religion and is committed to providing a work environment that respects the religious beliefs and practices of all students. As part of that commitment, the College will make good faith efforts to fulfill a requested accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship for the College.

Requesting a Religious Accommodation

A student who anticipates being absent from work or class because of religious beliefs or practices that conflict with their job, class schedule, or a Daemen College policy or practice on dress and appearance to their supervisor or instructor/faculty member in charge of the course. Students are asked to examine the academic calendar and/or course syllabus for potential conflicts at the start of the semester and promptly notify the supervisor and/or instructor in writing of any anticipated accommodation needs, providing as much notice as

possible, clearly specifying the reason for the requested absence or other accommodation. Students are responsible for arranging in advance to make up missed work or material in a timely manner.

Providing Religious Accommodation

Reasonable accommodations are determined on an individual basis and depend on the circumstances. They might include rescheduling an exam or giving the student a make-up exam, allowing an individual or group presentation to be made on a different date, letting a student attend a different discussion section for the same class that week, adjusting a due date, or assigning the student appropriate make-up work that is intrinsically no more difficult than the original assignment.

Supervisors and instructors are expected to reasonably accommodate individual religious practices. A refusal to accommodate is justified only when undue hardship to the College's legitimate business purposes would result from each available alternative for reasonable accommodation.

The College prohibits retaliation against students requesting religious accommodation, participating in an approved accommodation, or otherwise engaging in protected conduct under this policy. Any person who violates this anti-retaliation provision may be subject to disciplinary and/or corrective action. Students who believe that they have been retaliated against or not accommodated appropriately should contact the EEO Officer/Daemen College Center for Diversity and Inclusion and/or the Director of Employee Engagement.

SEXUAL VIOLENCE AND ASSAULT

Please see the Sexual Violence & Procedures for Students and Employees section of this Handbook.

SIGNS AND NOTICES

Official College announcements are posted on bulletin boards located throughout the campus. All student organization activity announcements must be approved by the Director of Student Activities (or designee) or they cannot be guaranteed space on official bulletin boards. The College is not responsible for the removal of banners, signs, or notices. Announcements should be removed by the sponsoring organization as soon as they become outdated (within 24 hours after an event). NOTE: posters and flyers are not permitted on windows or doors, or anywhere in the building stairwells.

SMOKING

Daemen College is a Tobacco Free Campus, therefore, smoking of any substance is prohibited at all times on campus grounds. Campus grounds include all Daemen owned property including the Academic and Wellness Center, and property along Getzville Road and Campus Drive, as well as all residence hall rooms, apartments, and common areas. State law and local fire ordinances prohibit smoking in all areas of public buildings.

SOLICITATION AND PROSELYTISM

Neither solicitation nor proselytism will be tolerated on College property without the express permission of the Vice President for Strategic Initiatives or Dean of Students.

This policy does not pertain to the basic and free practice of a student's personal religious belief, as long as religious activities do not infringe upon the rights of others or disrupt the educational functions of the College.

Daemen College recognized student organizations may be granted permission to conduct fundraising activities as approved by the Student Activities Office. The College does not permit solicitation by credit card companies on campus in any manner, including indirect affiliations with fundraising activities by student organizations.

Anyone suspected of soliciting without administrative permission should be reported immediately to Campus Safety, the Director of Housing and Residence Life (in the case of residence halls), or to the Dean of Students (in case of other campus buildings).

STUDENT DISPUTE RESOLUTION PROCEDURE

Daemen College is committed to serving its students effectively and responsively. Students with questions or complaints should communicate directly with the department or office concerned, with a view to resolving the issue as expeditiously as possible.

Ordinarily, disputes with faculty members should be brought to the attention of the chair of the faculty member's department or, if the dispute involves the chair, to the divisional dean. A student may choose to use the online Bias Report Form, if pertinent, for assistance in resolution. Disputes concerning grades (including determinations of academic dishonesty) are handled exclusively in accordance with the Grade Appeal Procedure found in the College Catalog and the Student Handbook.

Disputes with non-faculty employees should be brought to the attention of the employee's supervisor for review and resolution.

Disputes between students that do not fall into one of the above-mentioned categories should be brought to the attention of the Dean of Students.

Students at the college level, regardless of age, have both the right and responsibility to represent themselves in all matters concerning their education. This includes their ongoing development of those life skills necessary to functioning as capable and successful adults in the workplace and beyond. As such, the direct involvement of parents or other personal advocates in dispute resolution at the college level is generally considered inappropriate.

Students wishing to discuss an issue concerning a College employee are welcomed and encouraged to speak with an advisor in the Student Success Center (Research & Information Commons, first floor). Advisors can be valuable sounding boards who, while not "taking sides," can help students clarify issues, explain any pertinent policies or procedures, and give supportive guidance on the student's options.

Typically, in cases where the dispute potentially includes a violation of the Student Code of Conduct, the situation will be addressed via the procedures set forth in this handbook under the Conduct Review Procedures.

SUICIDAL IDEATION

The health and safety of members of the Daemen College community are of primary interest to the institution. When alerted to a student who may be in imminent danger of harming themselves, the College will take all reasonable steps to get that student help quickly and compassionately while working to preserve that student's academic progress. These steps could include, but are not limited to, requiring a psychiatric evaluation from an outside professional before returning to class, calling proper authorities, including police, rescue, and crisis services to assess the situation, and implementing a "Statement of Expectations" regarding specific tasks the student must follow. Students who have indicated a direct harm to themselves and who refuse to get an evaluation from a medical professional would be subject to follow-up through the Student Code of Conduct.

TRANSPORTATION

Before community members reserve, drive, or accompany a van, the College wants to ensure that they are aware of the following insurance restrictions placed on the College regarding the usage of Daemen vehicles to transport personnel.

The Director of Campus Safety is responsible for scheduling the use of the College vans. The College vans may be used by any organization, residence hall, or group recognized by the College, according to the following guidelines; however, use of the vans is a privilege, not a right. This privilege is subject to van availability. The Director of Campus Safety (or designee) reserves the right to deny requests based upon anticipated need or requested purpose. Those who abuse the privilege, as determined by the College, may be prohibited from using the vans. Any groups denied use of the vans may appeal to the Vice President for Strategic Initiatives (or designee).

Guidelines

1. Requests for use of a van should be made 5-7 days in advance to the Director of Campus Safety. Last-minute requests may be denied. Vans are reserved on a first-come, first-served basis; however, official use of the vans by the College has priority over the use of vans by student groups and organizations. Any changes or cancellations must be communicated to the Director of Campus Safety immediately; failure to do so may affect future request approval.
2. The vans will be used primarily for travel in and around the vicinity of Daemen College by groups of at least six individuals (not further than a 75 mile distance from the College). The van is not allowed to leave the country (no trips to Canada).
3. Only members of the Daemen College community may ride in the College vans. A list of all passengers must be provided to campus safety at the time of van pick-up.
4. A group may be denied the use of a van at the discretion of the Office of Campus Safety if:
 - The group requesting a van plans to attend a bar or other social event where the activity will include the consumption of alcohol.
 - The presence of the Daemen van will reflect negatively on the College.
 - The van is requested for use beyond midnight, without good cause.
5. Drivers of a College van must turn in a photocopy of their current driver license to Campus Safety in Wick Student Center, and may also be asked to present a

conviction stub, if applicable. In addition, drivers will need to sign a release to have their driving record investigated by the New York State Department of Motor Vehicles. Drivers are required to be staff or faculty at the College, and free of any driving-related convictions within the last two years. Drivers must also have no current, unsatisfied social sanctions pending at the College.

6. If a group does not have an approved driver, a driver may be requested. To request a driver, their service must be required for at least 3 hours. If a driver is supplied, the group will be charged for the driver's services.
7. Drivers are responsible for following all motor vehicle regulations and laws. Should a trip exceed 8 hours, multiple approved drivers will be required.
8. Riders are responsible for wearing their seat belts at all times in the vehicles.
9. No food or beverages are allowed in the vans.
10. Groups using a van overnight must be accompanied by a faculty or administrative person employed by the College on a full-time basis.
11. The group is responsible for any tolls and/or parking fees.
12. Van drivers/passengers may not drink alcohol nor use drugs which can affect driving performance during the entire time that they have possession of a van. Alcohol is not permitted inside a College van; smoking is not permitted in the van.
13. Keys to the vans may be picked up at the Campus Safety Desk in the Wick Student Center. A reservation confirmation with the appropriate signatures must be brought to Campus Safety when picking up the keys along with a list of passengers.
14. When arriving back to campus, the driver will return the van to the proper parking area and ensure the van is locked and secure. The keys must be returned to the Campus Safety Officer on duty. The group must remove any debris from the van interior. The group may be charged for gas or any damages and may be restricted from any further use if determined necessary.
15. Any negative incidents and/or legal infractions involving the van may result in restrictions in use or complete revocation of the van-use privilege.

WHISTLEBLOWER POLICY

Daemen College requires all trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the College, we must practice honesty and integrity when fulfilling our responsibilities and comply with all applicable laws and regulations. The College's internal controls and operating procedures are intended to detect, prevent or deter improper activities; however, even the best systems of control cannot provide absolute safeguards against irregularities. Accordingly, the College has adopted this Whistleblower Policy to provide a mechanism to assist and encourage trustees, officers, and employees to come forward in good faith with reports or concerns about suspected compliance issues on a timely basis.

Reporting Responsibility

It is the responsibility of all trustees, officers and employees to report suspected financial misconduct. This Whistleblower Policy governs only the reporting and investigation of suspected financial misconduct, such as violations of applicable laws, external regulations, College policy of a financial nature or misuse of College resources. Financial misconduct may include, but is not limited to, ethics violations, fraudulent transactions,

conflicts of interest, inappropriate expenditure of funds, questionable internal controls and failure to comply with accounting standards and audit practices, theft or inappropriate use of cash or other College resources, falsification of hours worked for payroll purposes and inappropriate spending of cash through the accounts payable process. The policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc. Such concerns should be pursued in accordance with pertinent policies articulated in the appropriate sections of employee and student handbooks. While this policy pertains only to trustees, officers and employees of the College, students with concerns in this regard are encouraged to discuss their concerns with the Vice President for Strategic Initiatives (or designee), who will determine the most appropriate course of action.

