The current edition of the Nyack College Student Handbook and code of Student conduct expectations found therein is considered the valid policy and procedure manual for Nyack College students. All students on the Rockland and New York City Campus are subject to the policies and regulations found in the 2015-16 edition of the Student Handbook. The Student Handbook is published by The Office of Student Development at Nyack College. Due to changes in policies that may be beyond our control, Nyack College reserves the right to make revisions at any time without notice. Once these changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures. Each student is expected to have knowledge of the information contained in this Handbook and all other college publications.
# 2015 – 2016 NYACK AT A GLANCE

## 2015 Fall Semester

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
<th>November</th>
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<tbody>
<tr>
<td>24th - 26th</td>
<td>Faculty Assembly @ ATS/Rockland</td>
<td>13th</td>
</tr>
<tr>
<td>6th</td>
<td>Residence Halls Open for new Students 9AM</td>
<td>20th-29th</td>
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<tr>
<td>8th</td>
<td>Returning Students Late Registration</td>
<td>29th</td>
</tr>
<tr>
<td>9th</td>
<td>First Day of Class, First Chapel, All Hall Meeting 10 pm</td>
<td>20th-29th</td>
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<tr>
<td>11th</td>
<td>Convocational Chapel</td>
<td>9th</td>
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<tr>
<td>16th</td>
<td>Last Day to Add/Drop Courses</td>
<td>11th</td>
</tr>
<tr>
<td>21st-23rd</td>
<td>Deeper Life Series</td>
<td>16th-22nd</td>
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<tr>
<td>21st-23rd</td>
<td>Residence Life Room Inspections</td>
<td>23rd</td>
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</tbody>
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### October

- 12th-16th: Advisement Week
- 14th: Departmental Chapel
- 19th-23rd: Residence Life Room Inspections
- 26th-30th: Prayer Summit

## 2016 Spring Semester

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
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<tr>
<td>4th - 15th</td>
<td>4th</td>
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<tr>
<td>15th</td>
<td>Winterim</td>
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<tr>
<td>17th</td>
<td>Faculty Assembly</td>
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<tr>
<td>18th</td>
<td>Residence Halls Opens for Room Changes @ 3 pm</td>
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<tr>
<td>19th</td>
<td>Residence Halls Opens for New/Returners @ 9am</td>
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<tr>
<td>20th</td>
<td>New/Returning Student Registration</td>
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<tr>
<td>22nd</td>
<td>First Day of Class, First Chapel, All Hall Meeting 10 pm</td>
</tr>
</tbody>
</table>

### March

- 4th-13th | Dorms Close at 6 pm/ Dinning Hall Closes at 1:15 am |
- 13th | Dorms Open at 12 pm/Dinning Hall Opens at 5pm |
- 14th-18th | Advisement Week |
- 16th | Department Chapel |
- 25th | Good Friday |
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Welcome to the Nyack Community!

Welcome from Michael G. Scales, Ed.D.,
President
The best way I can welcome you to the Nyack College community is to remind you that you are not here by accident. God has brought you here for a purpose. What is that purpose? Making that discovery is what the Nyack experience is all about – that's what makes being a part of the family here such a wonderfully life-changing experience! As you begin your journey, know that the entire faculty and staff consider it our purpose to help you discover yours. We are praying for you, and we will work to make your time here a period of tremendous growth, both academically and spiritually. We can't wait to get started!
Welcome from Wanda Velez, MPS.,
Associate Dean of Students, Rockland Campus
It is my joy to welcome you to the Hillside, Nyack College on the Rockland Campus. We at Nyack are passionate about serving our students. We are excited about this New Year as we experience all the Lord would have for each of us here on campus. These are your college years; you will only get to experience them once. As you engage in this new academic year, my prayer is that you exhaust every opportunity and resource Nyack has to offer you.

May you experience on a daily basis life-changing moments as the eyes of your heart are fully illuminated by His Holy Spirit. “Receive from Him, so that you can give unto Him!”

Welcome from Dr. Charles H. Hammond, Ph.D.,
Associate Dean of Students, New York City Campus
Every year, it’s truly an honor and pure delight to welcome you to the Nyack College community. And I sincerely mean "community" simply because that’s how we like to identify ourselves around the campus. You’re entering a collegiate environment where you’ll be best known by your name and not simply a number. We want you to experience all that college life has to offer here at Nyack both inside and outside the classroom. That will be achieved as you give yourself to the varied opportunities from the computer lab intersecting through the gorgeous library right to the student lounge.

So let’s begin the journey together with a prayer from my heart to yours through the words of the great apostle Paul, "May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit." Amen. Blessings from the Dean!
Nyack College Administration

- President……………………………………………………………………..Dr. Michael Scales
- Executive Vice President & Treasurer……………………………………Dr. David Jennings
- Provost & Vice President for Academic Affairs…………………………Dr. David Turk
- Assistant Provost & Dean of the College of Graduate and Professional Programs…………………………………………………..Dr. Bennett Schepens
- Dean of Alliance Theological Seminary & the College of Bible and Christian Ministry…………………………………………….Dr. Ronald Walborn
- Dean of the College of Arts and Sciences……………………………..Dr. Fernando Arzola Jr.
- Associate Dean of Student Life NYC…………………………………..Dr. Charles Hammond
- Assistant to the Associate Dean of Student Life NYC…………….Mrs. Deborah Harris
- Associate Dean of Student Life Rockland……………………………..Mrs. Wanda Velez
- Dean of Library Services………………………………………………..Mrs. Linda Poston
- Associate Dean for the Division of Student Success……Dr. Gwen Parker-Ames
- Dean of the School of Business and Leadership…………………..Dr. Anita Underwood
- Dean of the School of Education………………………………………Dr. JoAnn Looney
- Dean of the School of Music……………………………………………Dr. Glenn Koponen
- Assistant Dean of the School of Music/ NYC…………………………Dr. Sue Talley
- Associate Dean of the School of Social Work…………………………Dr. Kwi Yun
- Director of Information Services………………………………………..Mr. Kevin Buel
- Director of Student Financial Services Rockland…………………..Mr. Steven Phillips
- Institutional Registrar……………………………………………………Ms. Evangeline Couchey
- Director of Student Financial Services NYC…………………………Mr. Isaac Foster
- Director of Auxiliary Services…………………………………………….Mrs. Michele Blanck
HISTORY OF NYACK

Nyack College’s founder is widely recognized as one of the foremost figures in the American missionary movement. Dr. A. B. Simpson resigned a prestigious New York City pastorate to develop an interdenominational fellowship devoted to serving unreached people. Simpson’s view was shared by a wide group of men and women, including mainline church leaders, laborers, and theological scholars. This ever-growing alliance was bound together by a desire to inspire the church to fulfill its Great Commission of world evangelization.

An important step toward making their vision a reality was the founding of the Missionary Training Institute, the first Bible College in North America. This school was the forerunner of Nyack College. Thus, from its beginning in New York City in 1882, Nyack College has been devoted to the concept of education as preparation for service.

Today Nyack College, a fully accredited liberal arts college, continues to fulfill the vision of its founder. Located twenty miles north of New York City, and having branches in New York City and Puerto Rico, it is an educational institution rooted in the historic Christian faith, serving The Christian and
Missionary Alliance, the church, the community, and the world. Nyack College seeks to produce broadly educated persons who are prepared for advanced study, careers, and civic responsibility. It is committed to promoting Christian knowledge, moral maturity, and spiritual development in its students, and to preparing them for lives of ministry and service. To achieve these objectives, the institution offers traditional and non-traditional undergraduate programs to a co-educational, ethnically diverse student body. Graduate programs are offered through Alliance Theological Seminary, Alliance Graduate School of Counseling, the Schools of Business & Leadership, and Education.

**NYACK COLLEGE MISSION STATEMENT**

Nyack College, a Christian liberal arts college of the Christian and Missionary Alliance, seeks to assist students in their spiritual, intellectual and social formation, preparing them for lives of service to Christ, to His Church and to society, in a way that reflects the Kingdom of God in its ethnic diversity.

**NYACK ASPIRATIONAL GOALS**

Nyack College seeks to exalt Christ and fulfill its mission by being:

- **Academically Excellent**: Pursuing academic excellence in the spirit of grace and humility.
- **Globally Engaged**: Fostering a global perspective within a multi-ethnic and multi-cultural Christian academic community.
- **Intentionally Diverse**: Providing educational access and support to motivated students from diverse socioeconomic backgrounds.
- **Personally Transforming**: Emphasizing the integration of faith, learning and spiritual transformation.
- **Socially Relevant**: Preparing students to serve in ministerial, educational, healing and community building professions.

**STATEMENT OF FAITH**

*We believe:*

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His Kingdom of righteousness and peace.
The Holy Spirit is a divine person sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment.

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of man. They constitute the divine and only rule of Christian faith and practice.

Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.

Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.

Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the church in this present age.

The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations.

The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord’s Supper.

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.

The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and pre-millennial. This is the believer’s blessed hope and is a vital truth that is an incentive to holy living and faithful service.
COMMUNITY ETHOS

Nyack College is a Christian liberal arts college committed to a Christian lifestyle that is in keeping with the basic behavioral standards of the evangelical tradition.

It is understood that there are many lifestyle issues that are viewed by sincere Christians with contrasting views of acceptance and conviction. What one believer may feel free to do in Christian liberty, another may refrain from as a matter of conscience.

In pursuit of truth and preparation for service, Nyack College challenges students to develop a value system of personal ethics and behavior that will be glorifying to God and most effective in drawing others to Christ.

Because Nyack College serves The Christian and Missionary Alliance and over thirty other denominations, guidelines are established in keeping with the concerns of our broad-based constituency.

COMMUNITY LIFESTYLE EXPECTATIONS

One of the religion scholars... put in his question: “Which is most important of all the commandments?” Jesus said, “The first in importance is, ‘Listen, Israel: The Lord your God is one; so love the Lord God with all your passion and prayer and intelligence and energy.’ And here is the second: ‘Love others as well as you love yourself.’ There is no other commandment that ranks with these.” -Mark 12:28-31, The Message

Nyack College is a Christian liberal arts college committed to a lifestyle that frees us to dwell in the life God imagines for us. As we pursue truth and learn to serve Christ together, we desire that we would be a community of people whose belief and behavior is inextricably intertwined in order that we might reflect the kingdom of God to the world.

We celebrate that our diversity- ethnic, cultural, socioeconomic, and spiritual - is one of the most powerful ways that our community reflects Kingdom values to the world. We also recognize that this same diversity makes it impossible to establish a set of lifestyle expectations with which every member will agree. Our community lifestyle expectations are intended to create an environment rooted in loving God and loving others, an environment that will nurture the spiritual, intellectual, and emotional growth of each student.

Because each person's story and spiritual journey is unique, some may feel confined by these guidelines. In turn, many others may find freedom and
relief in the same guidelines. Our hope is that students who choose to join the Nyack College community will commit to these expectations as a way of demonstrating their dedication to their own development and to the development of others.

While enrolled in Nyack College, each student is responsible for knowing and adhering to all community lifestyle expectations set forth in the undergraduate student handbook, whether on Nyack College/Alliance Theological Seminary property or off campus.

Finally, no set of expectations, no matter how thoughtfully created or rigorously edited, can be exhaustive. In all things, all members of our community guide their decision-making with two questions, “Is what I am about to do (or ask, or say) loving to God?” and “Is what I am about to do (or ask, or say) loving to others?”

**Accountability**

“And so, dear brothers and sisters, I plead with you to give your bodies to God. Let them be a living and holy sacrifice – the kind he will accept. When you think of what he has done for you, is this too much to ask? Don’t copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will know what God wants you to do, and you will know how good and pleasing and perfect his will really is.”

Romans 12: 1-2, New Living Translation

Jesus told him, “I am the way, the truth, and the life. No one can come to the Father except through me.”

John 14: 6, New Living Translation

Nyack College seeks to be a kingdom community dedicated to creating an environment where we are free to live the life that God has imagined for us. Because of that deep responsibility, the expectations we have of the members of our community to hold one another to the standards of our community are great. Rising above any ethic imposed by our cultural, ethnic, or social heritages, we have a sacred trust as kingdom people to come alongside one another “with genuine affection,” as Paul writes to the Romans, helping one another as we seek to follow the Jesus way.

Given this sacred trust, students are expected to encourage each other to live according to the community lifestyle expectations of Nyack College. Following the principles of biblical confrontation, if a student lovingly confronts another student about behaviors that are in violation of the community lifestyle expectations and the behaviors do not change, the confronting student has a responsibility to report the violation to an
appropriate authority, including, but not limited to, Residence Life Professional Staff and/or the Dean of Students’ Office.

In accordance with the Violence-Free Campus policy, students, faculty, and staff are required to immediately report any knowledge of behavior that may cause physical or psychological harm to another.

Students who have knowledge of community lifestyle expectation violations and who do not report the violation, and students who withhold information regarding violations of community lifestyle expectations during disciplinary proceedings are subject to disciplinary sanctions, particularly in cases where the behavior is in violation of state or federal laws and/or may cause physical or psychological harm to another.

CAMPUS DIVERSITY

Nyack College is a community that is comprised of persons from many different denominational, cultural, racial, and ethnic backgrounds, one of the most ethnically diverse among Christian colleges. Living, working, and fellowshipping together in such a diverse community provides a rich environment for personal growth and an excellent preparation for service in an increasingly diverse world. It is also a foretaste of the heavenly blessing the Apostle John saw in his revelation: “I looked and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb” (Revelation 7:9).