The complete policy may be viewed on the College's website at:
daemen.edu/employee_policies.

Crime Reporting Policy

Daemen College strives to maintain a safe campus and relies on all members of the campus community to do their part to keep our campus safe. Any member of the campus community – faculty, student, staff, trustee – who observes criminal activity on the Daemen main campus or at any off-campus instructional site is expected to report such conduct promptly to the police and to the Office of Campus Safety (persons designated as Campus Security Authorities (CSAs) under the Clery Act or Responsible Persons under Title IX are obligated to report criminal activity and have received training accordingly.)

Criminal activity includes but is not necessarily limited to: physical assault, including sexual assault and abuse; burglary, robbery, arson, unauthorized display or use of a dangerous weapon, and the illegal distribution or manufacture of controlled substances. If you observe a crime, phone 911 immediately and follow the instructions of the police. Contact Campus Safety immediately thereafter. Any crime directly involving a member of the campus community, whether as victim or alleged perpetrator, should also be brought to the prompt attention of the Office of Campus Safety. In addition, there are occasions when minors (persons under 18 years of age) are on the Daemen College campus or involved in College events. Any person who observes the sexual abuse of a minor or has a reasonable suspicion of such abuse, should immediately notify Campus Safety and the local police authorities (call 911). A call may also be made to the NYS Child Abuse Hotline at 1-800-342- 3720. Any such conduct involving a Daemen student or employee should also be brought to the attention of the Office of the President. The prompt reporting of criminal activity is essential to securing a safe campus environment for all persons, including guests and members of the public. No one is exempt from the expectation of law-abiding behavior. There shall be no form of retaliation within the Daemen College community against any person making a good faith report of suspected criminal activity.

SECTION 6

SEXUAL VIOLENCE POLICIES & PROCEDURES

The following section contains important and relevant pieces from the Sexual Violence Policies and Procedures guide which can be found online at <https://www.daemen.edu/student-life/student-affairs/sexual-assault-violence-prevention>. This section is designed to give students a quick overview of their rights and the College's responsibilities.

BILL OF RIGHTS

In accordance with the Campus Sexual Assault Victim's Bill of Rights (1992) and section 485 of the Higher Education Act of 1965 (revised 2010), as well as guidelines provided by New York State, Daemen College (hereinafter "College" or "DC") has implemented the following bill of rights that shall be afforded to all victims of reported campus-related sexual assaults. These rights have been adapted for Daemen College from the language used in the Higher Education Act and described in more detail throughout this section.

1. The right to have any and all disclosures of domestic violence, dating violence, stalking, and sexual assault against them treated with seriousness and receive, from the institution, courteous, fair, and respectful health care and counseling services, where available.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, if the victim so chooses, including make a report to local law enforcement and/or the state police; and the right to the full and prompt cooperation and assistance of College staff in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from College staff that victims:
 - a. Not report crimes committed against them to civil and criminal authorities or to campus safety and residence life staff; or
 - b. Report crimes as lesser offenses than the victims perceived them to be.
4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes because:
 - a. Victims are somehow "responsible" for the commission of crimes against them;
 - b. Victims are negligent or assumed the risk of being assaulted; or
 - c. By reporting crimes they would incur unwanted personal publicity.
5. The right to participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard and in so doing, to describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
6. The same right to legal assistance, or ability to have others present, including an advisor of their choice, in any campus disciplinary proceeding that the institution permits to the accused, and the right to be notified of the outcome of such proceeding.
7. The right to counseling services from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

8. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that appropriate College staff take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing and transfer of classes if requested by the victims.
9. Access to at least one level of appeal of a determination.
10. The right to report any inappropriate action, or lack thereof, in the handling of a reported sexual assault on the part of the College as a Title IX complaint.
11. Be protected from retaliation by the institution, any student the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.
12. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of Daemen College.

Additionally, and in accordance with the SaVE provision of the Violence Against Women Act (VAWA), the College will work with the student to ensure that they are able to continue their studies safely while the matter is addressed. This includes applying, at the discretion of the Vice President for Strategic Initiatives or Dean of Students (or designee) and as dictated by the situation and the needs of the victim, the use of administrative room changes, Orders of No Contact, Persona Non Grata orders, and/or other steps deemed necessary.

AFFIRMATIVE CONSENT

Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in “sexual activity” (as defined below). Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Depending on the degree of intoxication, someone who is under the influence of drugs, alcohol, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. Additionally, prior consent to a sexual act does not necessarily constitute consent to any other act.

CONFIDENTIALITY

Confidentiality is afforded to a student who speaks with a campus counselor or outside advocacy agency such as Crisis Services of Buffalo. In those instances, no identifying information is shared or reported to campus authorities unless there is an imminent risk to the safety of the student and/or campus community.

PRIVACY

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with applicable laws, including informing appropriate College Officials. The College has identified the positions outlined in the Annual Security and Fire Safety Report (ASR) as Campus Security Authorities (CSA) under the Clery Act and Responsible Persons under Title IX.

Although most Daemen College employees are not confidential resources, they can still offer “privacy.” This means that an employee may have to share information pursuant to federal or state law or college policy with certain other Daemen employees, but they will not share the private information beyond what is required or needed to comply with law and policy, and will otherwise limit re-disclosure as much as possible.

Privacy of the records specific to the investigation is maintained in accordance with New York State law and, with respect to student records, the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of victims or information that could easily lead to a victim’s identification.

In an effort to provide timely notice to the Daemen College community, and in the event of a serious incident which may pose an ongoing threat to members of the Daemen College community, a Safety and Security Alert is sent to all students and employees on campus. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community.

TITLE IX COORDINATOR

Daemen College has designated Tiffany Hamilton, the College’s Chief Diversity Officer, as its Title IX Coordinator. Ms. Hamilton can be contacted at: thamilto@daemen.edu or (716) 839-8249. The Title IX Coordinator’s responsibilities include coordinating Daemen’s compliance with Title IX, and other applicable nondiscrimination laws and regulations. This includes coordinating the College’s grievance procedures for resolving Title IX complaints. The Title IX Coordinator, and designees (if any), receive annual training on: (1) issues related to sexual assault, relationship violence, and stalking, (2) how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, (3) how to conduct investigations of sexual violence, (4) the effects of trauma, (5) impartiality, (6) the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and (7) Daemen’s policies and procedures, and other issues.

Additionally, the College has appointed deputy Title IX Coordinators in the areas of Student Affairs, Athletics, and Employee Engagement. The Deputy Title IX Coordinator in Student Affairs (Kerry Spicer, Assistant Vice President for Student Affairs and Dean of Students, kspicer@daemen.edu, 716-839-8200) is typically responsible for coordinating responses to reported student violations of the sexual assault policy.

PROHIBITED ACTS

Daemen College strictly prohibits all Sexual Offenses as outlined in these policies and procedures. In the event that a Sexual Offense does occur, the College takes the matter very seriously.

Daemen's Sexual Offense Policies & Procedures are available to all students and employees, and are applicable to any educational program or activity, that has a substantial connection to the College. Daemen will apply the provisions of this policy regardless of whether the Sexual Offense occurs on campus, off campus, and/or premises that Daemen College has substantial control over which includes buildings or property owned or controlled by a recognized student organization or while a student or employee is participating in a study abroad program. When the Sexual Offense involves students or employees from two or more institutions, the College will work collaboratively with the other institutions to address the Sexual Offense, provided that the collaboration complies with the Family Educational Rights Privacy Act ("FERPA").

PROCEDURES FOR RESPONDING TO A SEXUAL OFFENSE

Student who believe that they are a survivor of a Sexual Violence Offense, should follow these procedures:

Specific Procedural Steps Survivors Should Take if Sexually Assaulted

A student who is sexually assaulted has the right to make a report to Campus Safety, local law enforcement, and/or state police, or choose not to report. They also have the right to report the incident to Daemen College and in so doing, to be afforded immediate assistance by an appropriate official trained in interviewing victims of sexual assault; assistance will include any interim measures that may be indicated for their protection, as well as protection by the institution from retaliation for reporting said incident. Victims of sexual assault should go to a safe place, contact Campus Safety at 716-839-SAFE (7233), an RA, or Crisis Services of Buffalo (716-834-3131). These first responders will provide immediate assistance, including helping the student receive any medical attention that may be needed.

Obtaining Medical Attention

For student's safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible is important in the case of sexual assault. Within 96 hours of an assault, the student can get a Sexual Assault Forensic Examination (or "SAFE," commonly referred to as a rape kit) at a hospital. Daemen encourages students to receive immediate medical attention at a facility that uses SAFE, or Sexual Assault Forensic Examiners. Completing a SAFE will not require a student to file a police report, but it will help to preserve evidence in case they decide at a later date to file a police report. Local hospitals, with and without SAFE, include the following:

Program/ Entity	SAFE Facility?	Location	Contact Information
Millard Fillmore Suburban Hospital	Yes	1540 Maple Road Williamsville, NY 14221	P: 716-568-3600

Buffalo General Hospital	Yes	100 High Street Buffalo, NY 14203	P: 716-748-2100
Sisters of Charity Hospital	Yes	2157 Main Street Buffalo, NY 14214	P: 716-862-1000

While there should be no charge from these hospitals for a rape kit, there may be charges for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

Available Resources

Students who are survivors of assault or harassment, including incidents that are sexual in nature, have the availability of several resources both on and off-campus, including 24/7 access to a Daemen Administrator On-Call (AOC) who is trained to specifically address these matters. Information will be provided as needed on resources for mental health counseling, medical services (including information on sexually transmitted infections and forensic examinations), legal services and any other pertinent campus or community resources. Student Affairs can work with survivors to implement persona non grata or no contact orders, manage residence hall and/or class conflicts, and similar measures as needed.

The College has partnered with *Reach Out Editions* to provide an app available for iPhone and Android users. *Reach Out* allows users to anonymously explore College policies, College and local support services, local medical services, reporting options, and other important information that a survivor, respondent, or family member may need. Additionally, an Advocate from Crisis Services of Buffalo coordinates regular campus training and education, including bystander intervention for student leaders, as well as providing support in the event a student is sexually assaulted. Students can also contact any of the offices or agencies below for additional support and assistance.

Support Agencies and College Offices:

Campus Safety
Crisis Services – Victims advocate program
Crime Victims Board
Campus Student Counseling Services
Health & Insurance Services
Residence Life Staff
Dean of Students
Title IX Coordinator
Vice President for Strategic Initiatives

Phone

716-839-SAFE (7233)
716-834-3131
716-847-7992
716-839-7380
716-839-7380
716-839-8200
716-839-8519
716-839-8249
716-839-8519

Enforcement Agencies:

Amherst Police/Buffalo Police
Erie County Sheriff's Department Family Offense Unit
Erie County District Attorney/Special Victim's Bureau

Phone

911
716-858-6102
716-858-2525

New York State Domestic and Sexual Violence Hotline (anonymous and confidential)	1-800-942-6906
New York State Police 24-Hour Hotline (sexual assault victims unit)	844-845-7269

Students who have sought and received outside protection from local authorities, such as a restraining order, should share that information with the College. The appropriate official, typically the Dean of Students (hereinafter “DOS”) (or designee) will assist the student in implementing the order appropriately.

Counseling Services

Professional counselors are retained by the College to assist students who are facing concerns of an academic, adjustment to college, personal, or social nature. They help students work through their concerns to develop appropriate alternatives, actions, or solutions. This service is confidential within the limits of Informed Consent and will be discussed in the first counseling session. The first fifteen sessions are free to Daemen students and in circumstances where more are needed and as approved by the Clinical Director of Counseling and/or Dean of Students. Referrals to a number of community service agencies are also available. Students can find further information by contacting the CHIP Center at 716-839-7380.

The New York State Office of Victim Services may also be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here:
<https://ovs.ny.gov/sites/default/files/brochure/crime-victims-rights-ny-crime-victims.pdf>,
 or by calling 1-800-247-8035. Options are explained here:
<https://ovs.ny.gov/help-crime-victims>.

Report the Incident

Daemen College encourages, but does not require, victims, survivors, complainants, claimants, and witnesses with victim status of Sexual Offenses (reporting individuals) to report the incident to one or more of the following resources:

How to Report Criminal Offenses: In an emergency, students should dial 911³. After the emergency is reported, Campus Safety should be called so they can support emergency responders. Community members can contact the Office of Campus Safety at 716-839-SAFE (7233), 24 hours a day, 7 days a week. All members of the campus community are encouraged to report to Campus Safety any suspicious activity or person(s) seen in parking lots or loitering around vehicles, around or in buildings, or around residency halls. In addition, a crime may be reported to the following areas:

Support Agencies and College Offices:	Phone
Campus Safety	(716) 839-SAFE (7233)
Office of the Vice President and Dean of Students	(716) 839-8519
Director of Housing & Residence Life	(716) 839-8200

³ Please note that based on where the call is made, students may need to alert 911 that they are in Amherst.

First, individuals may (but are not required to) report a Sexual Offense to local law enforcement (such as the Amherst Police Department), and/or the New York State Police for the sole purpose of documentation. Students may also (but are not required to) report it to local law enforcement and/or State Police so that they may investigate the matter and identify an offender. Students may contact local and state law enforcement as follows:

- Amherst Police Department
Address: 500 John James Audubon Parkway, Amherst, NY 14228
Emergencies: 9-1-1
Non-Emergencies: (716) 689-1311
Website: http://www.amherst.ny.us/content/departments.php?dept_id=dept_16
- New York State Police, Troop A
General Address: 3331 Trooper Paul Kurdys Way, Buffalo, NY 14225
General Phone: (716) 935-6570
Zone 2 – Grand Island Address: 2255 Baseline Rd, Grand Island, NY 14072
Zone 2 – Grand Island Phone: (716) 773-9651

Students who choose to contact law enforcement may have the further option to (but are not required to) pursue the case through the criminal justice system, where they will be assisted by the District Attorney's office, the local or state Police Department, and the support and advocacy services of your choice.

Second, students may (but are not required to) report the Sexual Offense to Daemen College Campus Safety. Once reported to the College, it may trigger the conduct review process at Daemen which may result in the removal in interim measures being applied or formal sanctions as outlined by the procedures outlined in the *General Conduct Review Procedures* section of this Handbook. It also assists Daemen in complying with Federal requirements for reporting offenses occurring on campus. Students may (but are not required to) report Sexual Offenses anonymously to Daemen College Campus Safety, preserving their privacy and only reporting the particulars of the incident. When an incident is reported to the College, either through a College official or a student, the College will review the incident to determine if a potential violation of the Student Code of Conduct occurred. If there is insufficient information from that report, the DOS (or designee) may request that an investigation occur in order to determine whether there is enough information to warrant charges and a review by conduct review body. While an investigation occurs, by an official appointed by the DOS (or designee), interim measures may be implemented, as outlined further in this section.

Third, students may also (but are not required to) report the Sexual Offense to the Title IX Coordinator. When a student first discloses an incident to the appropriate staff member, they will be presented with (1) a copy of this policy, (2) a written explanation of their rights and options, whether the incident occurred on or off-campus, and (3) the following information: "You have the right to make a report to campus safety, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution."

Students will have the right to emergency access to the Title IX Coordinator or another appropriate official who has been designated by the Title IX Coordinator to provide emergency assistance (the “Designee”). The Designee may be an official of Daemen College or an official of an off campus resource. The Title IX Coordinator or Designee will be available upon the first instance of disclosure by a complainant to provide immediate information and assistance regarding (1) options to proceed, including other reporting options; (2) where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible; and (3) the criminal justice process, including that it utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney. The Title IX Coordinator or Designee will also explain whether they are authorized to offer you confidentiality or privacy, and will inform you about other reporting options.

The Title IX Coordinator will generally be available for emergency access on weekdays between the hours of 8:30 AM to 4:30 PM, at the following: Tiffany Hamilton., Title IX Coordinator, thamilto@daemen.edu, or titleixcoordinator@daemen.edu (716) 839-8249.

When the Title IX Coordinator is not available, emergency access to a Designee will be available, at the following: Campus Safety, (716) 839-SAFE (7233).

Daemen College will make every effort to ensure that students are asked to describe the incident to as few representatives of the College as possible, and are not required to unnecessarily repeat a description of the incident.

In addition, students may confidentially disclose the Sexual Offense and obtain services from the state or local government. Students can also make an anonymous report to a confidential hotline provided by New York state agencies and not-for-profit entities. These hotlines include:

- New York State Domestic and Sexual Violence Hotline: 1-800-942-6906.
- The National Domestic Violence Hotline: 1-800-799-7233.
- The National Sexual Assault Hotline: 1-800-656-4673.
- Safe Horizon Hotlines: 800-621-4673 (domestic violence), 866-689-4357 (victims of other crimes), 1-212-227-3000 (rape & sexual assault victims).

Lastly, if the accused is an employee of Daemen College, students can report the Sexual Offense to Daemen College’s Office of Employee Engagement, or request that another employee assist in reporting to the Office of Employee Engagement. Daemen College encourages the victims of Sexual Offenses to report the incidents, in any of the manners described above. However, again, victims are not required to report the offense to, or to seek assistance from Daemen College, law enforcement, or campus authorities. Daemen will not pressure any student or employee to disclose a crime or violation, or to participate in the conduct or criminal justice processes.

Reporting an incident does not:

- obligate the victim to prosecute;
- subject the victim to inappropriate scrutiny or judgment by the person receiving the report; or

- suggest in any way that the victim is at fault for the crime or violation, or should have acted in a different manner to avoid the crime or violation.

Reporting the incident does:

- ensure that a victim of a Sexual Offense receives necessary medical testing and treatment;
- provide the opportunity for collection of evidence critical to a prosecution, which cannot be obtained later;
- ensure that the victim has knowledge of and access to professional, confidential counseling from a counselor specifically trained in the areas of Sexual Offenses.

Request to File Student Conduct Charges

If the respondent is a student, students may request that Daemen College file student conduct charges against the respondent. Any member of the College community may initiate the conduct review process against any student for alleged violations of the Student Code of Conduct generally within two to three months of the alleged violation(s) by submitting a complaint in written form to the Vice President for Strategic Initiatives or the Dean of Students (DOS), who has direct responsibility for managing the student conduct system, or designee. Residence Life and Campus Safety staff complete incident in writing through their supervisor by completing an incident report addressing a violation. Charges filed by all other members of the community must be prepared in writing and will be directed to the DOS (or designee).

Daemen College retains the right to determine whether to actually file the charges against the accused or respondent. Daemen can initiate charges or choose not to initiate them when evidence does or does not merit doing so, in conformity with state and federal law.

Students should be aware that there are significant differences between Daemen's disciplinary system and the criminal justice system, because they have different, important goals. In the criminal justice system, prosecutors pursue cases when they believe there is sufficient evidence to prove, beyond a reasonable doubt, that an individual has committed a criminal act. A person who is convicted of a crime will face criminal penalties, such as incarceration, probation, or the imposition of a fine. Daemen's disciplinary process seeks to determine whether an individual has violated college policy. In this process, a preponderance of the evidence standard of proof is used to determine responsibility. A person who is found to have violated Daemen College's policy may be suspended, expelled, or otherwise restricted from full participation in the Daemen community.