NOTICE OF NONDISCRIMINATORY POLICY

Nyack College admits students of any race, color, sex, age, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. Students, faculty, and staff of a varied background make up the College community. Nyack College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or disability in admission, participation, or employment in campus programs or activities. The programs are operated in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and all other relevant statutes and regulations.

GRIEVANCE PROCEDURE

Nyack College utilizes a grievance procedure that complies with the Higher Education Act of 1965, Section 494C (j). This procedure applies to all cases dealing with discrimination by race, handicap, or gender, including harassment, or to any other grievance. In no case will any adverse action be taken against a student for filing a grievance. The final determination of each
formal grievance will be made by a person or persons not directly involved in the matter. Because different grievance procedures apply to faculty, staff, and students, consultation of the appropriate handbooks is advised.

Students who have a grievance relative to academic policies, grades given, or other academic judgments should first seek to resolve their complaints with the professor. If resolution is not reached, the matter may be directed to the department head or program director of the class in question. If this does not solve the problem, a formal complaint may be made in writing to the respective Academic Dean whose judgment is final.

In the case of a grade dispute, adjustments must be made within 45 days of the close of the semester.

A student who has a grievance relative to any area of student life other than academic affairs should first seek to resolve the complaint with the individual involved (i.e. the RD/RA, the staff person in charge of the area of concern). If such discussion does not resolve the problem, a formal complaint may be made in writing to the Office of the Dean of Students.

**LIABILITY**

The College recognizes that certain activities voluntarily engaged in by students, such as informal athletic contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage that may result. The College is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

**STUDENT RIGHTS**

**Family Educational Rights and Privacy Act (FERPA)**

In accordance with the provisions of section 438 of the General Education Provisions Act 20 USC 1232g - Family Educational Rights and Privacy Act (FERPA) commonly referred to as the “Buckley Amendment,” Nyack College/Alliance Theological Seminary has adopted the following regulations to protect the privacy rights of its students, and to provide students access to their educational records:

**I. Educational Record**

The student’s primary educational record is located in the Registrar’s Office. Items in the educational record include: the permanent record card, grade reports, admission/application materials, and testing data. Other offices maintain student records pertinent to their respective concerns.

**II. Inspection and Review of Records**
A. A student may inspect and review her/his educational records upon written request to the Registrar. The request should identify the record(s) the student wishes to inspect. The Registrar will comply within 45 days with notification of the time & place the record(s) may be reviewed.

B. A student has a right to review all documents contained in her/his record except:
   1. Evaluations and recommendations, if the student has waived her/his rights to see them.
   2. Parental financial records and statements.
   3. Documents classified by law as “non-educational.”

III. Charge for Producing Records
   There will be a charge of $1.00 per sheet for reproducing records up to a maximum of $10.00 for any single request. The College reserves the right to deny copies of an educational record to a student whose financial account is in arrears.

IV. Challenge of Record
   Students, who, after reviewing their record, desire to formally challenge information therein, may request that the record be amended. This request must be submitted to the Registrar in writing and should identify the part of the record the student wants changed, and the reasons for doing so. The Registrar will respond in writing with a decision. If the request is denied, the student may request a formal hearing to be conducted by a committee appointed by the Provost/Vice President of Academic Affairs. The Provost/VPAA will notify the student of the committee’s decision. All records of these appeals will be kept in the Registrar’s Office.

V. Disclosure of Information from Educational Records
   The Registrar’s Office will not disclose any personally identifiable information from the student’s educational record without the student’s written consent, except to the following people or for the following purposes:
   A. To parents or guardians of students.
      1. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision (34 CFR 99.31(a)(8)). Neither the age of the student nor the parent’s status as a custodial parent is relevant. Nyack will assume that a student not enrolled in the ADCP or a graduate degree program is financially dependent unless the student submits written notification to the Office of the Registrar within 30 days of the start of each term that he or she is financially independent.
      2. In the event of serious health concerns such as illness, injury or hospitalization.
3. If a student is under the age of 21, Nyack may elect to notify parents/guardians for disciplinary violations related to alcohol or controlled substances, or when a student is suspended or expelled.

4. In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of Nyack rules or standards. In all matters, the context of individual circumstances is considered when deciding whether to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution’s notification (99.31 (a)15 of the FERPA regulations).

B. To school officials with legitimate educational interests in the information. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

C. To officials of another institution in which the student is currently enrolled or seeks to enroll.

D. To any agency to which the student has applied or from which he/she has received financial aid, or which had made decisions concerning eligibility, amount, condition, or enforcement of the terms of financial aid.

E. To certain educational agencies and institutions as permitted by law.

F. To comply with a judicial order or subpoena.

G. To protect the health or safety of the student or others in an emergency situation.

Nyack may also disclose, without consent, directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow Nyack to include this type of information in certain school publications, such as a playbill, yearbook, graduation program, sports activity sheets, etc. Such information includes: the student’s name, address, telephone numbers, e-mail address, date and place of birth, major field of study, dates of attendance, full or part-time status, class schedule, photographs, degrees, honors and awards received, school sports or student activities, weight & height of athletic team members,
most recent educational institutions attended, and other similar information. Any student who does not want directory information released must give written notification of such to the Office of the Registrar within 30 days of the start of each semester. The form “Non-Disclosure of Directory Information” is available in the Registrar’s Office.

VI. Right to File a Complaint
Students who believe that Nyack/ATS is not in compliance with FERPA regulations may file a complaint with the U.S. Department of Education.
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202

Parental Notification
Nyack College may elect to notify the parents/guardians of students in the event of serious health concerns such as illness, injury, or hospitalization. The College may also notify parents of students under the age of 21 for disciplinary violations related to alcohol or controlled substances or when a student is suspended or expelled. In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of college rules or lifestyle expectations. In all matters, the context of individual circumstances is considered when deciding whether to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution’s notification (§ 99.31(a)15 of the FERPA).
Student Conduct Expectations

ALCOHOL AND OTHER DRUGS
Because we seek to create an environment that nurtures the spiritual, social, and intellectual growth of young adults, as well as support the physical and emotional well-being of each member of our community, Nyack College is an alcohol-, illegal drugs-, and tobacco-free campus.

In accordance with this policy:
Students may not consume or possess any alcoholic beverages on campus. Possession of alcohol containers will be considered a violation of this policy. Evidence of alcohol consumption and/or use of marijuana or other drugs (e.g., breath that smells of weed, impaired motor skills or judgment, disruptive, destructive, hazardous, or offensive behavior that can be linked to the consumption) will also be considered a violation of this policy. In compliance with the laws of NY State, students who are under 21yrs of age may not drink alcohol on or off campus or be in the company of others who are drinking alcohol or displaying alcohol containers. Underage students who demonstrate evidence of alcohol use, (including, but not limited to breath that smells of alcohol, impaired motor skills and/or judgment) will be subject to sanctioning.
Students are not permitted to be in the company of others who are using a controlled substance or who are in possession of drug-related paraphernalia. Any student who returns to campus in an inebriated state will be subject to sanctioning. Any student with a guest who returns to campus in an inebriated state will be subject to sanctioning. In compliance with the laws of the Village of South Nyack and the state of New York, public intoxication is not permitted on campus. Public intoxication includes, but is not limited to, parking lots, walkways, classrooms, hallways, and campus roads. Alcoholic beverage containers, posters, and other items advertising alcoholic beverages are not permitted anywhere on campus or in conjunction with any activity associated with the College. Any use of social media (including, but not limited to Facebook, Twitter, Instagram, Vine, etc.) to show drug, alcohol, or tobacco use will be subject to sanctioning. Students cannot for any reason obtain, manufacture, distribute, dispense, possess, or use any controlled substance (a drug or chemical whose manufacture, possession and use are regulated by the government) or drug-related paraphernalia. This includes use or possession of prescription medication by anyone other than for whom the prescription is written. Anyone involved in the sale or distribution of drugs on or off campus may be dismissed immediately and will be referred to local law-enforcement officials. Students may not use any substance, even legally obtained, for the express purpose of “getting high.” This policy includes, but is not limited to, the psychotropic use of cough medicine (DXM), inhalants, prescribed drugs, and herbs. The possession or presence of any amount of a controlled substance is prohibited. This includes but is not limited to, the presence of marijuana smoke or odor, small “roaches,” or residue found in baggies, bowls, pipes, or other paraphernalia. The possession or presence of marijuana or other controlled substance, including but not limited to paraphernalia such as baggies, pipes, bowls, or bongs, may result, minimally, in suspension. Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence may be permanently dismissed. Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness may result in suspension. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol. Any student who encourages another to consume an alcoholic beverage or use any substance as a means to induce that individual to engage in behavior that would otherwise be against that person’s will is subject to dismissal.
Any student who sexually assaults or attempts to sexually assault another person who is intoxicated is subject to immediate dismissal.

The use or possession of tobacco in any form is prohibited by Nyack College Administration on campus as well as within a 1.5 mile radius. This includes smoking, chewing tobacco, dipping snuff, openly displaying tobacco, hookah (hookah pens & vapor pens), hemp vap, e-cigarettes, and advertising tobacco products in any form. Any inhalant or device that would release any chemicals and fumes into the area are prohibited (including water based devices).

Possession means having the substances or being in the presence of other Nyack College students who are in possession of these substances. This includes, but is not limited to, residences, vehicles, or in another location on or off campus.

It is expected that while students are enrolled in course work, including breaks during their academic career at Nyack College, they will be in compliance with the Alcohol and Other Drugs policy.

NOTE: Upperclassmen who are in violation of the Alcohol and Other Drugs policy, along with any other community standard or policy, will lose their privilege of living in upperclassmen housing.

Help in Overcoming Alcohol and Other Drug Abuse

Students who find that they are struggling with alcohol and other drugs, their use, and the role it plays in the life that God imagines for us are encouraged to seek help under the “Coming Forward Policy.” For students who seek help for substance abuse problems, complete confidentiality will be observed to the limit of the law. Confidential counseling and treatment are available to students through campus Health Services and Counseling Services or by referral to appropriate agencies off-campus. Please contact Counseling Services for more information.

Sanctions

Violation of the Alcohol and Other Drugs policy may result in sanctions ranging from a letter of reprimand to dismissal. As noted in the Student Handbook, a record of disciplinary sanctions is kept in the Student Development files while the student is at Nyack. In accordance with FERPA, college officials, as well as parents, will be involved or notified when appropriate. The College will also involve local law enforcement officials when appropriate.

Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal
law. Penalties include stringent fines, loss of driver's license, loss of possessions obtained through the profits of or used in the sale or distribution of illegal drugs, and/or imprisonment. Students should also be aware that Title 21 of the U.S. Code, § 845A, provides for increased penalties for those persons who manufacture, sell or distribute narcotics, controlled substances and marijuana within 1,000 feet of a public or private elementary school location or secondary school or public or private college, junior college or university.

Any student who is convicted of violating a criminal drug statute is required to notify the College, including the Student Financial Services Office, within five days of the conviction (including pleas of “guilty” or “nolo contendere”).

**ATTIRE**

At Nyack College we seek to provide and encourage a personal and academic experience where focus, respect and pride are always on display. One way to enhance the personal and academic experience, without causing a lack of focus and respect is through a dress code. Personal appearance is important and Nyack College students should dress neatly, appropriately, modestly, and tastefully.

The College also requests of parents and friends that they support and observe dress regulations when they are on campus. Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The College also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all college-sponsored activities, including athletics and formal events.

The items mentioned below are not to be worn to classes Monday-Friday from 8am-9pm or anywhere on campus.

**Men:**
- If wearing a t-shirt as primary shirt, it must be accompanied by an undershirt.
- All pants must be worn at the waist.
- Under garments should be worn at all times, but should not be publicly exposed.
- No excessively tight clothing of any type (jeans, shirts, shorts, etc.) No tights or spandex are to be worn as the primary garment, this includes Under Armor apparel or any other athletic garment of this nature.**
- Tank tops are not to be worn to class, leadership activities, chapel, or meetings.
• No pajama pants
• No du rags or stocking caps
• Sunglasses are not to be worn in classrooms

Women:
• Blouses, t-shirts and dresses should not contain plunging neck lines, backs, or arm holes
• Tank tops are not to be worn to class, leadership activities, chapel, or meetings
• No “belly shirts”
• Spaghetti strapped, tube and halter tops are prohibited
• Under garments should be worn at all times, but should not be publicly exposed
• No excessively tight clothing of any type (jeans, shirts/blouses, shorts, etc.) **No tights or spandex are to be worn as the primary garment (i.e. spandex or tights as pants,) any item of this nature should be accompanied by an additional item long shirt, shorts, dress or skirt. This includes Under Armor apparel or any other athletic garment of this nature.**
• All shirts or dresses with straps need to have a strap that is at least the width of two fingers
• See-through garments are not permitted
• All skirts and shorts (of all types) may not be any shorter than 3 inches above the knee.
• No pajama pants
• Sunglasses are not to be worn in classrooms

Other items to remember are:
• In the interest of public health, shirts and shoes are to be worn in all public places, indoors and out
• Hats should not be worn in Chapel.
• Clothing should be appropriate for the occasion.
• Clothing should not depict alcohol, tobacco products, drugs/drug paraphernalia, or depict lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic, occult, or gang-related activities.