Seek an Order of Protection /or No Contact Order

Victims of Sexual Offenses may have a right to obtain a court order to protect themselves from the perpetrators. The College will enforce all applicable no contact orders, restraining orders, and similar lawful orders issued by a criminal, civil, or tribunal court, to the extent required by law.

An order of protection is issued by the court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence. Family Courts, criminal courts, and Supreme Courts can all issue orders of protection. An order of protection may direct the offending person not to injure, threaten or harass you, your family, or any other person(s) listed in the order.

Family Court order of protection is issued as part of a civil proceeding. Its purpose is to stop violence within a family, or within an intimate relationship, and provide protection for those individuals affected. All Family Court proceedings are confidential. To obtain an order of protection in the Family Court, your relationship to the other person must fall into one of the following categories: (1) current or former spouse, (2) someone with whom you have a child in common, (3) a family member to whom you are related by blood or marriage, or (4) someone with whom you have or have had an “intimate relationship.” An intimate relationship does not have to be a sexual relationship. A relationship may be considered intimate depending on factors such as how often you see each other, or how long you have known each other. After a petition is filed, the court will decide if it is an intimate relationship.

In order to start a proceeding in Family Court, individuals will need to file a form called a Family Offense petition. Individuals can contact the Family Court in your county for help completing and filing the petition. Contact information for Erie County Family Court:

Erie County Family Court
Address: 1 Niagara Square, Buffalo, NY 14202
Phone: 716-845-7400
Fax: 716-845-7546

Students may also wish to speak with an attorney or domestic violence advocate before filing. A criminal court order of protection is issued as a condition of a defendant’s release and/or bail in a criminal case. A criminal court order of protection may only be issued against a person who has been charged with a crime.

Daemen College will provide complainants assistance from Campus Safety, or other appropriate officials in obtaining an order of protection. The following individuals can be contacted for assistance in obtaining or understanding an Order of Protection:

- Douglas Smith
Director of Campus Safety
716-839-8237
dsmith@daemen.edu
- Legal Aid Bureau of Buffalo
290 Main Street, Suite 400
Buffalo, NY 14202
(716) 853-9555
www.legalaidbuffalo.org

Daemen will provide the respondent and the complainant a copy of any order of protection or equivalent that the College receives. Daemen will also provide the respondent and the complainant an opportunity to meet or speak with a representative of the College, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the respondent's responsibility to stay away from the protected person or persons. Daemen College will provide the respondent and the complainant an explanation of the consequences of violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension. The College will also call on and assist local law enforcement in effecting an arrest when an individual violates an order of protection.

Order of No Contact: When a student is accused of a Sexual Offense, Daemen College will generally issue a "no contact order" to protect the complainant from the respondent. This "no contact order" is a Daemen College document that does not have the legal effect of an order of protection, which is obtained through a court.

Under the no contact order: (1) the respondent's continued intentional contact with the complainant is a violation of Daemen's policy that is subject to additional conduct charges; and (2) if the respondent and a complainant observe each other in a public place, it is the responsibility of the respondent to leave the area immediately and without directly contacting the complainant. This may include establishing a schedule of attendance for the respondent to access certain locations at Daemen, such as academic buildings, libraries, athletics or fitness facilities, and dining halls.

Responsibility to stay away falls upon the person or persons subject to the no contact order ("covered person"), not the protected individual. A covered person may be a respondent or a third party who is the subject of a no contact order. If the covered person and protected person are in the same place accidentally, it is incumbent upon the covered person to remove himself or herself in a reasonable time and manner.

Upon request, both the respondent and the complainant are entitled to a prompt review, reasonable under the circumstances, of the need for and terms of the mandatory no contact order, including potential modification, in which they are allowed to submit evidence in support of their requests. Requests to review a mandatory no contact order should be submitted to: Kerry L. Spicer, Dean of Students at kspicer@daemen.edu. If a request for review is received from one party, the other party will be notified of the request for review. The Dean of Students or designee will issue a determination in response to the request, and notify both parties of the determination.

Initiate Legal Proceedings

Students may have the right to initiate legal proceedings. Daemen Colleges serves as a resource to students in initiating these proceedings. However, the College is not required to bring actions on behalf of reporting individuals, provide or pay for attorneys, or provide direct support. Local resources may be able to help you initiate legal proceedings, however. These resources may provide services with or without cost. The resources include the following:

- Legal Aid Bureau of Buffalo
290 Main Street, Suite 400
Buffalo, NY 14202

(716) 853-9555
www.legalaidbuffalo.org

- Erie County Bar Association
438 Main Street, 6th Floor
Buffalo, NY 14202
(716) 852-8687
www.eriebar.org

Right to Withdraw

Students have the right to withdraw their report and/or to withdraw from involvement in Daemen's investigation of the complaint at any time. If students choose to withdraw, however, the College may still have obligations to investigate and/or take actions under state or federal law. If Daemen continues an investigation or takes action after a student withdraws, students have the right to participate as much or as little as they wish.

SECTION 7

ACADEMIC POLICIES

ACADEMIC CALENDAR

The complete academic calendar is published on the Daemen web page. Access the calendar at: daemen.edu/calendar.

MASTER CALENDAR

The Student Activities Office and the Conferences Services Office maintain the Facilities and Events Database for non-academic events and activities on campus. Remember to notify these offices about your upcoming event so that it may be included on the Daemen College [website calendar](#).

CLASS SCHEDULES

Each term, the College publishes electronic schedules of course offerings, which are accessible to all students. Schedules are just-in-time and are updated as revisions occur. Schedule search options include the ability to search for offerings by: academic level (undergraduate or graduate); course type (course subject; individual core requirements; learning communities), offering days/times; instructor. The schedules also provide course descriptions, course seat availability, and textbook information. Access the schedules at: webadvisor.daemen.edu.

CLASS ATTENDANCE

Regular and prompt attendance is expected at all classes and officially scheduled programs and activities. A student who is absent from class for any reason whatsoever will be required to make up the work to the satisfaction of the instructor. A student anticipating or having a prolonged absence from class (3 or more class days), due to illness, accident, or death in the family, should report this absence to the Registrar, who will convey the information to the appropriate instructors. Upon return, it is the student's responsibility to discuss his or her standing in the course with the instructor, who will advise of the appropriate course of action to be taken.

CANCELLATIONS

When the College is officially closed due to a snow emergency, do not attempt to drive to or on campus unless you have been designated as essential personnel. If you find it is absolutely necessary to visit, park your car off campus, so that parking lots can be plowed and cleared of snow.

If a snowstorm or other event results in the cancellation of classes, the following stations will carry this information:

- TV channels: 2, 4, & 7.
- AM radio stations: WBEN 930, WGR 550.
- FM radio stations: WKSE 98.5, WTSS 102.5, WJYE 96.1, WYRK 106.5, WECK 100.5, WBLK 93.7, 97 ROCK, WNSA107.7.

Closings will also be posted on the College's website: daemen.edu and a mass notification message will be sent to phone numbers and email addresses requested by the

student. Notices received from faculty of individual class cancellations are posted on the web at my.daemen.edu.

POLICY ON ACADEMIC HONESTY

Academic dishonesty, of which cheating and plagiarism are the most common examples, is a serious violation of the principles of higher education. Daemen College takes the position that academic honesty is to be upheld with the highest degree of integrity. The College has a responsibility to support individual thought and the generation of new ideas. This cannot be done when violations of academic honesty go unchallenged.

Examples of academic dishonesty include, but are not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
 2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- any form of plagiarism, which includes, but is not limited to:
- the use, by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; or
 - the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials; or
 - submitting previously or simultaneously submitted work - in whole or in substantial part - from another course for academic credit in a second course, without prior and expressed consent of the instructor

In an instance where there has been a violation of the principles of academic honesty, the instructor may choose to follow one or more of a number of possible alternatives including but not limited to: (1) automatic failure of the work; (2) automatic failure of the entire course; (3) recommending expulsion from the degree program; or (4) recommending expulsion from the College. The student may appeal the instructor's determination in accordance with the Grade Appeal Procedure.

When a faculty member determines a violation of academic honesty has occurred, they will first notify the student in writing. A copy of this letter, together with a written description of the case with supporting evidence will also be submitted to the Assistant Vice President for Student Success (AVPSS). Should there be no additional notifications of academic dishonesty, the initial record will be destroyed one year after the student's graduation from Daemen College.

Upon receipt of additional reported offenses, the AVPSS will formally present the materials in the file to the Committee on Academic Standards for review and recommendation of any additional sanctions beyond those imposed by the instructor. The AVPSS will also notify the student that the materials will be the subject of CAS deliberation and will recommend that the student write a letter regarding the offense to the CAS for purposes of clarification, explanation, or denial. CAS review will be held in a timely manner as determined by CAS. All faculty members who have reported offenses on the part of the student will be invited to participate in the deliberations. In cases where

expulsion is recommended, either from the degree program or the College, final authority rests with the Dean of the College.

GRADE APPEAL PROCEDURE

1. A student with questions or complaints about an assigned final course grade shall first discuss the matter with the course instructor within 30 days of the posting of the grade. In the event of the serious illness or absence from Western New York (or other instructional site vicinity) of either the student or the faculty member, an extension may be granted by the appropriate divisional dean. The instructor is expected to provide an appropriate explanation of the student's grade and, if the student's appeal is meritorious, to be willing to change the grade.

If the student's concerns remain unresolved following discussion with the instructor, the student may appeal in writing to the chair of the department in which the grade was given. This written appeal must be made within 15 days of the instructor's determination in Step 1 above. All supporting documentation must be submitted at this time, with the written appeal. The department chair shall review the student's appeal and consult with the course instructor. The department chair may support the instructor's evaluation or may recommend to the instructor that the grade be changed. (If the department chair is the course instructor whose grade is under appeal, the divisional dean shall handle the appeal at this stage.) It will be the responsibility of the student to demonstrate that the grade should be changed.