The purposes for enacting such changes are to ensure that we prepare you for professional workplace attire. The Mission of Nyack College is to provide a holistic approach to growth and learning. This preparation takes place in many aspects, the least of which is professional dress. Dressing for success is not just a suggestion in practice to start your career, but practice in displaying respect for your career and those that you come in contact with on a daily basis.
**Athletic garments like Under Armor or any spandex is only to be worn on campus while engaging in athletic activity or the field of play. Once the activity is over, it is your responsibility to have a change of clothing that is in line with Nyack College policy.**

**BEHAVIOR IN CAFETERIA**

Students are expected to follow the rules and regulations set by the cafeteria staff. There are certain realistic expectations that are set that if violated would bar you from restaurant establishments.

**Nyack College students are expected, but not limited to:**
- Show valid Nyack college identification to gain access to the cafeteria.
- Pay for said students own meal, using proper ID card.
- Not fill up outside beverages containers.
- To clean up the table that they or their guests were sitting at prior to vacating the premises.
- Show respect to cafeteria staff, and refrain from disrespectful or abusive language.

The violations mentioned above, as well as any other violations of college policy to take place in the cafeteria, may result in loss of cafeteria privileges, as well as disciplinary sanctioning. Loss of cafeteria privileges will be determined by cafeteria staff and upheld by the Student Disciplinary Committee.

**CARE OF COLLEGE PROPERTY**

Students are liable for damages they cause to college property. Damage to college property that is a result of vandalism, tampering, other intentional destruction, or student-initiated pranks will result in an assessment for labor and materials costs for replacement and/or repair of the property, and referral to the college discipline process. College property may not be removed from its designated place for any reason without proper authorization.

Unauthorized removal of such property will result in the responsible student being charged for the replacement cost of the removed item and may be subject to additional disciplinary sanctions. Antennae and satellite dishes may not be erected either in the attics or on the ceilings/walls of any building.
CARE OF PERSONAL PROPERTY

The College is not responsible for loss of, theft of, or damage to students’ personal property. Students are responsible for their possessions while on college property and are encouraged to utilize laptop locks and other devices to safeguard their property while using college facilities. The College advises that students carry their own theft and casualty insurance. Often such coverage may exist in parents’ homeowners’ policies or may be added for an additional fee to existing automobile insurance plans. The College cannot be held responsible for theft, vandalism or damage done to vehicles.

CODE OF CONDUCT FOR SPORTS SPECTATORS

NCAA Code of Conduct: The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We expect your cooperation by supporting all those participating in this competition in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at student-athletes, coaches or officials will not be tolerated and are grounds for removal from the site of competition. Nyack College students may be the only example of Christ that opposition schools ever see.

Therefore:

1. **As spectators, we will refrain from booing or yelling at officials during a game, because we are aware of the following:**
   - Such behavior on our part sets a poor example of sportsmanship and our Christian witness.
   - Such behavior reflects negatively on our community, our team, our players and ourselves.
   - If officials do make incorrect calls during a game, the following circumstances usually apply: The number of poor calls usually balances out for both teams. No one is perfect. The officials don’t have the same observation point afforded spectators sitting in the bleachers. An occasional incorrect call seldom affects the outcome of the game. There are more effective channels for correcting poor officiating than verbal abuse during the contest.
   - One warning may be given; further actions will result in removal from facility and/or disciplinary actions.

2. **During a game we will refrain from yelling at players on either team, because we are aware of the following:**
   - They are young people, not sports professionals, who due to limited playing experience and great enthusiasm may make mistakes.
   - Encouragement and praise should be made in public, and constructive criticism is best made in private.
• The coach is the best equipped to analyze and correct deficiencies in sports skills. Our attempts to be helpful in this respect may only confuse the players.
• The golden rule applies: treat other players with the courtesy, respect and consideration which we want other supporters to show our players.

3. At athletic events we will refrain from being argumentative or using abusive language toward supporters of players on the opposing team, because we are aware of the following:
   • We are being judged by our actions and our words. We will always strive to insure that the result of this judgment is the verdict of sportsmanship.
   • We will conduct ourselves in such a courteous and restrained manner, that if called upon to do so, we could line up in front of the bleachers after the game and shake hands with each supporter of the opposing team in the same way the players are expected to do after each contest.

4. If our team loses, we will demonstrate our ability to cope with the loss in both deed and word, because we are aware of the following:
   • In athletics, as in other aspects of life, it is not always possible to win, no matter how supreme the effort.
   • When victory eludes us, we must learn to accept it as graciously as we do our triumphs.
   • It may just be possible that a loss is due to the fact that the opposing team played the game better than our team.
   • The real purpose of sport competition is to have fun, to be able to participate to improve skills, to learn sportsmanship, to develop a sense of responsibility and self-discipline, to develop a group loyalty and comradeship, to learn to compete within established rules, to accept decisions of authorized officials, to seek interpretation or change through the proper channels, and to develop sound minds and bodies.

NOTE: Students who choose to violate this code of conduct will be subject to college disciplinary action and may be referred to local law enforcement authorities.

CYBER-BULLYING POLICY

• Cyber-bullying involves the use of information and communication technologies (i.e. cellular phones) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
• The Information Technology System of Nyack College imposes certain responsibilities and obligations, and is subject to College policies, and local, state, and federal laws. In making appropriate use of Nyack College
computing resources students are not permitted to use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail.

- If the Student Development Office and/or Dean of Students is made aware that cyber-bullying/harassment is taking place through the use of Nyack College Information Technology Services, and/or personal technological devices, such actions will result in but are not limited to: judicial sanctions, Residence Life probation and in some cases housing termination and suspension/expulsion from Nyack College. The disciplinary actions taken by Nyack College does not shield from any criminal charges that may be taken against the harasser.

**DANCING**

Nyack College has a stance of No Social dancing. To be specific:

- No Clubbing
- Students are not to host, in any way assist or promote a party/gathering (on or off campus) that includes dancing. Those living at the location where the party is held may be held responsible as hosts.

**Exception:**

When the occasion is consistent with celebrations, rituals, or religious traditions (i.e. weddings, etc.) associated with family or a host family. Nyack College has reserved the right to permit social dancing on campus in the following formats:

- Folk dance, ethnic games, and the use of choreography in drama, musical productions, worship and athletic events.
- Nyack College Sponsored Dances: Dances at Nyack College, including the selection of music, should be done in a way that upholds the scriptural principles of modesty and respect for others.

All dances will be approved, planned and implemented in consultation with the Dean of Students. Students will be held responsible for their own and their guest’s behavior/actions and violations will be sanctioned accordingly within the college judicial system. Dances may have specific behavioral expectations that are more stringent than the guidelines currently in the student handbook (for example, a more specific dress code may be put into effect). In the case of changes to the behavioral expectations, students and their guests will be notified in advance of the event and will be expected to comply with any changes in guidelines.
DISRUPTIVE OR DANGEROUS BEHAVIOR POLICY
In the spirit of pro-active concern and care, Nyack College is committed to maintaining a safe living, working, and learning environment for students, faculty and staff. The College recognizes that situations may arise where a student's behavior is a potential threat to self or others, or where a student's behavior significantly disrupts the ability of other students, faculty, or staff to participate in educational programs, living environments, or employment opportunities. Disruptive behavior may or may not include actions which lead to voluntary or involuntary hospitalization.

We will define Disruptive Behavior as:
1. Behaviors that interrupt or impair a student, faculty, or staff member's ability to carry out their daily activities and responsibilities. Such disruption may be in the form of a single behavioral incident or a series of incidents.
2. Disruptive behavior includes, but is not limited to, students whose behavior potentially may deteriorate to the point of serious harm or dysfunction without assessment, intervention or treatment. When standard assessment is impossible because of the student's resistance, behavioral observations will constitute the basis for such judgment.
3. Students may be administratively removed from student housing assignments, or have disciplinary sanctions imposed as a condition of continued classroom attendance or participation, in situations where their behavior is considered by the university, at its sole determination, to be:
   a. Potentially dangerous to themselves or others.
      a. Danger to self or others includes, but is not limited to: excessive use of alcohol, misuse of prescription medications or illegal drugs, gestures or threats of harm to self or others, suicidal ideation or behaviors, self-mutilation, violence or threats of violence, or assaults.
   b. Significantly disruptive to others, but not an immediate threat to self or others.

Implementation:
If a student’s behavior is determined by the College to be detrimental to themselves or the Nyack College community, the College reserves the right, at its sole determination, to administratively intervene and impose conditions designed to enhance the student’s opportunity to succeed at Nyack College, or to remove the student if the College deems appropriate, and to minimize disruptive influence on the College community.

These measures may include but are not limited to: mandatory mental health or alcohol/drug assessment/evaluation, adherence to a treatment plan,
removal from or reassignment within student housing, committing to a growth contract, or mandatory administrative withdrawal from the College. A growth contract is an agreement between the Office of Student Development and the student, in which certain specified conditions must be met as a condition for the student’s continued participation at the College, or the student’s return to the College after withdrawal.

Students who are disruptive, but not a threat to self or others, may be referred to Counseling Services and may be subject to the university disciplinary process.

**ENTERTAINMENT**

*Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things.*

–Philippians 4:8

Entertainment plays a huge role in our culture and in the lives of most college students. Our choices in entertainment have the potential to both reflect and shape our character. We encourage students to think carefully about their entertainment choices in terms of content and in terms of the stewardship of their time and money. We ask that students use the following specific questions to evaluate the potential impact of all media choices:

- Does the primary theme encourage or celebrate vices like sensuality, selfishness, or violence?
- Does the music, movie, or television program help you to ask meaningful questions about life?
- Is sexual promiscuity promoted, encouraged, or used for the sake of humor?
- Does the message of this media show a respect for humanity and human life or is violence used gratuitously?
- Does it glorify the use of profane and demeaning language or include excessive crude or obscene language?

Students may not own, maintain in their possession, or view any sexually explicit video games, music videos, X or NC-17 rated or un-rated programming or videos. If found, these materials will be confiscated.

Because copyright laws prohibit the public viewing of movies without “clearance or license for its performance” (17 U.S.C. § 110(1)), videos or DVDs may not be viewed in any public areas on campus except at officially sanctioned college events, where the intent is primarily instructional, and not for recreation or entertainment purposes. Therefore, it is prohibited to connect a video or DVD recorder or player to any college-owned or privately owned television in a public area. Students may view movies with friends in their rooms.
FIREARMS, WEAPONS AND PROJECTILES
Unauthorized possession or use of the items listed below is prohibited on the campus. Those persons with a special need regarding the storage or possession of a prohibited item should contact the Campus Safety Department BEFORE bringing the item onto campus property. Prohibited items (Section 265 of the Penal Code) include, but are not limited to:

- All types of firearms or realistic models of firearms
- All types of “BB” guns, pellet guns, paint ball guns or any similar type of device
- Stun guns
- All types of ammunition or ammunition materials
- Bows, crossbows, arrows, crossbow darts
- Swords, spears and similar types of stabbing or cutting weapons
- Any knife, except a butter knife, with a blade over four inches in length
- All types of police batons, “nightsticks”, or “Billy clubs”
- Switchblade knives, gravity knives, pilum ballistic knives, daggers, blackjacks, metal knuckles and any form of lead “sap” device, including sap gloves
- All types of slingshots
- All types of Chemical Mace, pepper mace, and other similar type material, except for the purpose of personal defense. Nyack College understands that some of these materials may be legal in the state of New York. However, the College believes that the potential for the misuse or accidental discharge of these devices outweighs the minimal protective value that they represent. Other less intrusive yet highly effective devices are readily available. An example of such an item is an electronic personal alert alarm. Contact the Campus Safety Department for more information on personal defense options.

FUNDRAISING SALES BY STUDENTS
Officially sanctioned student campus organizations (or activities) that wish to sell products or services for fundraising purposes on campus must receive approval, for the Rockland Campus from the Director of Student Activities, and NYC campus approval from the Dean of Students prior to advertising or selling.

Commercial solicitation by students is prohibited on campus grounds. Commercial solicitation is defined as the promotion or sale of products, merchandise or services for the personal benefit or profit of individual...
students or a group of students. Promotion includes the distribution on
campus of advertising materials, e-mails, and telephone solicitation.

The advertising, marketing, or merchandising of credit cards to students on
the campus of Nyack College is strictly prohibited except as provided in
paragraph 5 of this section.

Any individual visitor, licensee, or invitee on said campus found violating this
policy shall be banned from the campus for a period of two years and any
credit card issuer represented by said visitor, licensee, or invitee shall be
banned from the campus for a period of one year. Any student, faculty, or
other staff found violating this policy shall receive a warning and be
prohibited from any and all future credit card marketing on the campus.

This policy does not apply to any advertising, marketing, or merchandising of
credit cards by either the college or an agent of the college to non-students,
nor does it prohibit the advertising, marketing, or merchandising of credit
cards to students through direct mail, newspapers, or magazines.

No soliciting or commercial activity by outside organizations or individuals is
allowed on campus or in Nyack College facilities (including online or network
facilities) without specific written authorization from the College. No
soliciting or commercial activity by students is permitted on campus or in
Nyack College facilities (including online or network facilities) without the
prior specific written authorization from the Dean of Students.

GAMBLING
Gambling (the exchange of money or goods by betting or wagering, which
includes, but is not limited to, sports pools, most raffles, playing cards for
money, and online activity) is an unwise use of God-given resources and can
become a psychologically addictive and harmful behavior in some people.
Therefore, all types of gambling are prohibited on the college campus.
Students who engage in gambling activities on campus will be subject to
disciplinary action and, in cases where such activity is illegal under New York
State Law, may be referred to local law enforcement authorities.