2. Should the complaint still remain unresolved, the student's appeal shall be forwarded to an ad hoc grade appeal committee, comprising: all full-time faculty within the department, including the department chair and, if fewer than three full-time faculty, members of the Departmental Personnel Advisory Committee (see Faculty Handbook section V, C for composition of a DPAC); the dean of the division in which the department is housed, unless the grade under appeal has been given by said dean (or the dean is a member of the departmental faculty as described above), in which event, the dean of the other division shall serve; and two faculty members from the Committee on Academic Standards – one to be chosen by the student and one by the course instructor. If the grade under appeal is given by a part-time faculty member, he or she will be invited to join the committee. Formal minutes will be taken of the meeting. The first committee meeting will be called by the department chair. If the grade under appeal has been given by the department chair, the first meeting will be called by the divisional dean. The committee shall convene within two weeks of receiving the student's written appeal. Members who are unable to be physically present may participate electronically. At the discretion of the divisional dean, a member with extenuating circumstances may be excused from participation and/or allowed to furnish their input in advance of the meeting. In cases where fewer than three departmental faculty are in attendance, the dean may appoint faculty from the same division to serve.

3. This committee shall examine all pertinent documentation, may interview the student and the course instructor, in person or electronically, or consult with any other parties it may deem appropriate. The divisional dean shall act in a non-voting, advisory capacity with regard to observance of all pertinent College policies and procedures. The ad hoc grade appeal committee shall render its written decision to the student and faculty member within seven days. The committee may recommend that the instructor change the grade; if the instructor refuses, they shall provide a written explanation to the committee within seven days. In the event of extenuating circumstances, this deadline may be extended at the discretion of the divisional dean. Should the committee find the explanation unpersuasive, it will recommend to the department chair that the grade be changed. If, following consultation with the instructor, the instructor still refuses to change the grade, the department chair shall have authority to change the grade notwithstanding the objection of the instructor. (If the instructor is the department chair, the divisional dean shall handle the chair's duties here described.)

Grade appeal procedure for Interdisciplinary (IND) courses: The "department chair" shall be either the chair of the department in which the instructor is housed, if applicable, or the Core Director, at the discretion of the department chair (if applicable). Departmental faculty members of the ad hoc grade appeal committee shall be appointed by the Educational Policy Committee; both divisional deans shall serve; and two members of the Committee on Academic Standards shall be selected.

RELIGIOUS ACCOMMODATION POLICY

Daemen College prohibits discrimination on the basis of religion and is committed to providing a work environment that respects the religious beliefs and practices of all students. As part of that commitment, the College will make good faith efforts to fulfill a requested accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship for the College.

(Please see Section 5: General Policies for the full Religious Accommodation Policy)

SECTION 8

STUDENT CODE OF CONDUCT AND PROCEDURES

COMMUNITY STANDARDS AND THE STUDENT CONDUCT SYSTEM

The students of Daemen College are viewed as adults and are expected to conduct themselves accordingly. The nature of the college environment requires this view, and various rules and regulations have been developed to support it. As adults, Daemen College students are responsible, not merely to avoid harming the College community, but rather to improve it, support it, and encourage its growth.

The administration, faculty, and students are all members of the College and together constitute a unique and self-sufficient community with shared values. Upon entering Daemen, students are expected to subscribe to these values and base their conduct—on-campus, off-campus, and on-line—upon those standards which the Daemen community sees as necessary to the proper exercise of scholarly endeavor (Code of Conduct).

This Code of Conduct reflects general principles of behavior accepted by society and by institutions of higher education. It also describes conduct about which Daemen College has made specific statements, rules, and regulations. This Code is managed under the auspices of the Division of Student Affairs and the respective Vice President in that area. Generally, the Dean of Students has direct responsibility for managing the implementation of the Code and its procedures as stated throughout this section. However, in certain circumstances such as where the DOS is not available and/or has not assigned a designee, the responsibility for responding to incidents and reports falls to the VPSI or designee.

All Daemen students (including those involved in Distance Learning) are responsible for knowing and following the Code of Conduct and the other regulations which are part of the Student Handbook and the College Catalog. The Student Handbook is online at the College's website.

Administrative staff at the level of director and above may restrict students from areas or activities under their jurisdiction, pending resolution of a specific disciplinary complaint offered in writing to the Dean of Students.

Any faculty member has the authority to restrict a student from a classroom or other instructional area for the duration of the scheduled instructional period in which a violation of the Student Code of Conduct has occurred. Faculty chairpersons have the authority to restrict students from specific classes, other instructional activities, and faculty offices, pending resolution of a specific disciplinary complaint offered in writing to the Vice President for Strategic Initiatives (or designee) or the Senior Vice President for Academic Affairs & Dean of the College.

Instances of academic dishonesty or other violations of academic policy are handled in accordance with the policies set forth in the faculty member's syllabus; departmental handbook, if any; and the Academic Honesty Policy of the College. Students wishing to appeal academic decisions made by faculty should consult the Grade Appeal Procedure section of the College Catalog and, if applicable, the stated policies and procedures of the academic department in which the concern has arisen.

Should a student's presence on campus create a threat to the safety or well-being of other members of the Daemen College community, the College reserves the right to immediately suspend that student from campus until the time of a hearing. Additionally, the College reserves the right to resolve a case and sanction a student, including suspension, without a hearing where such action is deemed necessary or appropriate by the President of the College.

Nothing in this Code of Conduct precludes a faculty member from promptly removing a disruptive student from their classroom for the period of time needed to effectively resolve the issue and ensure a safe classroom environment that is conducive to the academic standards of the College.

Definitions

The following definitions refer to the Daemen College conduct review procedures and processes only:

1. The term "College" means Daemen College;
2. The term "student" includes both full-time and part-time, whether pursuing undergraduate or graduate studies or taking courses as a non-matriculant. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students";
3. The term "College official" includes any person employed by the College or an out-sourced auxiliary service who performs assigned administrative or professional responsibilities, including conducting classroom activities;
4. The term "Residence Life Staff" includes resident assistants, hall directors, Coordinator of Residence Life & Career Development, the Assistant Director of Residence Life, and the Director of Housing and Residence Life;
5. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College, including any College auxiliary service employee and vendors;
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, leased, or otherwise controlled by the College;
7. The term "College organization" means any number of persons who have complied with the formal requirements for College recognition/registration;
8. The term "conduct review body" means any person or persons authorized to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions; exercise disciplinary action following a proper hearing. The College will exercise this right in cases where its reputation or orderly functions as an academic community are involved;
9. The term "appellate body" means any person or persons authorized to consider the appeal of a conduct review body's determination that a student has violated the Student Code of Conduct or the sanctions imposed by the conduct review body;
10. The term "College policy" is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, and the College Catalogs;
11. The term "hearing officer" means the person present during conduct review hearings responsible for ensuring that due process, as defined by the Student Handbook, is followed. The hearing officer in Campus Standards Board

hearings is the chair. In all other hearings, one individual serves as both the hearing officer and the “conduct review body.”

12. The term “investigation” refers to any fact-finding process implemented by the College in order to gather any and all relevant information needed to determine the extent to which a violation of the Student Code of Conduct may have occurred. An investigation may be conducted before formal charges are issued in order to determine if sufficient information exists to warrant said charges.

Jurisdiction of the College Conduct System

The College Conduct System will hear complaints concerning student violations of College policy or regulations whenever the conduct in question occurs in any of the following circumstances:

1. If it occurs on the campus or in any College facility;
2. If it occurs while the student who is charged was attending or participating in any College-related activity, including but not necessarily limited to study abroad, field trip, experiential learning of any kind (including internships, clinical placements, and service learning), social event, activity sponsored by a recognized student organization; or
3. If the conduct, whenever and wherever it occurs, including via online media, calls into question the student’s suitability as a member of the College community. Unlawful acts of violence, violations of another’s civil rights, hazing, the unlawful sale or possession of drugs, the unlawful use of alcoholic beverages and crimes against persons or property, and/or alleged violent felony offenses, are examples of conduct that will subject a student to the conduct review system regardless of where the conduct occurs. In cases involving student behavioral problems that occur off campus, the College reserves the right to initiate disciplinary action in the interest of preserving its reputation and orderly functioning. The fact that a student’s conduct may also constitute a crime in violation of local, state, or federal law does not limit the ability of the College to discipline the student for that conduct. The College, therefore, reserves the right to submit a complaint to the conduct review system even if the same conduct is or may become the subject of a criminal case.

STUDENT CODE OF CONDUCT

In addition to the policies listed in various sections of this handbook, Daemen College Student Code of Conduct outlines behaviors that are prohibited at the College. The specific items are not meant to serve as an exhaustive list, but as a general guideline for addressing student behavior. The College reserves the right to address other behaviors that occur that are considered detrimental to the learning environment and/or health and safety of the College community.

To that end, prohibited behavior at Daemen College includes the following:

1. **Non-academic dishonesty, including, but not limited to, theft, attempted theft, possession of stolen property, forgery, and falsification of information provided to any College official;**
 - a. Lying; any statement, action, or behavior with the intent to deceive.
 - b. Possession or use of a fake ID.