GOOD NEIGHBOR POLICY

Expectations:
All students who have been extended the privilege of living on and off
campus remain members of the Nyack College community. They are
obligated to honor their commitments to Nyack’s Community Lifestyle
Expectations as outlined in the Off-Campus Housing Application and the
current student handbook. In addition to these college standards, off-campus
students are also required to abide by the local laws and ordinances of their
communities. It is expected that all students living on and off campus will be good ambassadors of Christ and Nyack College.

In addition to representing Nyack College, as members of this Christian community, we are called to be “salt and light” in the world - this includes our local communities. As such, it is expected that all students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other “courtesy issues,” it is expected that all students living on and off campus will always defer to the needs of their neighbors in addition to obeying all state and federal laws and local township ordinances. The use, possession, and/or distribution of illegal drugs and tobacco are prohibited for Nyack College students living on or off campus while enrolled during the academic year (see Alcohol and Other Drugs Policy). Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness may result in suspension. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.

Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by the Sexuality and Relationships policies outlined for all Nyack College students.

Trespassing is “unlawful entry, unwarranted or uninvited incursion,” as defined by Webster’s Dictionary. All students are expected to refrain and honor state law and college expectations concerning trespassing. Violation of this policy on or off campus will result in a disciplinary hearing and sanctioning upon determination of the hearing.

**HARASSMENT**

Nyack College will not tolerate any type of sexual offense committed by students, faculty, staff or any individual not belonging to the campus community. Sexual offenses in the State of New York are outlined under Article 130 of the NYS Penal Law. Of particular note is the definition of the term, “sexual contact – any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing.” Committing such offenses can result in lengthy terms of imprisonment and civil action.
HAZING AND PRANKS

All hazing is prohibited (inappropriate or unlawful activity conducted for the purpose of initiation into an organization) in any form by any person or group associated with this College. Including hazing for engaged couples, freshman class initiation, athletic teams, personal harassment and all unauthorized physical activities related to initiation. University policy and state law (New York Penal Law Section 120.16 and New York Education Law Section 6430), prohibit what is often referred to as hazing. In accordance with New York Education Law Section 6430, the following rules and regulations supplement existing University rules and regulations for the maintenance of public order on University campuses and other University property used for educational purposes:

1. No student, faculty, or staff member, visitor, licensee, invitee, or group or organization of such persons on the Campus of Nyack College at Nyack, New York City, and on any other University property used for educational purposes (collectively called Campus), shall engage in any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the Anti-Hazing Rule).

2. It shall be a condition of any University approval or the continuation of approval for the operation of any group or organization on the Campus that the Anti-Hazing Rule shall be deemed included in the Charter and By-laws (i.e., Constitution) of all groups or organizations now, or hereafter, operating on the Campus. A statement acknowledging the inclusion of such prohibited conduct in its Charter and By-laws shall be filed with the Student Activities Director by all groups or organizations operating on the Campus, with respect to presently approved organizations operating on the Campus, such statement shall be filed within 30 days of the commencement of each academic year. A failure to comply with the filing of such statement shall result in the denial of University approval and the right to operate on the Campus of such group or organization, or the rescission of any prior approval and right to operate on the Campus, as the case may be.

3. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of this Anti-Hazing shall be as follows:
   i) For individual students, faculty, or staff members, violation may result in suspension, expulsion, or other disciplinary action.
   ii) For visitors, licensees, or invitees, violations will result in ejection from the Campus.
   iii) For any group or organization, the violation will result in the rescission of any previously issued permission to operate on the Campus or the refusal of permission to operate on the Campus, as the case may be.
INFORMATION TECHNOLOGY EXPECTATIONS

Communications
As a Christian institution of higher learning, how we communicate with one another is a primary focus of our college community. To this end, the College has developed communication expectations, procedures, and general guidelines for student use.

In addition to direct means of communication (person-to-person and telephone), the College provides for and expects all students, both residential and commuter, to use these four primary means of internal campus communication: campus mail, electronic mail, voice mail, and the college website. All students are required to set-up and maintain both a campus mailbox and a campus e-mail account.

Official campus communication may be sent by any and/or all of these means. All students are expected, on a regular basis, to accept their mail communication (campus, electronic and voice) within a reasonable time period from the date of receipt. Under normal circumstances a “reasonable time period” is defined as 2–3 business days. The term “accept” is defined as reading campus and electronic mail, and listening to voice mail.

Computer Etiquette
Computer labs are deemed places of student learning and not student lounges for socialization. As such cell phones and other electronic devices should be silenced while in lab.

Cell phone conversations are to be taken out of the lab immediately.

Conversations concerning class work should be kept to a low volume and as brief as possible. All prolonged conversations should be taken out of the lab. Food and drink items are prohibited in the lab in order to maintain the lab in a serviceable condition. The potential of damage to computers, desks, seating and carpet is significant.

A student using the lab agrees to be observed and recorded via camera and that such recordings may be used to determine validity of reported infractions. Inappropriate behavior or violations of computer lab rules will result in the loss of computer account privileges.
**Computer Use**

Nyack College provides faculty, staff and students with access to network and computing resources as an integral part of the education environment. Users should do so responsibly and consistently with the Nyack mission and objectives. Nyack reserves the right to define and to enforce appropriate regulations to ensure that the use of these resources is consistent with Nyack's mission. Use of these resources is a privilege, not a right.

As a community that yields to the leadership of Jesus Christ, Nyack expects responsible use of technology by both students and employees. The following policies help define what is meant by responsible use of computer-related technology and complement the values of Nyack. Users of Nyack's accounts are acting as representatives of Nyack and, as such, should act accordingly to uphold Nyack's character and reputation.

**Permitted and Appropriate Use**

Access to computing facilities is a privilege granted solely to faculty, staff, and registered students. Users must act responsibly and maintain the integrity of these resources. The regulations and guidelines stated here refer to all access and usage of Nyack College's computers, internet, network and e-mail. Usage must comply with federal, state and local telecommunications and networking laws and regulations.

Usage must be ethical, reflect academic honesty, reflect community lifestyle expectations, respect the rights of other users, respect all pertinent license and contractual agreements, and show restraint in the consumption of shared resources.

Occasional and reasonable personal use is permitted, provided that it does not interfere with the performance of work duties and responsibilities. Nyack’s internet services may be used for personal improvement, outside of scheduled work hours, provided that such use is consistent with this policy.

An account owner may not lend her/his account(s) to another user. All accounts are required to be protected from unauthorized access by the use of a password. Each user is responsible and liable for all computing activities involving their account. Usage of computer resources is a privilege and not transferable or extendible by members of the college community to people or groups outside the College without the written approval of the Information Services Department. An employee is sometimes given access to confidential or privileged information relating to the institution, students, or other employees. Employees must respect the confidentiality of all information. They must neither divulge confidential information without appropriate consent nor seek to obtain access to information to which they are not entitled.
Prohibited Use

Examples of misuse include, but are not limited to:
Unauthorized use of a computer or network. Obtaining a password for a computer account without the consent of the account owner. Attempting or accessing any account or data not personally owned, regardless of intent and whether or not the material is protected. The only exceptions are for access specifically authorized or assigned by the owner. Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner. Any use of the institution’s computers, internet, or network to gain improper access to or make improper use of computer systems elsewhere. Sharing information or providing other means of access, encouraging or even enabling use of the institution’s computers by anyone not a current faculty member, staff member, or student of the institution. Performing an act that interferes with the normal operation of computers, terminals, peripherals, or networks. Copying, moving, removing or altering hardware, networks and software owned or under license by the institution except by staff of Information Services. Running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan Horses, and worms. Forwarding e-mail chain letters or spamming e-mail accounts from Nyack College’s e-mail services or institution machines. Attempting to circumvent data protection or uncover security loopholes. Violating terms of applicable software licensing agreements or copyright laws. Deliberately wasting computer resources and consumables. Masking the identity of an account or machine. Posting materials on electronic bulletin boards that violate existing laws or the institution’s community lifestyle expectations. Using the institution’s computers, internet, or network for unlawful activities, commercial purposes not under the auspices of the institution, personal financial gain, gambling, political solicitation or personal use inconsistent with this policy. Using the computers, internet, or network to plagiarize or cheat on an exam, paper or other assignment.

Activities are not considered misuse when authorized by appropriate institution officials for security, performance testing or to promote the general welfare of the college community.
**Respect for Community**
Users are required to behave in their use of the technology in a manner consistent with mature Christian behavior and the institution’s community lifestyle expectations, as well as federal and state law.

The creation and sending of e-mail or other messages that harass, slur, embarrass, demean or are otherwise harmful is unacceptable. Standards embraced by this Christian community are well known. Usage of the institution’s computers, internet, or network for viewing, accessing, downloading, saving, receiving, or transmitting racist, pornographic, harassing, threatening, violent, or otherwise offensive material is unacceptable. This applies to any screen display, printing, or the transmission of images, sounds or messages. Any user, student or employee, caught accessing such material will be appropriately disciplined. Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability is unacceptable.

**Confidentiality and Privacy**
The institution gives best effort to keep its systems and data secure. Users should have no expectation of privacy while using institution-owned or institution-leased equipment. Information passing through or stored on institution owned equipment can and will be monitored. Instant messaging and email passes over the internet and through Google maintained servers and cannot be considered a secured system that would protect personal information. Nyack College maintains the right to monitor and review internet use and e-mail communications sent or received by users as necessary (i.e., for troubleshooting, retrieving business-related information, legal requests, etc.).

Confidential information relative to personnel matters, internal investigations and litigation should not be transmitted. Extra copies of all data are kept in the routine process of backup. Deletion of on-line files by a user does not mean that no other copy remains.

**Respect for Ownership and Copyright**
All hardware purchased by the institution remains its property. The material contained in those systems is also the property of the institution with the exception of software, which remains the property of third parties while used by the institution under the provisions of licenses and copyrights. Keeping, using, copying, sharing or distributing software, images or other tangible or intellectual property which one neither owns nor for which one has a valid license, is in violation of copyright and is unacceptable. No improperly gained material is to reside on institution computers; if discovered it will be removed. The institution’s policies on plagiarism apply to uses of the computers and network in course assignments.
Respect for Resources
Users must be reasonable with regards to impact on all other users. If conflicts of resources arise, priority is given to academic and administrative work.

Users must show regard for the resource by routinely removing duplicate or unnecessary files, or seeking off-line means of storage. Generating chain letters or sending broadcast messages beyond the institution’s distribution lists is unacceptable. In public areas such as labs, installing software not owned by the institution and leaving personal files on internal disks are unacceptable. Staff removes all such materials from public machines without notice. Users are expected to save paper. Users provide their own paper for personal printouts, and the institution reserves the right to charge direct fees for paper use in public labs. Users may send and receive e-mail attachments that do not exceed 25 MB in size, provided that all attachments are scanned before they are opened by Nyack College’s chosen antivirus software. E-mail box capacity is set to 30 gig. E-mail messages should be regularly archived by the user. The administrators of the institution’s e-mail facility may, within certain limits, block incoming e-mail including unsolicited bulk e-mail or “spam.”

Web Blocking
The institution blocks access to web sites categorized as blatant pornography and hatred. The assignment or release of web sites from various categories is within the control of the institution. There is a lack of any technical means to guarantee the total absence of objectionable material from the campus network. Therefore, all members of the community are encouraged to diligently avoid pornographic material and hate sites.

Policy Violations and Sanctions
Computer usage is not an individual right but rather a privilege and users must conform to the guidelines and standards in this policy. Users must cooperate with Information Services in its operation, as well as in the investigation of misuse or abuse.

Persons who feel they are the target of violations are encouraged to bring their concern to the Information Services Department. Persons who discover an unauthorized use of their account should immediately report it to the Information Services Department. Persons who observe any loopholes in the security of the systems should report it to the Information Services Department.

Use of computer systems is monitored and recorded by authorized staff members to safeguard security and smooth operation. The institution may respond to violations of this policy as it deems appropriate. Responses include: investigation and
confrontation of violators, suspension of privileges, referral to the judicial process, termination of employment (staff) or expulsion (students), prosecution, and/or civil action. The institution is not responsible for defending users against litigation arising from conduct or content that violates policy.

Violations will be reviewed on a case-by-case basis. Then Information Services may, as deemed necessary (and with appropriate approval), disable the account and turn all pertinent information over to the individual’s immediate supervisor (faculty/staff) or the Dean of Students (students). The Dean of Students determines disciplinary actions in matters involving students. Disciplinary actions involving staff members are governed by the procedures set out in the institution’s personnel policies. The Vice President for Academic Affairs determines appropriate actions taken in situations involving faculty members. Individuals who disagree with an administrative decision may submit an appeal to the appropriate office as outlined in the appropriate handbook.

This policy may be updated and modified from time to time. The latest approved version of this policy will be posted on the Nyack website at www.nyack.edu/it/.

SEXUALITY AND RELATIONSHIPS

“In Him we live, and move, and have our being.”

-Acts 17:28

God creates us for community and connection. God is constantly reminding us that we - our bodies, our minds, and our spirits - are created for relationship with Him and relationship with each other. One of the ways the rift between ourselves and our God manifests itself is in tangled, distorted, and altered perspectives of our sexuality and the roles of physical and sexual intimacy. In the context of marriage for which it was created, sex is a celebration of physical, spiritual, and emotional intimacy and unconditional love between two people who have made a covenant to live together in marriage, and live life “with and for each other” for the remainder of their time on earth.

As a Christian and Missionary Alliance institution, Nyack College affirms the biblical guidelines that sex without marital covenant and commitment (which we affirm to be only within the context of a faithful heterosexual marriage between a man and a woman – see the creation account in Genesis 2; also see Paul’s teachings in 1 Corinthians 7 and Ephesians 5; see also the Christian and Missionary Alliance H-7 at www.cmalliance.org) is just a physical transaction - no more capable of mending the broken places than a slap in the face. Yet, we live in a world that celebrates casual sex and human conquest as normal and necessary.
The Word of God also identifies character qualities and actions that should not be present in the lives of believers. Such as abusive anger, malice, jealousy, lust, sexually immoral behavior, impure desires, greed, idolatry, slander, profanity, lying, drunkenness, thievery, dishonesty, and prejudice based on race, sex, or socioeconomic status. We desire to be a Kingdom community - a people that recognizes our need for others and honors that connection in ways that create cohesion instead of division. In light of this desire, it is our policy that:

- All students are to respect the personal boundaries of others, including levels of comfort with touch. A good guideline for most friendships is touch that would be appropriate within a healthy sibling relationship.

- Students in dating relationships are expected to uphold our standard that all sexual activity (including but not limited to sexual intercourse) is reserved for the marital relationship between a husband and a wife and are to refrain from participation in such activity, seeking counsel and accountability from mentors, wise friends outside the relationship, and scripture as a means of upholding this standard. In addition, couples are to keep in mind the sensitivities of others and biblical standards of intimacy when showing public displays of affection, which includes extended kissing, intimate embracing and cuddling, sitting on each other's laps, sleeping on top of each other, etc. This behavior is not to be displayed by any Nyack College student in any public setting. Please note that administrators, faculty, staff, and the student life personnel are instructed to correct and counsel couples in this regard.

- Students who are married are to uphold our standard that all physical, emotional and sexual activity is to be reserved for the marital relationship between a husband and a wife only. Marital fidelity is expected of all married couples. Physical, emotional and sexual involvement with anyone that is not your spouse will not be tolerated. As those in dating relationships, married couples are to keep in mind the sensitivities of others and biblical standards of intimacy when showing public displays of affection, which includes extended kissing, intimate embracing and cuddling, sitting on each other's laps, sleeping on top of each other etc.

- Only married students may share beds (on or off campus) and living accommodations (off campus). Unmarried students may spend the night in the residence of a member of the opposite sex (off campus) only if a parent or guardian is present. Unmarried students are only permitted to visit the on-campus residence of the opposite sex in accordance with residence halls policies pertaining to open dorm. Under no circumstances should unmarried students spend the evening in the on-campus residence of the opposite sex.
• Students are to refrain from using, possessing, distributing, or supporting pornography, pornographic materials, or materials that objectify men or women in any way, including, but not limited to: movies and television programs, video and computer games, print materials (books, magazines, comic books, photographs), and posters. This includes the use of the College’s computing and networking resources in the viewing or communicating of inappropriate materials in any form.

• We encourage students who struggle with issues of sex and sexuality to come forward for support, guidance, and wise counsel. Students who choose to live outside these expectations will be confronted and are subject to disciplinary action. As with all disciplinary matters, the College seeks to be redemptive and restorative in the lives of the individuals involved.

• When an unmarried student becomes pregnant, the College seeks to respond in a redemptive manner. Both the father and the mother of the child are to be treated equally. Proper prenatal care is considered essential, as are appropriate emotional and spiritual supports. Because the College places an inestimable value on the health and wellbeing of the mother, father and child, students who are dealing with a pregnancy are strongly encouraged to disclose the pregnancy to the Dean of Students under the "Coming Forward" policy.

Any questions regarding this policy should be directed to the Office of Student Development.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING
Nyack College will not tolerate any type of domestic violence, dating violence, sexual assault or stalking committed by students, faculty, staff, or against any student, faculty or staff by any individual not belonging to the campus community. Sexual offenses in the State of New York are outlined under Article 130 of the NYS Penal Law. Nyack College recognizes domestic violence, dating violence, sexual assault and stalking as defined in this document. Committing such offenses can result in lengthy terms of imprisonment and civil action.

SEXUAL HARASSMENT
Harassment on the basis of sex is a violation of New York State Law and the Federal Civil Rights Act. It is the policy of Nyack College to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to assert basic Christian precepts, to affirm ethical standards universally accepted in the workplace and classroom, and uphold
existing law. No practice or behavior that constitutes sexual harassment will be tolerated.

Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass or degrade another person. Usually the harasser has power over the victim (such as a supervisor over a subordinate or a larger person over one of smaller stature), and seeks to exploit unfairly that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality that Nyack College seeks to foster and is therefore unacceptable.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic progress; (2) submission to or rejection of such conduct is used as a basis for academic or employment decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment is illegal and immoral.

SEXUAL ASSAULT AND DATING VIOLENCE
Sexual assault and dating violence are extreme forms of sexual harassment. The use of threat or force to obtain sexual contact, including sexual intercourse, includes any of the following: (1) any intentional, nonconsensual touching or threat or attempt to touch an intimate body part of another person; (2) unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another; (3) forcing, or attempting to force, any other person to engage in sexual activity of any kind. By definition, a person who is intoxicated, unconscious, mentally impaired, or threatened is unable to give consent.

STALKING
Nyack College describes stalking as any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:
- Non-consensual communication, including face-to-face, telephone calls, voice messages, text and instant messages or e-mails, written letters, unwanted gifts, etc.
- Threatening or obscene gestures;
- Pursuing or following;
- Surveillance or other types of observation;
- Trespassing;
- Vandalism;
- Non-consensual touching
*These offenses may result in additional charges.
Stalking behavior will not be tolerated. Incidents occurring on or off campus are subject to college discipline when such actions materially affect the learning environment or operations of the College.

Stalking is a crime under New York State law. Incidences of stalking outside New York State may be admissible in court, if it is relevant to the case and may be punishable as a Class B misdemeanor or a class D felony. Legal options available to victims of stalking include reporting to the local police, seeking a remedy through civil proceedings, and/or utilizing the campus disciplinary process.

REPORTING HARASSMENT
Any individual who believes that he/she has been the recipient of harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to a representative of the College with whom the individual feels comfortable discussing the matter (e.g., Residence Hall Director, Advisor, Student Development Staff member, Human Resources, etc.). The representative will then contact the Dean of Students if the alleged harasser is a student. If the alleged harasser is an employee of the College or a vendor/contractor of the College, the representative will contact the academic head at the respective campus or Human Resources. For instances of sexual harassment, students may also contact the Title IX Coordinator at (845) 675-4608.

REPORTING STALKING
If an individual believes they are being stalked they should contact the following offices depending on their comfort level:

- Call Nyack College Campus Safety Rockland: x7191 OR (845) 222-8812; NYC: x6198 OR (646) 378-6198
- Contact the local police department at
  - Rockland (845) 358-0206 and file a police report*
  - NYC, 1st Precinct (212) 334-0611 and file a police report*
- Residential Students:
  - Call the Residence Life On Duty Phone (845) 213-9145
  - Report it to the Resident Assistant on duty in your dorm
- Rockland Commuter Students:
  - Call the Dean of Students x4793 OR (845) 675-4793
- NYC Commuter Students:
  - Call the Dean of Students x6131 OR (646) 378-6131
- Employees:
  - Contact Human Resources at (845) 675-4608

If you know the identity of the stalker, inquire about the possibility of obtaining a restraining order. Keep a journal of everything that occurs, including dates, places and times of events. When the communication is electronic, save any voicemails, e-mails, text and instant messages.
*Victims/survivors are not required to file a police report and may decline to do so. Students can also contact Counseling Services, Residence Life, or Student Development for assistance in filing a police report. Employees may contact Human Resources for assistance in filing a police report. If the victim is unable to file a police report (i.e. they are incapacitated, unconscious, etc.) Nyack College will file the report on their behalf.

**NYACK COLLEGE STUDENTS’ BILL OF RIGHTS**

Nyack College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. Anyone who reports that he/she or someone else has been a victim shall be provided this entire policy in writing:

**All Students have the right to:**

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the College;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime;
- Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the College, the accused and/or their friends, family and acquaintances;
- Access to at least one level of appeal of determination
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

**Options in Brief:**

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
• Receive resources, such as counseling and medical attention;
• Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, see Options for Confidentially Disclosing Sexual Violence below).
• Make a report to:
  o An employee with the authority to address complaints (Campus Security Authorities) including:
    • Dean of Students
    • Resident Directors
    • Area Coordinators
    • Director of Human Resources/Title IX Coordinator
    • Athletic Director/Coach
    • Campus Safety
    • Rockland: Nyack College Campus Safety at (845) 222-8812 or x7191;
    • NYC: Campus Safety at (646) 378-6198 or x6198
    • Athletic Director/Coach
    • Director of Auxiliary Services
    • And/or
    • Law Enforcement
    • Family Court or Civil Court.

Copies of this Bill of Rights shall be distributed annually to students, made available on the college website, posted in each residence hall and dining hall and shall include links or information to access the Sexual Violence Response Policy below and the Options for Confidentially Disclosing Sexual Violence.

Sexual Violence Response Policy
In accordance with the Students’ Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

I- Reporting:
If a member of the campus community is a victim of a sexual assault, domestic violence, dating violence, or stalking on campus, his/her first priority is to get to a place of safety. It is his/her choice to report any acts of sexual assault, domestic violence, dating violence, or stalking. If he/she wants their assailant to be held criminally accountable for the attack/unwanted sexual contact, call 911 immediately to report what occurred. If the victim desires assistance in making the call, he/she can request help from a campus representative. The police may request a medical evidentiary exam.

A victim may choose to report the assault and then later choose not to pursue the criminal case. If the victim chooses not to report the assault immediately, he/she may still do so at a later time; however, there may be less physical evidence against the attacker if reported at a later time.
Time is a critical factor for evidence collection and preservation. To preserve evidence of the assault:

- Victims should obtain necessary medical treatment.
- Ideally a victim of sexual assault should not wash, douche, brush teeth, use the toilet, or change clothing prior to a medical exam.
- Do not straighten up the area where the assault took place.
- The victim should keep a journal of everything that occurred, including dates, places and times of events.
- When the communication is electronic, he/she should save any voicemails, e-mails, texts and instant messages.

(If the victim has already cleaned up from the assault, the crime can still be reported and the police will take a report to investigate.)

- To report the incident *confidentially to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the Options for Confidentially Disclosing Sexual Violence Policy): Rockland: Counseling Office, Boon Campus Center Room 207, (845) 675-4594.

- NYC: Counseling Office, Room 005, x6447, (646) 378-6447

- To report the incident to one of the following college officials who can offer *privacy and can assist in obtaining resources (note that an official who can offer privacy may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. Reporting individuals have emergency access to a Title IX Coordinator.):
  - Director of Human Resources/Title IX Coordinator, Roseberry Room 2, x4608 or (845) 675-4608
  - Rockland: Dean of Students, Boon Center Room 202, x4792 or (845) 675-4792;
  - NYC: Dean of Students, 21st Floor, Room 2111, x 6131 or (646) 378-6131
  - Residence Hall Directors:
    - Simpson & Bethany x4573 or (845) 675-4573;
    - Christie Hall, x4610 or (845) 675-4610;
    - Moseley/Dunbar/Jaffray Hall, x4571 or (845) 675-4571;
    - Residence Life Professional Staff On Duty Phone, (845) 213-9145
    - Athletic Director/Coach, Bowman Gym, x4770 or (845) 675-4770
    - Campus Safety,
      - Rockland: Nyack College Campus Safety at x7191 or (845) 222-8812;
      - NYC: Campus Safety at x6198 or (646) 378-6198
  - Director of Auxiliary Services, Boon Center Room 217, x4501 or (845) 675-4501

- To file a criminal complaint with local law enforcement:
- Rockland: South Nyack Police, (845) 358-0206, 282 South Broadway, Nyack, NY 10960, or if emergency, dial 911.
- Rockland County Special Victim Unit (800) 342-3720
- NYC: NYPD Special Victims Division (646) 610-7272

- Graduate/Seminary students may file a report of sexual assault, domestic violence, dating violence, and/or stalking with the Title IX Coordinator who will provide information and assistance. Reports will be investigated in accordance with Nyack College policy.
- Title IX Coordinator, Roseberry Room 2, (845) 675-4608, karen.davie@nyack.edu.

When the accused is an employee, a victim/survivor may also report the incident to Nyack College Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable employee handbook. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the victim/survivor, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

- Human Resources, Roseberry Room 2, (845) 675-4608, karen.davie@nyack.edu.
- You may withdraw your complaint or involvement from the Nyack College process at any time.

*In these cases, confidentiality is limited to those individuals permitted by law to maintain confidentiality and not report any instances of sexual assault, domestic violence, dating violence, or stalking. The only campus representatives permitted to extend confidentiality are members of the Counseling office. Privacy refers to all other campus representatives who are required by law to report instances of sexual assault, domestic violence, dating violence, or stalking but will limit the amount of personal information revealed about a victim or specific incident.

II- Resources:
- To obtain effective intervention services.

Rockland:

Campus Services:
- Counseling Office (confidential services), Boon Campus Center Room 207, (845) 675-4594 or x4954. There is no charge for these services.
- Health Services, Betty Olsen (the “Hub”) 2nd Floor, (845) 675-4596. There is no charge for these services.