- c. Stealing: knowingly taking an item or items without the owner's expressed permission.
 - d. Eluding or evading: any statement, action, or behavior with the intent of hiding the truth, including running or hiding from College personnel.
 - e. Aiding and abetting: knowingly encouraging, assisting and or being an accessory to any act prohibited by the Student Code of Conduct.
2. **Conduct which threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus, including, but not limited to physical or sexual assault** (See also the policies on Sexual Violence and Assault and Prohibiting Unlawful Harassment including Sexual Harassment in Section 5 of this Handbook);
- a. Dating Violence: violence, whether physical, sexual, or the threat thereof, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - b. Domestic Violence: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a cohabitating partner, or another person with whom the victim shares a child;
 - c. Sexual Harassment: as defined in Section 5 of this Handbook.
 - d. Sexual Assault/Rape: an offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program;
 - e. Stalking: any act, whether via phone, internet, or physical proximity, that, through unwanted and/or unsolicited viewing or communicating, threatens an individual's physical or emotional safety.
 - f. Physical Attack.
 - g. Hazing.
 - h. Harassment: any act, whether written or verbal, via online or in person, that abuses, intimidates, or threatens the safety of a member of the Daemen College community.
 - i. Failure to maintain personal health, whether physical, mental or emotional, in such a way that it threatens the safety and security of the individual or the College community.
 - j. Use or possession of firearms, fireworks, or other weapons that could be considered lethal, including those weapons for which the person has a permit.
3. **Damage to or misuse of public, private, personal or College property;**
- a. Property Damage, either to an individual's or the College's property.
 - b. Removing approved postings and/or Office of Housing & Residence Life notices or bulletin boards.
 - c. Littering, applying graffiti, and/or other behavior which threaten the cleanliness and appearance of the College.
 - d. Use of fire equipment, including sprinklers, extinguishers, and/or hoses, in any manner for which it was not intended.
 - e. Defenestration: throwing objects outside of window or from balcony or roof.

- 4. Violation of policies as described in the Student Handbook, the College Catalog, the Housing Agreement and all other rules governing College facilities, programs and services including, but not limited to the following;**
 - a. Violation of Housing & Residence Life policies (see Residential Living policies section).
 - b. Purchase, possession, use, consumption, sale or distribution of alcohol, except by consumers of legal age and in compliance with the College's alcohol policy.
 - c. Possession or use of alcohol paraphernalia and/or items or activities that may promote binge, heavy, or episodic drinking, such as, but not limited to, kegs and beer pong balls.
 - d. Distribution or attempted distribution of alcohol to any person under the legal drinking age.
 - e. Distribution or attempted distribution of a drug, including prescription medication.
 - f. Illegal use or possession of a drug, including prescription and over-the-counter drugs.
 - g. Manufacturing of any drug, including growing marijuana for any purpose.
 - h. Possession or use of illegal or someone else's drugs and/or drug paraphernalia.
 - i. Accessing prohibited areas in the residence halls, including but not limited to, fire escapes, balconies, and basements, except in an emergency.
- 5. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities or activities authorized to take place on College property;**
- 6. Disorderly conduct including acts which breach the peace;**
 - a. Disruptive behavior.
 - b. Unauthorized or improper entry, whether peacefully or by force, into a prohibited area or residence hall/apartment in which there is no documented reason for being present.
 - c. Urinating in public.
 - d. Misuse of residence hall property.
- 7. Non-compliance with the directions of College or civil authorities performing official duties, including failure to give proper identification when requested.**
- 8. Violation of a student's rights or privileges and verbal or written harassment, discrimination, abuse and/or disrespect of any person;**
 - a. Harassment: any act, whether written or verbal, via online or in person, that abuses, intimidates, or threatens the safety of a member of the Daemen College community.
 - b. Acts or abusive language, either in public or via online sources.

9. Violation of statutes, laws, ordinances and/or regulations of the Town of Amherst, State of New York (or other states, when applicable) and the United States of America.

CONDUCT REVIEW PROCESS

Any member of the College community may initiate the conduct review process against any student for alleged violations of the Student Code of Conduct generally within two to three months of the alleged violation(s) by submitting a complaint in written form to the Dean of Students (DOS), or designee. Residence Life and Campus Safety staff will thoroughly investigate the incident and complete an incident report, which will be provided to their supervisor, after addressing a violation. Charges filed by all other members of the community must be prepared in writing and will be directed to the DOS (or designee). Alleged violations of the Student Code of Conduct generally may be adjudicated by one of three types of conduct review body on campus, depending upon the nature and seriousness of the charges (see below for levels of violations), the location of the event and/or the number of students involved:

- Residence Life staff generally address lower-level violations by residents living within their respective residence areas;
- Professional staff members of the Division of Student Affairs generally address intermediate-level violations and cases involving commuter students or multiple residents from different living areas;
- The Campus Standards Board, consisting of students, faculty, and/or administrators generally conducts hearings to address violations of the most serious nature that have the potential to result in College suspension or expulsion. The Board is advised by the DOS who appoints a trained administrator to serve as the chair.

There are two exceptions to the above-stated procedures. With respect to non-academic matters, exceptions to this policy may be made by the DOS, at their discretion. With respect to academic dishonesty, faculty should follow policies as outlined in the Academic Policies Section (Section 6) of this Handbook.

When an incident is reported to the College, either through a College official or a student, the College will review the incident to determine if a potential violation of the Student Code of Conduct occurred. If there is insufficient information from that incident report, the DOS (or designee) may request that an investigation occur in order to determine whether there is enough information to warrant charges and a review by conduct review body. While an investigation occurs, by an official appointed by the DOS (or designee), interim measures may be implemented, as outlined further in this section.

Audio recordings of meetings with individuals who may have relevant information about the incident may be made by the College official conducting the investigation. Information collected through an investigation, including audio recordings, witness and complainant statements, etc, are confidential and generally are not available for review by any party during the investigation process, except at the discretion of the DOS (or designee).

It is at the discretion of the DOS (or their designee) to determine whether or not information provided through the investigation is sufficient to warrant either a formal

review by a conduct review body or an informal resolution. Typically, complainant(s) will be notified of the conclusion of the investigation and a resolution to the complaint, but may not be informed of the outcome before a conduct review body and/or the resulting sanctions, if applicable, except in the case of alleged sexual violence cases.

Questions about the conduct process should contact the Office of Student Affairs at 716-839-8519 during regular business hours; 8:30am-4:30pm.

GENERAL CONDUCT REVIEW PROCEDURES

If the College has determined that a matter is to be reviewed by a conduct review body, the following guidelines will generally be applied, after an investigation has occurred, if applicable. Exceptions to these procedures may be made at the discretion of the DOS (and/or designee). All College hearings are open only to members of the College community and those people who have specific involvement in the case, and only at the discretion of the hearing officer.

1. All charges of misconduct shall be presented to the accused student/respondent in written form generally between two and 30 calendar days after the student has been notified;
2. Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the hearing officer;
3. The respondent and the complainant have the right to be accompanied throughout the hearing by advisors of their choice as outlined by the procedures in this Handbook and at the approval of the hearing officer. Only when the student is exposed to concurrent criminal charges or civil liability, or in cases involving sexual assault or harassment as defined previously in this Handbook, may a respondent request to have legal counsel as an advisor. An advisor, including legal counsel, may not speak on behalf of the respondent or address the conduct review body. The names of the advisors must be provided to the hearing officer at least two working days prior to the hearing in order to be approved;
4. The respondent and the complainant may present as witnesses only those persons with first-hand knowledge of the alleged incident or violation or others having information which can otherwise be shown to be credible. The decision to hear testimony or receive information from witnesses having information other than first-hand shall be made by the conduct review body or the hearing officer;
5. In hearings involving more than one respondent, the hearing officer, at their discretion, may permit the hearings concerning each student to be conducted separately;
6. All procedural questions are subject to the final decision of the hearing officer in accordance with applicable policies and procedures as outlined in the Student Handbook. While College policies provide for a level of due process appropriate to a private institution of higher learning, the standards of evidence and due process that may pertain in civil and criminal courts are not applicable to the College conduct review process;
7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a conduct review body at the discretion of the hearing officer. Assumptions, speculations, or references to prior, unreported incidents will not normally be permitted;
8. After the hearing, the conduct review body shall determine (by majority vote in Campus Standards Board hearings) whether the student has violated each section

of the Student Code with which the student has been charged with violating. The conduct review body's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct (preponderance of evidence);

9. There shall be a record of all hearings heard before a conduct review body for use by the appellate body, a copy of which may be made available to the respondent or the complainant. Generally, there shall be no audio/visual recordings of hearings other than those conducted by the Campus Standards Board and/or those involving incidents of sexual assault;
10. Failure to obey the summons of a hearing officer or failure to attend one's own hearing does not preclude the case from still being heard and a decision being rendered; and
11. Decisions made by a conduct review body shall be final, pending the normal appeal process. Following a hearing, the hearing officer shall advise the respondent in writing of the decision of the hearing and of the sanction(s) imposed, if any, within five calendar days whenever possible. Typically, the complainant will only be informed of the decision of conduct review body and/or the resulting sanctions, if applicable, in cases involving sexual assault/dating violence.
12. Typically, Daemen College will work to resolve all conduct matters in totality within 60 calendar days.

SPECIFIC REVIEW RIGHTS FOR CONDUCT INVOLVING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, OR SEXUAL ACTIVITY

A student accused of sexual assault, domestic violence, dating violence, stalking, or sexual activity will receive (i) notice describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions; (ii) an opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, if deemed appropriate by the hearing office, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recording or other appropriate record; and (iii) access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest. In order to effectuate an appeal, a respondent and reporting individual in such cases shall receive written notice of the findings of fact, the decision and the sanction, if any, as well as the rationale for the decision and sanction. In such cases, any rights provided to a reporting individual must be similarly provided to a respondent and any rights provided to a respondent must be similarly provided to a reporting individual.

CAMPUS STANDARDS BOARD HEARING PROCEDURES

It is at the discretion of the DOS (or designee) whether or not a case is heard by an individual or by the Campus Standards Board (CSB). Regardless of the medium through which the case is heard, all hearings are open only to those people who have specific involvement in the case. Generally, Daemen College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process and/or where interim actions are deemed appropriate to protect the safety, well-being, and/or decorum of the campus community. The complainant shall at all times have the burden of proof, upon preponderance of the evidence, that the respondent has violated the Student Code of Conduct. Exceptions to these procedures may be made at the discretion of the Dean of Students (and/or designee).