Local Services:
- Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at the Rockland County Health Department.
- The Health Department provides a completely confidential walk-in clinic for men and women which offers testing and treatment for a variety of sexually transmitted infections. The STI Clinic asks individuals 20 years of age and older for
their insurance information. All individuals under 20 years of age and all those without insurance will receive services at no cost.

Rapid HIV testing is available on a confidential and anonymous basis. This clinic also offers Hepatitis A and B vaccines free of charge to patients seen at the clinic. The Health Department offers free HPV (human papilloma virus) vaccine, Gardasil®, to males and females 18 to 26 years of age. The vaccine is free until October 2015 or until supplies last. If an individual wants to complete his/her HPV vaccine series with the Health Department, he/she must produce documentation of the previous vaccination(s), or they may begin his/her HPV vaccine series with the Health Department.

**Times and location:** The clinic is open from 3:00 p.m. – 7:00 p.m. on Tuesday and Thursday evenings at the Robert L. Yeager Health Center, 50 Sanitorium Rd., Building A, 2nd floor, Pomona, NY 10970. An appointment is not necessary (please arrive at the clinic no later than 6:30 pm in order to be seen). Call 845-364-3771 for more information.

**Fee:** All services are free.

- **Rockland Family Shelter**
  2 Congers Road, New City, NY 10956
  (Services to survivors of domestic violence and abuse, and sexual trauma)
  - Business Number (845) 634-3391
  - 24-Hour Hotline (rape and sexual violence) (845) 634-3344
  - Offers a 24-Hour hotline and free comprehensive victim assistance programs, including but not limited to the SAFE Program, counseling, hospital/police/court accompaniment and advocacy services for survivors of sexual violence.
  - Crisis Counseling and Intervention

  **Rockland County (845) 364-2200**
  Volunteer Counseling Service (845) 634-5729
  - The Sexual Assault Forensic Examiner (SAFE) Program provides specially trained nurses to people who report sexual assault at Good Samaritan Hospital or Nyack Hospital. Examiners offer prompt, compassionate, non-judgmental care and forensic examination for injury identification and evidence collection. For more information on the SAFE kit, click here: [https://www.rainn.org/get-information/sexual-assault-recovery/rape-kit](https://www.rainn.org/get-information/sexual-assault-recovery/rape-kit)
  - **Nyack Hospital (SAFE kit available)**; 160 North Midland Avenue
  Nyack, New York 10960; (845) 348-2000
    - **Good Samaritan Hospital (SAFE kit available)**; 255 Lafayette Ave.
  (Route 59) Suffern, NY 10901; (845) 368-5000.

**NYC:**

**Campus services:**
Counseling Office (confidential services), Room 005, x6447, (646) 378-6447

Local Services:
- NYC Alliance Against Sexual Assault  32 Broadway Suite 1101 New York, NY 1004;  (212)229-345
- Violence Intervention Program 1-800-664-5880
- New York State “Enough is Enough” dedicated hotline for reporting sexual assaults on college and university campuses: (844) 845-7269

Rockland & NYC:
  - Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus. 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. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.
- A listing of local public and private agencies can also be found on the Nyack College Safety and Security website: http://www.nyack.edu/content/ImportantPhones.

To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: http://www.opdv.ny.gov/help/dvhotlines.html.

Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: http://www.opdv.ny.gov/help/index.html (or by calling 1-800-942-6906).

Assistance can also be obtained through:
- Legal Momentum: https://www.legalmomentum.org/;
- NYSCADV: http://www.nyscadv.org/;
- Safe Horizons: http://www.safehorizon.org/.
- (Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact a campus
confidential or private resource so that the campus can take appropriate action in these cases).

**Student Victims:**
- Student victims may obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. While victims/survivors may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
  - Student Development, Boon Center Room 202, (845) 675-4793
  - NYC: Student Development, 21st Floor, Room 2111, x 6131 or (646) 378-6131

**Employee Victims:**
- Depending on the particular allegations of a reported issue, employee victims may be given an adjustment to their work environment while an investigation proceeds. Whenever possible and appropriate, the interim adjustments would be made to the accused employee, rather than to the complainant. Such adjustments may include a work location change, supervisor change, work duties change and/or an administrative leave. Employees and their dependents may contact the Employee Assistance Program for confidential support, resources, and information. Human Resources can also assist with referral to professional counseling.

Any violation of this policy shall result in disciplinary action including, but not limited to, warning, reprimand, probation, suspension, expulsion or dismissal. Retaliation against an individual for bringing a sexual harassment complaint is prohibited by law and will lead to further disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

**IV- Student Conduct Process:**
- To file student conduct charges against the accused. Anyone reporting an incidence of sexual assault, domestic violence, dating violence, or stalking will have the opportunity to complete a Sexual Assault Incident Report and choose whether to have the college investigate the incident and bring student conduct proceedings against the accused. Conduct proceedings are governed by the procedures set forth in the Nyack College Student Handbook (http://www.nyack.edu/files/NYACKStudentHandbook2015_16.pdf) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the accused and the victim/survivor will have:
  - The same opportunity to have access to an advisor of his/her choice. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have his/her complaint investigated and adjudicated in an impartial and thorough
manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, and other issues related to sexual assault, domestic violence, dating violence, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process and is not conducted by individuals with a conflict of interest.
- The right to receive written or electronic notice of any meeting or hearing he/she is required to or is eligible to attend.
- The right to have a conduct process 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 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to review available evidence in the case file.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history or past mental health history from admittance in college disciplinary stage that determines responsibility. Past sexual violence findings may be admissible in the disciplinary stage that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the sanction(s).
- The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - All hearings will be conducted by the Student Disciplinary Committee, Student Development, Boon Center Room 202, (845) 675-4793.
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.

**Standard of Evidence**

Since Title IX is a federal civil right, the appropriate standard of evidence is a “preponderance of the evidence.” This standard of evidence means that a hearing must determine whether a complaint of sex discrimination is “more likely than not” to have occurred or 51% likely to have occurred. This standard applies for all
complaints of sex discrimination, including sexual harassment and violence, because Title IX outlines standards for school disciplinary processes — not criminal complaints, which require the highest standard of evidence, “beyond a reasonable doubt.”

**Options for Confidentially Disclosing Sexual Violence**

Nyack College wants you to get the information and support you need regardless of whether you would like to move forward with a report of sexual assault, dating violence, domestic violence, or stalking to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

**In this Policy:**
- Privileged and Confidential Resources.
- Non-Professional Counselors and Advocates.
- Privacy versus Confidentiality.
- Requesting Confidentiality: How the College/University Will Weigh the Request and Respond.
- Public Awareness/Advocacy Events.
- Anonymous Disclosure.
- Institutional Crime Reporting.

**Privileged and Confidential Resources:**

Individuals who are *confidential* resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At Nyack College, this includes:

**Rockland**
- Counseling Office, Boon Campus Center Room 207, (845) 675-4594, [http://www.nyack.edu/2012/NyackCounseling](http://www.nyack.edu/2012/NyackCounseling)

**NYC**
- Counseling Office, Room 005, x6447, (646) 378-6447,
  - [http://www.nyack.edu/2012/NyackCounseling](http://www.nyack.edu/2012/NyackCounseling)

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus):

**Rockland**
- Rockland County Crisis Centers/ Local SANE (Sexual Assault Nurse Examiner) and SAFE (Sexual Assault Forensic Examiner) hospitals and programs
  - Kiera Pollock, Director
    - Center for Safety & Change, Inc.
    - 9 Johnsons Lane
    - New City, NY 10956
    - 845-634-3391 Office
• 845-634-3396 Fax
• 845-634-3344 Hotline
• kpollock@centersc.org
• www.centerforsafetyandchange.org

- Nyack Hospital
  • 160 N. Midland Avenue, Nyack, NY  10960
  • (845) 348-2000
- Good Samaritan Hospital
  • 255 Lafayette Avenue, Suffern, NY  10901
  • (845) 368-5000

- NYC
- NYC Crisis Centers
  - Beth Israel ER/Rape Crisis Intervention & Domestic Violence Program. A survivor of sexual assault may go to any hospital ER for a medical/forensic examination; however, the closest hospital to Nyack College with SAFE examiners (physicians certified in handling cases of sexual assault) is Beth Israel. This hospital is staffed with trained social workers and counselors who provide additional care through the Rape Crisis Intervention Program. The Beth Israel ER is located on First Avenue at 16th Street, New York, NY 10003 General Number: 212-420-2000 Emergency Services 212-420-2840. Rape Crisis & Domestic Violence Intervention Program Dept. of Social Work 317 E 17th St. New York, NY 10003 212-420-4516

- Rockland & NYC
- Off-campus healthcare providers
  - Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.
  - Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him/herself or others and the mandatory reporting of child abuse.
- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency’s policies on confidentiality may be obtained directly from the agency.
Privacy versus Confidentiality: How Nyack College Will Weigh the Request and Respond:

If you disclose an incident to a Nyack College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution’s request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

Even Nyack College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Nyack College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While victims/survivors may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures: Student Development, Boon Center Room 202, (845) 675-4793. We will protect your privacy insofar as it does not impede the necessary accommodations you require. We also may take proactive steps, such as training or awareness efforts to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless the College’s failure to act may result in harm to you or other members of the Nyack College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual assault, domestic violence, dating violence, stalking, or sexual harassment, but wish to maintain confidentiality, Nyack College will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking; the increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the victim/survivor is a minor; and
• Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

Public Awareness/Advocacy Events:
If you disclose a situation through a public awareness event including candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation. Nyack College may use the information you provide to inform the need for additional education and prevention efforts.

Confidentiality and Non-Retaliation
Publicly available records involving any incidents will protect the identity of all parties involved to the extent permissible by law by referring to parties as “Complainant 1, Complainant 2, etc.,” “Witness 1, Witness 2, etc.,” and “Accused 1, Accused 2, etc.”

All allegations of sexual harassment will be taken seriously and thoroughly investigated with appropriate support for and respect of the alleged victim. If it is determined that an intentionally false accusation of sexual harassment has been made, this too will be investigated thoroughly and treated seriously.

The College prohibits retaliation against persons who in good faith report violations of this policy or cooperates in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts in violation of this policy.

POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY IN SEXUAL VIOLENCE CASES
The health and safety of every student at Nyack College is of utmost importance. Nyack College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time a sexual 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. Nyack strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to campus officials. A bystander or reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Nyack College officials or law enforcement will not be subject to campus 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.

INSTITUTIONAL CRIME REPORTING
Reports of certain crimes occurring in certain geographic locations will be included in the Nyack College Annual Security and Fire Safety Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the victim/survivor.
Nyack College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the victim/survivor). A victim/survivor will never be identified in a timely warning.

The Family Educational Rights and Privacy Act (FERPA) allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents’ prior year federal income tax return. Generally, Nyack College will not share information about a report of sexual violence with parents without the permission of the victim/survivor.

STUDENT ONBOARDING AND ONGOING EDUCATION GUIDE

Nyack College believes that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, Nyack College will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

All new first-year and transfer students will, during the course of their onboarding to Nyack College, receive training on the following topics, using a method and manner appropriate to the institutional culture of each campus:

- The institution prohibits sexual harassment, including sexual violence, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, Campus Safety, and other relevant offices that address sexual violence prevention and response.
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact.
- The Victim/Survivor Bill of Rights and Sexual Violence Response Policy, including:
  - How to report sexual violence and other crimes confidentially, and/or to college officials, campus law enforcement and security, and local law enforcement.
  - How to obtain services and support.
- Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual Violence Cases.
Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence.

Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation, but recognizes that new students enroll in the Fall and Spring semesters on the Rockland Undergraduate, Rockland Graduate, and Manhattan Campuses, and gives campuses the flexibility to best educate students at a time and manner that can most effectively bring these points to light. Nyack College will conduct these trainings for all new students, whether first-year or transfer, undergraduate, graduate, or professional. Each campus shall use multiple methods to educate students about sexual violence prevention. Nyack College will also share information on sexual violence prevention with parents of enrolling students.

Students at Nyack College shall receive general and specialized training in sexual violence prevention. The College will conduct a campaign (e.g., Special workshops and trainings done by Office of Student Development”), compliant with the requirements of the Violence Against Women Act, to educate the student population. Further, the College will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. Nyack College will also provide specific training to members of groups identified as likely to engage in high-risk behavior.

On-going prevention and awareness training sessions are provided to students throughout the semester via workshops, special speakers, and other programs. These sessions include special workshops during the Sexuality Series sponsored by the Office of Spiritual Formations, and trainings held by the local police department. Services and programs that are available during the academic year are announced in the beginning of every semester during the campus wide mandatory all hall meetings.

Students who accept leadership positions (Resident Assistants, Worship Leaders, Orientation Assistants) receive additional training the week prior to Fall Orientation on sexual harassment and assault prevention and how to act in a leadership role when these situations arise.

Prior to Fall orientation, Student Development staff is trained about awareness and prevention of sexual harassment. The Human Resource Department is currently in the process of selecting a vendor to provide web-based training solutions to all employees. This vendor should be fully implemented by January 1, 2015. Following implementation, employees will annually complete web-based training on Sexual Harassment.
Resources will monitor compliance with mandatory training. Employees are also invited, and sometimes required, to attend the prevention services and programs available to students.