1. The chair shall call the meeting to order formally, announcing the date and time.
2. The due process coordinator shall introduce the purpose of the hearing, outline the conduct process, and identify roles for those attending the hearing. (The due process coordinator, a role which may also be filled by the hearing officer or another duly appointed individual, is responsible for ensuring that procedures are followed as outlined in this handbook and as such, may interject as needed during the proceedings).
3. All parties involved will introduce themselves by name and role at the hearing (panel member, respondent, complainant, witness, advisor).
4. The chair shall read the charges and the respondent will provide a preliminary indication of whether they are responsible or not responsible for those charges.
5. The complainant shall present their opening statement and present their complaint (In certain instances, when deemed appropriate by the DOS or designee, the role of the complainant may be the College).
6. Members of the CSB may ask questions of the complainant, respondent, and all witnesses for the purpose of fact finding and clarification;
7. The respondent may question the complainant and witnesses as they appear. Questions by either the complainant and/or respondent must be submitted to the hearing officer at least two days prior to the hearing in order to be considered. (In cases deemed appropriate by the chair and/or the due process coordinator, questions by the respondent to the complainant and witnesses will be made directly to the chair who will communicate those to the appropriate party. Responses will also be made directly to the chair);
8. The respondent shall present their opening statement and present their response.
9. Members of the CSB may ask questions of the complainant, accused student, and all witnesses for the purpose of fact finding and clarification;
10. The chair, or relevant witnesses if present, will read into record any additional pieces of information, witness accounts, etc., that are deemed necessary and relevant for the case.
11. CSB members may call witnesses from either side after all original testimony has been heard for the purpose of fact finding and clarification;
12. The complainant may present a closing statement;
13. The respondent may present a closing statement;

14. All parties except CSB members shall be excused from the hearing room while the Board discusses the case to determine their decision and appropriate sanction(s).
 - a. Generally, a decision will be rendered at the time of the hearing unless unusual circumstances make deferment necessary; and
 - b. A majority vote of CSB members present is sufficient to declare a decision and sanction(s).
15. The complainant and respondent will remain in the vicinity of the hearing during the Board's deliberation, unless excused by the committee;
16. The respondent shall be called back to the hearing room to be verbally informed of the decision and sanction(s), if rendered at the time of the hearing. Any sanctions imposed are effective immediately, unless otherwise indicated. All verbally communicated sanctions will be sent within 24 hours in writing to the respondent.
17. A transcript of the hearing is made by audio recording. Transcripts may not be shared with any persons not directly involved in the hearing;
18. In case of an appeal, a copy of the transcript will be made to the appeal body.

SPECIFIC PROCEDURES INVOLVING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, OR SEXUAL ACTIVITY

1. Throughout the proceedings the respondent, accused, and reporting individual will be provided equal access to advisors and support persons. Daemen College has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Daemen College. A prompt response to any complaint will be provided and the complaint will be investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made. Daemen College's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and Daemen College cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. Daemen College will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Daemen College.
2. An investigation and process will be fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest.

3. The hearing process may run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than five days except when law enforcement specifically requests and justifies a longer delay.
4. To review and present available evidence in the case file, or otherwise in the possession or control of Daemen College, and relevant to the conduct case, consistent with Daemen College's policies and procedures.
5. To exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
6. To receive written or electronic notice, provided in advance pursuant to the Daemen College policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
7. To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
8. To simultaneous (among the parties) written or electronic notification of the outcome of the conduct process, including the sanction or sanctions.
9. To be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the conduct process and the rationale for the actual sanction imposed.
10. To choose whether to disclose or discuss the outcome of the conduct process.
11. To have all information obtained during the course of the conduct process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

CAMPUS STANDARDS BOARD TITLE IX HEARING PROCEDURES

It is at the discretion of the DOS (or designee) whether or not a case is heard by an individual or by the Campus Standards Board (CSB). Regardless of the medium through which the case is heard, all hearings are open only to those people who have specific involvement in the case. Generally, Daemen College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process and/or where interim actions are deemed appropriate to protect the safety, well-being, and/or decorum of the campus community. The complainant shall at all times have the burden of proof, upon preponderance of the evidence, that the respondent has violated the Student Code of Conduct. Exceptions to these procedures may be made at the discretion of the Dean of Students (and/or designee).

1. The chair shall call the meeting to order formally, announcing the date and time.

2. The due process coordinator shall introduce the purpose of the hearing, outline the conduct process and identify roles for those attending the hearing. (The due process coordinator, a role which may also be filled by the hearing officer or another duly appointed individual, is responsible for ensuring that procedures are followed as outlined in this handbook and as such, may interject as needed during the proceedings).
3. All parties involved will introduce themselves by name and role at the hearing (panel member, respondent, complainant, witness, advisor).
4. The chair shall read the charges and the respondent will provide a preliminary indication of whether they are responsible or not responsible for those charges.
5. The complainant shall present their opening statement and present their complaint (In certain instances, when deemed appropriate by the DOS or designee, the role of the complainant may be the College).
6. Members of the CSB may ask questions of the complainant, respondent, and all witnesses for the purpose of fact finding and clarification;
 - a. Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
7. The respondent shall present their opening statement and present their response.
8. Members of the CSB may ask questions of the complainant, accused student, and all witnesses for the purpose of fact finding and clarification;
9. The chair, or relevant witnesses if present, will read into record any additional pieces of information, witness accounts, etc., that are deemed necessary and relevant for the case.
10. CSB members may call witnesses from either side after all original testimony has been heard for the purpose of fact finding and clarification;
11. Parties will be given the opportunity for live cross-examination after CSB conducts its initial round of questioning; During the Parties' cross-examination, the Board Chair will have the authority to pause cross-examination at any time for the purposes of asking follow up questions; and any time necessary in order to enforce the established rules of decorum.
12. Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Board Chair. A Party's waiver of cross-examination does not eliminate the ability of the CSB to use statements made by the Party;
 - a. If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).
13. The complainant may present a closing statement;
14. The respondent may present a closing statement;
15. All parties except CSB members shall be excused from the hearing room while the Board discusses the case to determine their decision and appropriate sanction(s).
 - a. Generally, a decision will be rendered at the time of the hearing unless unusual circumstances make deferment necessary; and

- b. A majority vote of CSB members present is sufficient to declare a decision and sanction(s).
- 16. The complainant and respondent will remain in the vicinity of the hearing during the Board's deliberation, unless excused by the committee;
- 17. The respondent shall be called back to the hearing room to be verbally informed of the decision and sanction(s), if rendered at the time of the hearing. Any sanctions imposed are effective immediately, unless otherwise indicated. All verbally communicated sanctions will be sent within 24 hours in writing to the respondent.
- 18. A transcript of the hearing is made by audio recording. Transcripts may not be shared with any persons not directly involved in the hearing;
- 19. In case of an appeal, a copy of the transcript will be made to the appeal body.

THE ROLE OF the ADVISOR

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, Daemen College will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).

If requested at least 48 hours prior to a hearing, the hearing officer may approve the respondent to have an advisor present during the proceedings. Prior to the hearing, the hearing officer will meet with the advisor to provide information about the code of conduct and to answer any questions they may have about the proceedings. The hearing officer cannot answer questions about the incident itself or the student's responsibility. The advisor is permitted to meet with the respondent in advance of the hearing and to be present at the hearing and the outcome. The advisor's role is to provide guidance to the respondent with regards to what to ask and how to act, what questions to ask, and how to prepare their case. Advisors are able to share notes with the respondent at the hearing. The complainant may also elect to have an advisor present, subject to the same parameters outlined above.

In cases involving sexual assault or harassment, the complainant and respondent are permitted to have an advisor of their choice present, including legal counsel, pursuant to the same regulations as outlined above.

SANCTIONS

The following sanctions, among others, may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning – A written notice to the student that they are violating or have violated the Student Code of Conduct;
2. Loss of privileges – Denial or restriction of specified privileges or use of specified facilities for a designated period of time;
3. Fines;
4. Conflict mediation (Please note that mediations are not applicable in cases involving sexual harassment and/or assault/violence);
5. Restitution – Compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense;
6. Referral to support services/educational programs;
7. Community Service – Service to the College or other related discretionary assignments;
8. Probation – Defined as the middle status between good standing and suspension. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Code of Conduct during the probationary period;
9. Educational Assignments – Additional activities as assigned by the hearing officer with an educational outcome or goal that relates to the violation;
10. Drug and Alcohol Assessment completed by a certified health care professional;
11. Mandated room reassignment or residential suspension – Behavior merits immediate relocation of the student to another campus residence or removal from the College's residence halls;
12. Living/learning contract – Disciplinary letter placing the student on probation; this letter is signed by the student requiring them to satisfy certain sanctions within a period of time;
13. Persona non grata – Prohibition from a specific or all campus property and/or activities. Violation of a persona non grata sanction may subject the violator to arrest for trespass;
14. Suspension – Removal from classes and other privileges or activities as a student for a designated period of time. Suspension from the College will result in automatic "W" grades in all classes in the semester of the suspension. A suspended individual must turn in campus photo identification, College keys and all other College property at the time the suspension goes into effect and are considered persona non grata. Conditions for readmission may be specified;
15. Transcript Notation – In accordance with NYS Education Law 129-B, students found responsible for crimes of violence, including but not limited to sexual violence, will be subject to a notation on their transcript stating that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the College while such conduct charges are pending, and declines to complete the disciplinary process, a transcript notation will be made that the student "withdrew with conduct charges pending."