Methods of training and educating students may include, but are not limited to:
- Online training;
- Social media outreach;
- Residence hall meetings;
- Peer theater and peer educational programs;
- First-year seminars and transitional courses;
- Course syllabi;
- Faculty teach-ins;
- Institution-wide reading programs;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;
- Partnering with neighboring colleges to offer training and education;
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and
- Nyack College will occasionally assess the programming under this policy to determine effectiveness. The College may either assess its own programming or conduct a review of other campus programming and published studies to adapt its programming to ensure effectiveness and relevance to students.

**SOCIAL NETWORKING POLICY**

Students accessing "social networking services" such as Facebook, Twitter, Instagram, Tumblr, etc., should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Neither Information Technology System nor Nyack College assumes any responsibility for what students place here. Inappropriate material placed on social networking sites is subject to Nyack College's Information Technology Expectations, the Student Disciplinary Process and the College’s Harassment and Grievance Procedures.

In addition to violation of College Policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another’s privacy; or infringing of copyright.
SOLICITATION OF INVOLVEMENT AND/OR FUNDS
The solicitation of student involvement for events and organizations contrary to the standards of Nyack College is prohibited. The Vice President for Admissions & Marketing must approve any solicitation of funds from within the college community. (See FUNDRAISING SALES BY STUDENTS)

THEFT
Unauthorized removal of either personal property belonging to someone else or college property will be considered theft and subject to criminal investigation by local law enforcement authorities, as well as the college disciplinary process. This policy extends to acts of theft that take place on or off campus; if the college is made aware, any violator will be subject to the disciplinary process.

VIOLENCE-FREE CAMPUS
All students, staff, and faculty at Nyack College have the right to live, work, study, and grow in an environment free from all forms of violence, whether physical or psychological. As kingdom people, members of the Nyack College community are responsible to foster this environment by reporting any behavior in violation of this policy immediately to appropriate authorities, including Campus Safety Officers, Residence Life Professional Staff, and/or the Dean of Students’ Office.

“Campus environment,” in this case, refers to all property owned or used by the College, as well as all environments where campus activities such as athletic events, off-campus study trips, and student activities take place. All students, staff, faculty, and visitors to Nyack College are subject to this policy.

The following types of behavior can contribute to an environment that feels unsafe and threatening, will not be tolerated, and will be subject to disciplinary sanctions, including, but not limited to, immediate interim suspension from the College, pending a disciplinary hearing. Some actions may also be subject to criminal prosecution:

- Written, verbal, or physical intimidation, including, but not limited to: any act which intends to frighten or coerce, or interfere with a person that prevents that person from conducting her or his customary affairs, or puts that person in fear for her or his safety;
- Disruptive behavior, including, but not limited to: physical assault or threats of physical assault, whether written or verbal and/or any behavior “characterized by unrest or disorder or insubordination” that causes disruption to the day-to-day operations of the campus environment;
• Use of profanity and/or language, offensive statements, materials, or gestures (whether by mail, electronic communication, or personal encounter) that defames the character, dignity, or respect of an individual, ethnicity, or culture;
• Failure to comply with directives of college officials carrying out their assigned duties, including failure to accurately identify oneself when asked by any member of the college staff, faculty, administration or contract employees;
• Possession of hazardous or dangerous materials and/or weapons;
• False reports of fire or other dangerous conditions;
• Creation of a fire hazard or other dangerous condition;
• Bribery or extortion, including any attempt, whether direct or indirect, to persuade others using written, verbal, or physical threats;
• Sexual harassment, assault, or any uninvited behavior of a sexually explicit nature;
• Stalking;
• Any other activity which interferes with campus safety, civility, or environmental health.

Confidentiality:
Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

Hate Crimes
All students, staff, and faculty at Nyack College have the right to live, work, study, and grow in an environment free from all forms of violence, whether physical or psychological. As kingdom people, members of the Nyack College community are responsible to foster this environment by reporting any behavior in violation of this policy immediately to appropriate authorities, including Campus Safety Officers, Residence Life Professional Staff, the Dean of Students’ Office, and/or Human Resources.

Bias-related incidents are behaviors which constitute an expression of hostility, against the person or property of another because of perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. According to New York Penal Law Section 485 and the Clery Act, a person commits a hate crime when he or she commits a specified criminal offense and either:
• intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial
part because of a belief or perception regarding the race, color, national origin, ethnicity, ancestry, gender or gender identity, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

- intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ethnicity, ancestry, gender or gender identity, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Nyack College is required to report statistical incidence of bias crimes on or around campus annually as part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Hate crimes are prohibited, in separate ways, by New York State law and Nyack College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by Nyack College. The College may pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute. In addition to any criminal penalties, students, staff or faculty who commit bias crimes are also subject to College disciplinary procedures where a range of sanctions is available both up to and including suspension, expulsion or termination of employment.

In order to effectively handle and investigate incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents to the following offices depending on the severity and nature of the offense:

- Call Nyack College Rockland Campus Safety at x7191 OR (845) 222-8812
- Call Nyack College NYC Campus Safety at x6198 OR (646) 378-6198
- Contact the local police department at
  - Rockland (845) 358-0206 and file a police report
  - NYC 1st Precinct (212) 334-0611 and file a police report
- **Residential Students:**
  - Call the Residence Life On Duty Phone (845) 213-9145
  - Report it to the Resident Assistant on duty in your dorm
- **Commuter Students:**
  - Rockland UG Commuter Students:
    - Call the Dean of Students x4793 OR (845) 675-4793
    - Counseling Office, Boon Campus Center Room 207, (845) 675-4594.
  - NYC Commuter Students:
    - Call the Dean of Students x6131 OR (646) 378-6131
Please remember that any evidence such as graffiti, e-mails, written notes or voice mail messages should be preserved. Depending on the severity and offense committed, the appropriate office in conjunction, when applicable, with local authorities will investigate and follow the appropriate college adjudication procedures. Victims of bias crime can also avail themselves of counseling and support services through the Counseling Services or Human Resources.

Hostile Environment Harassment:
Hostile Environment Harassment is the most common kind of harassment. It occurs when repeated offensive behavior or comments create an unpleasant or intimidating environment. This includes offensive statements, materials or gestures (whether by mail, electronic communication or personal encounter) that defame the character, dignity or respect of an individual, ethnicity or culture. Such behavior will not be tolerated and will be subject to disciplinary sanctions. Hostile Environment Harassment may also involve sexual comments or inappropriate touching on a one-time basis.

Non-Retaliation and False Claims:
The College prohibits retaliation against persons who in good faith report violations of this policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts in violation of this policy.
Student Resources & Services
New York City Campus
646-378-6100
ACADEMIC INFORMATION
Students are asked to acquaint themselves with the academic information provided in the annual academic catalog. In this publication, information concerning the grading system, grievance procedures, degree requirements, course descriptions and other relevant topics is readily available.

AUXILIARY SERVICES
The Department of Auxiliary Services serves the Nyack College community and beyond in a variety of ways. Auxiliary Services offers support through the following:

- Campus Bookstore
- Copy and Vending Machines
- Conference Services
- Digital Signage
- Housing
- Information Center/Switchboard (20th floor)
- Lost and Found (20th floor receptionist)
- Media Resources
- Mail Delivery (x6184)

Please contact the Associate Director of Auxiliary Services (located on the 18th floor) at x6185 for further information.

BULLETIN BOARDS
There are bulletin boards located throughout our facilities. Some boards are designated for departmental use (Office of Student Development, Registrar, Financial Aid, etc.), and some are open to student postings. Prior to posting any material, permission from the Office of Student Development is required.

BURSAR’S OFFICE
This office receives student tuition payments and other fees and directs students to other areas when further related assistance is needed.
CAREER COUNSELING & SERVICES
Career Counseling & Services provides students with individual career counseling, classroom career development workshops, career resources, internship information, and graduate school resources. A comprehensive Career Services website that includes a multitude of services is available via the Nyack College home page. Please contact Tiffany Austin, Director of Career Counseling and Services, at x.4584 or email Tiffany.Austin@Nyack.edu to schedule an appointment.

CHAPEL
A time of refreshing and inspiration with the NC/NYC community is offered through regularly scheduled Chapel services every Tuesday and Thursday at 5:15pm in The Music Hall (22nd Floor). Through anointed music, a relevant message, and time of prayer, Nyack Chapel seeks to assist students in their spiritual development. Special guest speakers and other theme services are scheduled throughout each semester. Students are welcome to participate as worship team members, greeters/ushers, or praise dancers, and will occasionally be asked to share a message or give testimony to the glory of God. As Nyack NYC is a commuter college, attendance requirements differ from the Rockland Campus. These weekly services hold significance for both individuals and for the campus community and attendance is strongly encouraged.

CHAPLAIN’S SERVICES
As part of the Office of Student Development, the Associate Dean of Student Life, NYC Campus is readily available to serve our students by offering pastoral care, prayer and other spiritual assistance. In addition to facilitating our Chapel services, this responsibility includes providing oversight to all spiritual activity, including small group bible studies, prayer groups, short-term missions trips, evangelistic outreach and all other activities deemed under spiritual formation.

CHILDREN ON CAMPUS
NC/NYC does not have the permit or coverage for the care and responsibility of children and minors. In cases of extreme extenuating circumstances, if you must bring a minor to school with you, please have that child in your care at all times. You need permission from a professor if you wish to have the child sit in class with you. Please do not have the child roaming the corridors,
wandering in the library or playing/working on the computers.

**COMPUTER SERVICES**

NC/NYC operates several computer labs for the convenience of all students. The lab schedule is posted and the research center hours coincide with the library schedule. All students receive an email account and log-in access code at the time of registration. Computer Lab Assistants are on duty daily to assist NC/NYC students with the use of the available equipment and software.

**COUNSELING**

Nyack College provides quality education and services to facilitate the holistic development of its students. The college experience is academically, emotionally and spiritually demanding. Therefore, the Office of Student Development offers pastoral counseling and personal development counseling. There is a Licensed Mental Health Counselor (LMHC) and student interns who provide personal development counseling located in the lower level adjacent to the student lounge. Counseling services are free to students, and all sessions are kept confidential to the fullest extent allowable by law. Students are welcome to walk in or make an appointment.

**CULTURAL EVENTS**

Recently ranked as one of the top 20 most diverse campuses in America*, Nyack celebrates diversity through a wide variety of cultural events throughout the year. This includes Multicultural Day, Hispanic Heritage Day, and field trips to museums and performances in the New York City area. Calling upon the richness of the many cultures represented by our community, we emphasize our unity in the Lord. (*BestColleges.com, 2014)

**DIRECTORIES**

Telephone extension listings, facility and specific departmental office locations, directions, and faculty and staff listings will be made available at the start of each semester. A listing of NC/NYC Administration is provided elsewhere in this handbook.
DISCIPLINARY PROCEDURES

Nyack College’s philosophy of discipline is the same for all campuses and is outlined in the “Community Lifestyle Expectations for All Campuses” elsewhere in this handbook. Special attention is directed toward our Acceptable Computer Use and Plagiarism policies as highlighted below:

ACCEPTABLE COMPUTER USE

All Nyack College computing and networking resources are provided primarily for the use of college students, staff and faculty. These resources are intended for educational purposes and for carrying out College business. Appropriate use of the resources includes classroom instruction, completing study assignments, doing research, communicating and conducting official work of the campus organizations and agencies of the College. By utilizing the computing and networking resources, users agree to use these resources in a manner consistent with mature Christian behavior and the College’s Community Lifestyle Expectations. This includes the use of both campus owned and personally owned computers and terminals, departmental computing facilities, general use computers, printers, campus network resources, and networks throughout the world to which the College provides computer access. Improper use of college computing and network resources will result in disciplinary action.

Violations to the above will incur any one, or all, of the following disciplinary actions:

1. Verbal and/or written warning to the offender
2. Restriction of system access for a specified period or until acts of restitution have been performed
3. Revocation of all system privileges for a specified period of time
4. Statement of charges sent to the Office of Student Development (for student offenders) or to the appropriate Director or Vice President (for employee offenders) which could lead to other penalties, including but not limited to, suspension or expulsion, depending on the seriousness of the offense.
5. Violations of Federal Laws pertaining to internet use will be reported and turned over to the appropriate authorities. While leisure time is not banned on these resources, leisure users will immediately yield equipment to users seeking to complete work. Failure to do so will be subject to the disciplinary actions above. An Appropriate-Use Policy in detail is posted in the Computer Lab and is also available on the Nyack website www.nyack.edu/IT
See INFORMATION TECHNOLOGY EXPECTATIONS for the full list of computer usage policies.

**Plagiarism and Cheating:** Plagiarism is defined as "the act of using another person’s ideas or expressions in your writing without acknowledging the source...to repeat as your own someone else’s sentences, more or less verbatim" (MLA Handbook). Plagiarism is not only repeating word-for-word someone else’s writing but also taking ideas or another’s work without acknowledgment. Any student caught cheating, including plagiarizing, during her/his matriculation at NC/NYC, is subject to the following procedures:

- First offense: Failure in the course involved
- Second offense: Dismissal from the College

Cases of cheating are to be reported to the Academic Dean. Appeals may be made with the provision that the Instructor and the Dean are present when the case is considered.

**DIVISION OF STUDENT SUCCESS**

Antonio Gary, Program Assistant NYC  
Cari Davis, COMPASS Program & Testing Assistant, Rockland  
Cheryl Turman, Director COMPASS & Support Services/NYC  
Deborah Spivey, Instructor, Developmental Education, NYC  
Elona Collins, Disability Resources Coordinator  
Gina Jacobs-Strain, Chair, Developmental & Tutoring Education  
Gwen Parker Ames, Associate Dean/Director of HEOP  
James Carrington, Testing & Tutoring Coordinator, NYC  
Nathaniel Perez, Academic Advisor/HEOP Counselor

The Division of Student Success at Nyack College administers the following programs: COMPASS Services, Developmental Education, Academic Recovery, the Higher Education Opportunity Program (HEOP), the College Warm-Up Program, Testing and Tutoring Programs and Disability Services.