Students seeking removal of a transcript notation for a suspension shall follow the standard appeal process outlined in this Handbook (Section 7: Appeals), provided, in accordance with NYS Law 129-B, that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

16. Expulsion – Permanent removal from classes and other privileges or activities as a student. Expelled individuals must turn in campus card photo ID, College keys and all other College property at the time expulsion goes into effect and are considered persona non grata.

More than one of the above sanctions listed may be imposed for any single violation. Additionally, educational sanctions may be imposed at the discretion of the hearing officer. Other than College expulsion, disciplinary sanctions shall not be made part of the student's academic transcript, but shall become part of the student's permanent record. A student's record is, therefore, subject to review by those authorized to request it, such as transfer higher-education institutions and future employers and in other cases when the student initiates the disclosure.

The following sanctions, among others, may be imposed upon student groups or organizations:

1. "1" through "9" sanctions listed above;
2. Deactivation – Loss of privileges, including College recognition, for a specified period of time.

When a student organization engages in some act of misconduct, the College may take action not only against the student(s) involved, but also against the organization itself, as outlined in the Student Activities Section (Section 4) of this Handbook.

Standard Sanctions

In recognition that no two circumstances are identical, the College provides tables that outline guidelines for sanctions for standard violations. Actual sanctions may vary based on the situation and nature of the infraction. For ease of viewing, these tables can be found online at daemen.edu/studenthandbook.

INCOMPLETE SANCTIONS

Sanctions that are not completed by the appropriate deadline will be considered incomplete. An incomplete sanction may result in a fine or additional sanctions. Extensions are given at the discretion of the Dean of Students and/or designee. If a student withdraws prior to sanction completion, a hold will be placed on their account restricting their return until the sanction(s) is completed.

INTERIM MEASURES

In certain circumstances, including those involving sexual harassment and/or assault/violence, DOS (or designee) may, upon initial assessment, impose interim measures as a means to ensure the safety of all parties as well as the institution. Furthermore, students have the right to request interim measures, a prompt review of the need for interim measures, and the terms of any interim measure or accommodation provided by Daemen College. Interim measures may or may not be punitive and may

include a College or residence-area suspension pending assessment full investigation and/or a hearing before a conduct review body. Interim measures may be imposed to:

1. help ensure the safety and well-being of members of the College community or preservation of College property;
2. help ensure the student's own physical or emotional safety and/or well-being;
3. help prevent disruption or interference with the normal operations of the College.

Depending on the nature of the interim measures, students may be denied access to the residence area and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the VPSI or DOS (or designee) may determine to be appropriate.

In certain circumstances, the DOS (or designee) may impose an interim residence suspension, mandated room reassignment or other restrictions prior to a hearing before a conduct review body.

Whenever interim measures are applied, a hearing convenes at the earliest possible time. The interim measures(s) may remain in effect until a final decision has been reached, including any appropriate appeals process, and/or may be modified at the discretion of the DOS (or designee).

APPEALS

The accused student(s)/respondent(s) or the complainant(s), may appeal a decision made by a conduct review body. A request for an appeal must be submitted in writing to the DOS (or designee) within five (5) calendar days of the decision. Generally, the DOS will hear appeals of residential suspensions and all matters for which they did not render the decision and the VPSI will generally hear all appeals for CSBs and matters handled by the DOS. . In cases involving sexual harassment and/or assault/violence, in accordance with New York State Education Law 129-B, the Title IX Coordinator will hear these appeals along with a panel of at least two (2) other professionals (three in total) which may or may not include the DOS depending on the extent to which they were involved in the initial hearing/decision rendered. In all other matters where the DOS has rendered a decision that do not involve sexual harassment or assault, the Vice President of Strategic Initiatives (or designee) will hear the appeal.

The written request for any appeal must be based upon one or more of the following reasons, which must be specifically specified in the appeal:

1. Violation of College conduct review procedures;
2. Misinterpretation of the policies alleged to be violated;
3. New evidence not reasonably available at the time of the hearing;
4. Improper or excessive sanction(s);
5. Decision not supported by a preponderance of evidence.

Upon receipt of the appeal, the appellate body will do one of the following:

1. Accept to hear the case at their discretion;
2. Refuse to hear the case for lack of sufficient reason for appeal;
3. Request that another hearing be conducted;
4. Investigate and amend the decision and/or sanction.

In appeals by the accused involving claims of improper or excessive sanctions, decisions following appeal cannot result in more severe sanctions for the accused student. Review of the audio transcript or other supporting materials will be available to the appellate officer at their request. The decision and sanction(s) resulting from any appeal will be sent to the respondent, complainant, Dean of Students, Vice President of Strategic Initiatives, President of the College and/or persons and offices notified of the original sanction(s). Typically, the appellate body will render a final decision within 2 weeks from receiving the initial appeal.

An appeal can only be made as the result of a review of charges from a conduct review body and not from a review of a reported incident where a formal review has not occurred and/or when an informal resolution is put in place.

The College reserves the right to change and/or add to the policies, procedures and programs described in the Student Handbook and will make reasonable efforts to inform students of such changes and/or additions as they become necessary.

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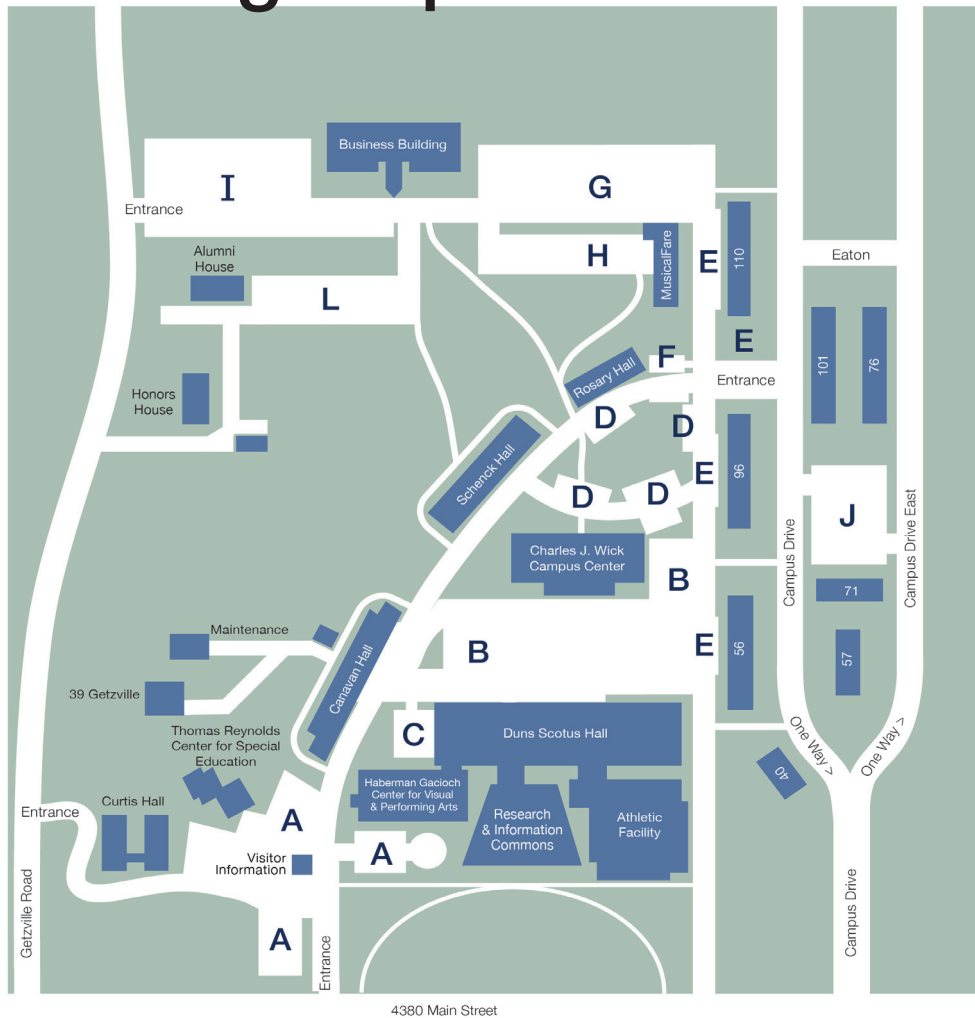
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Business Affairs	DS106	8218
Campus Safety	WC	7233
Career Services	WC205	8334
Classroom and Events Technology	DS14	8430
Counseling Services	CHIP Center	7380
Conference Services	WC	8253
Dining Services	WC	8328
Diversity & Inclusion, Center for	DS115	7210
Employee Engagement	DS126	8325
Enrollment Management	RH	8225
Financial Aid	DS111	8254
Global Programs	DS245	7837
Health & Insurance Services	WC116	7380
HEOP	DS118	8249
Honors Program	DS139	8424
Housing & Residence Life	WC202	8200
Information Technology	BC211	8290
Institutional Research	DS129	566-7879
Learning Center	RIC	8228
Library/Research & Information Commons	RIC	8243
Mailroom	DS9	8453
Maintenance	MS	8222
Marketing & Communications	AH	8472
MusicalFare	DLT	8540
Orientation & Leadership Development	WC208	8494
Payroll	DS126	8325
President's Office	DS107	8210
Printing Office	DS5	8248
Publications	AH	8496
Service Learning	DS226	8487
SMART Squad	RIC107	7865
Student Accounts	DS112	8213
Student Activities	WC	8200
Student ID Cards	Campus Safety	7233
Web Communications	BC211	8585

Parking Map



DAEMEN
COLLEGE

Academic &
Wellness Center

K

DAY PARKING ONLY (No parking between 1am and 7am): Lots A, B, D, F, G, K & L
DAY/OVERNIGHT PARKING (Parking permitted overnight): Lots E, H, I & J

RESERVED (No parking except for those with special permits or visitors): Lot C

4380 Main Street, Amherst, New York 14226 | www.daemen.edu | 716.839.3600