**Mission:**

The Division of Student Success is responsible for assisting incoming students in becoming college ready and gaining the stamina needed for academic success to enter the world of work. Students are encouraged to engage in assessment and placement, college readiness seminars, developmental course work, success workshops, mentor groups, service learning, activities, advising, and tutoring to help them become motivated, successful learners.

Applicants' skills are assessed through the Testing Program. The placement tests offered include the ACCUPLACER Placement Test and CLEP. Students
whose scores fall below the minimum requirements for entry-level college courses are provisionally admitted through the Division’s COMPASS Services, designed to help build cognitive and affective skills for successful learning performance.

The Division spans both the Rockland and Manhattan campuses, providing a wide range of services which include strength assessment and analysis, a college warm-up experience, a developmental education curriculum with courses in critical thinking, reading, writing and math, study skill workshops, life skill training, mentoring, tutoring, academic advisement, and counseling.

**Student Learning Goals:**

** Academically Excellent**
1. Each conditionally-admitted student will be provided assistance in developing and maintaining an individualized college plan during their first year.
2. Each conditionally-admitted student will be provided support services throughout their four years, which will include assessment, placement, advisement, tutoring, and educational intervention strategies to promote academic proficiency.
3. Each conditionally-admitted student will be provided an opportunity to engage in developmental coursework that will strengthen literacy skills and encourage academic success and life-long learning

** Personally Transforming**
4. Each conditionally-admitted student will engage in courses and workshops within the Division specifically designed to help them align academic pursuits with faith and spiritual formation.

** Globally Engaged**
5. Each conditionally-admitted student will be encouraged to engage in local, regional, national, and global service learning activities outside the classroom that will foster a sense of community and career awareness and stimulate retention.

** Intentionally Diverse**
6. Each conditionally-admitted student will be provided the necessary assistance in developing strategies to address physical or emotional challenges that might impede academic success.

** Process:**
Developmental Education courses are offered in Math, Reading, Critical Thinking, English, Grammar, and Life Skills. Upon completion of COMPASS Services course curriculum requirements for Developmental Education, the Division administers a test to determine the student’s ability to succeed at the college level. This facilitates the movement of students from developmental courses into college-level courses. This program is designed to be completed in one year.
Support:
Students whose scores fall below the minimum requirements for entry-level college courses are provisionally admitted through the Division’s COMPASS Program, designed to help build cognitive and affective skills for successful learning performance.

Academic Plan:
The Division of Student Success spans both the Rockland and Manhattan campuses, providing a wide range of services. New students who are provisionally admitted may not take more than 13 credit hours during their first semester and are required to take Academic Life Skills (DEV 110) during that first semester. Provisional students earning a GPA of 2.5 or higher during their first semester may take up to 16 credit hours the following semester. When all requisite developmental education courses, as designated by the Accuplacer Placement Test, are completed and the overall GPA is 2.0 or higher, the provisional status is elevated to regular status and students may proceed with their core and major course requirements.

COMPASS Contract:
Provisionally admitted students will complete a COMPASS Contract, outlining their required developmental education courses. Of note, students are not permitted to withdraw (WD) from developmental courses and must complete the developmental coursework within their first year.

COMPASS Services:
Nyack College requires participation in COMPASS Services for students placed on Academic Probation for the first time. Participation is also required for selected students who have been academically reinstated by the College. This program is designed to meet the needs of students whose overall GPA is below a 2.0, point them in the right direction, and improve retention rates using the following modalities: improve study and test-taking skills; improve academic and life management skills. Probation students will complete and adhere to an Academic Recovery Contract (ARC). Regularly admitted freshmen who are on academic probation at the end of the fall semester, earning less than a 2.0 GPA, must take Academic Life Skills in the spring semester and not exceed 13 credit hours. The Academic Life Skills course is included in this 13-credit limit.

Higher Education Opportunity Program (HEOP):
The Higher Education Opportunity Program (HEOP) is a federally funded program that was initiated at Nyack College in the spring of 1975. It is open only to New York State residents who meet economic guidelines established
by the New York State Education Department. The program serves students who have potential for success at Nyack College, but whose standardized test scores and/or previous academic performance may not fully demonstrate this potential.

The Pre-College Program is an intensive five-week summer session offered at both campuses that orients provisionally admitted incoming freshmen to college life. The program offers hybrid instruction to strengthen their basic academic skills. Courses instruction is offered in the areas of math, writing, reading, and academic life skills. Additionally, a variety of workshops and enrichment activities are also offered.

*Any questions regarding COMPASS or HEOP for the NYC Campus contact: Cheryl Turman (Director COMPASS & Support Services/NYC)- cheryl.turman@nyack.edu or x7709*

**Testing & Tutoring Center**

The Testing & Tutoring Center provides one-to-one and group tutoring as well as organizational learning strategies for selected required academic courses offered at Nyack College. Our tutoring philosophy is consistent with Nyack College’s mission and Core Values in that we encourage students to seek academic excellence through consistent effort both inside and outside of the classroom. We realize that tutoring often facilitates personal transformation as students begin to raise their expectations and standards and realize the benefits of being engaged and self-directed. Tutoring also facilitates independent preparation by empowering students with various approaches to study skills, note taking, effective communication with professors, exam preparation and other resources. Tutor requests are responded to promptly and tutors are encouraged to be collaborative by setting goals and objectives with the tutees. Students are tutored by both professional and peer tutors.

*Contact James Carrington (Testing & Tutoring Coordinator, NYC)- carringtonj@nyack.edu or x7708*

**Disability Resources:**

It is the policy and practice of Nyack College to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled, but otherwise qualified student shall be denied access to, or participation in services, programs and activities at Nyack College. For the complete policy statement, go to the Nyack College website at: [http://www.nyackcollege.edu/content/DSS](http://www.nyackcollege.edu/content/DSS)

Any student eligible for and requesting academic accommodations due to a disability, is required to provide a letter of accommodation from the Office of
Disabilities Support Services within the first six weeks of the beginning of classes. All communications between students and the Office of Disabilities Support Services staff are confidential, as is any supporting documentation maintained on file.

At either Rockland or NYC campus contact: Elona Collins (Disability Resources Coordinator) Elona.collins@nyack.edu or x4440

FINANCIAL SERVICES
Information on financial aid, grants, loans and scholarships, as well as establishing payment plans and developing your own financial aid package, is available in the Financial Services Office. A personal Financial Aid Counselor will be pleased to assist you before, during and after the registration process.

GRADUATE STUDIES
Alliance Theological Seminary offers graduate degree programs on both the New York City campus and the Nyack campus. Programs in the fields of Master of Divinity (93 credits) with concentrations in Urban Studies, Theological Studies or Counseling; Master of Professional Studies (65 credits); Master of Professional Studies in Urban Ministry (48 credits); and Master of Arts in New Testament (33 credits) are offered. Nyack also offers the Master of Business Administration and Master in Organizational Leadership. The Alliance Graduate School of Counseling offers the Master in Mental Health Counseling. Please stop by the Admissions Office to request a current catalog or for further information.
HEALTH INSURANCE
There is optional, low-cost student health insurance available to all NC/NYC students, both part time and full time. A dental benefit is also an option. Students are also able to cover spouses and dependents under the program. Descriptive brochures are provided to all students at the beginning of each Fall Semester, to new students each semester and are also available in the Office of Student Development throughout the year.

ID CARDS
Each student is provided with a NC/NYC picture identification card. You are required to carry your ID card with you at all times. Cards are validated at each registration period for the semester and provide access to the Library, computer lab and other student areas. For security reasons, your card is required at all times to gain entrance into the facilities.

INTERNSHIPS
The Office of Student Development (OSD) works with our various academic departments to coordinate student internship experiences in ministry, social work and business related areas (full-time, part-time, paid and volunteer positions). Consult your academic advisor to determine the internship options and/or requirements for your program of study. A full packet of information and the necessary forms (Learning Contracts, etc.) is available in the Registrar’s Office.

LEARNING ASSISTANCE LAB (TUTORING)
The Department of Academic Skills offers NC/NYC students developmental courses, academic advisement and tutoring. Students who request tutoring receive two hours of tutoring per week per subject.

LIBRARY
WILSON LIBRARY (NYC)
www.nyack.edu/library

Mission:
The Division of Library Services enriches the learning experience by providing quality resources and responsive service to encourage users to develop life-long critical thinking skills within a Christian framework.

Vision:
The Division of Library Services proactively seeks ways to improve its patrons’ experience and satisfaction in their engagement with library services and resources.

Values:
Wilson Library provides:
- Welcoming spaces for silent study and quiet group study
- Access to scholarly resources in print and electronic from on and off campus
- Online and in-person research assistance
- Access to leading-edge Mac Computers
- Wi-Fi services
- Printing and photocopying

Wilson Library hours:

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<tr>
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<th>Monday to Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td></td>
<td>10:00am-10:00pm</td>
<td>10:00am-5:00pm</td>
<td>11:00am-5:00pm</td>
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*Please check the library website for summer and holiday exceptions.
http://www.nyack.edu/library/page/WilsonHours

Wilson Library Community Standards and Expectations:
Wilson Library is deemed a place of student learning. As a shared Nyack College resource it maintains community standards designed to promote academic excellence. The library is a silent study environment with accommodation for quiet group study in the Group Study Room. Food is not allowed at Wilson Library. Anyone not observing the library community standards will be asked to relocate to another site.

LOST & FOUND
Please check with the Auxiliary Services receptionist on the 20th Floor for lost and found items.

MAILBOXES
Each student has their own mailbox located in the lower level of the student lounge. Returned graded papers and official notices are placed in these boxes for student retrieval. Please be sure to clear out your box at the end of each
semester, as they are emptied and re-assigned at the start of each new semester.

**ORIENTATION**

New students are required to attend Orientation sessions scheduled just before the beginning of each semester. It is an informal time to meet different staff members, cover time management principles and receive key information that will help in adjusting to student life at NC/NYC. Special “Welcome Packs” are provided to all students each Fall and to all new students each semester.

**SOCIAL MEDIA**

To stay updated on all the activities and programs offered at Nyack College, we encourage you to follow us on social media. Visit us at our Student Life Page (life.nyack.edu) or follow us on Facebook (search for Nyack NYC Student Development).

**STUDENT GOVERNMENT ASSOCIATION**

Elected each April for the following academic year, the SGA is an association of students (working with a staff advisor) functioning as the intermediary between the administration and the student body. It seeks to promote the general welfare of the College and the basic rights of the students, as well as coordinating student events and activities that promote fellowship and unity. Students elected to serve on the SGA work on various committees, providing a student voice in academic, spiritual and community life. Various student groups (such as the formation of clubs) work in conjunction with the SGA and the Office of Student Development to offer additional community and resources for our students.

**WEATHER POLICY**

Communication on school emergencies and closings will be provided through the Nyack College emergency hotlines, as well as the Nyack website, [www.nyack.edu](http://www.nyack.edu). Students may access the hotline by dialing the main campus number (646-378-6100) and choosing option “6”.

Students and staff can also join the Facebook group, Nyack College School and Emergency Closing Notification: ([https://www.facebook.com/groups/184205361673449/](https://www.facebook.com/groups/184205361673449/)), which will send a Facebook message to all group members in case of a closing or cancellation.
WRITING CENTER

NC/NYC students receive one-on-one help in completing homework assignments, term papers and the like in NC/NYC’s Writing Center. Refer to the Academic Development Department for a listing of services or to make an appointment.
Student Resource & Services
Rockland Campus
845-675-4400
ATHLETICS
To develop Christian character in a competitive atmosphere, Nyack College supports both intramural and intercollegiate athletic programs.

Intercollegiate competition for men includes soccer, golf, basketball, cross-country, and baseball. For women, intercollegiate competition is offered in soccer, cross-country, volleyball, basketball, softball, and lacrosse. Nyack College is a member of the National Collegiate Athletic Association - Division II (NCAA), and competes according to policies formulated by this national organization and the Central Atlantic Collegiate Conference (CACC).

Please contact the Athletic Department at x4776 if you have any questions regarding eligibility for intercollegiate competition.

The intramural program provides recreation for students through various individual and team sports. The intramural and intercollegiate programs offer additional opportunity for students to learn the skills of various games, to develop qualities of sportsmanship, and to understand the basic principles of athletic competition.

Moseley Field, Bowman Gymnasium, and the Fitness Center are available for use by all Nyack College students, at set times throughout the academic year. To inquire about specific time slots, call x4787. Shoes and shirts are required when using these facilities. A college ID must be presented at the request of the Facilities Monitor on duty.
AUXILIARY SERVICES
The Department of Auxiliary Services serves the Nyack College community and beyond in a variety of ways. Auxiliary Services offers support through the following:

- Campus Bookstore
- Copy and Vending Machines
- Conference Services
- Digital Signage
- Housing
- Information Center/Switchboard
- Lost and Found
- Media Resources
- Post Office
- Safety and Security

The Auxiliary Services Office is located next to the Post Office in Boon Campus Center. For further information, please visit the website at http://www.nyack.edu/auxiliarservices or contact the department at 845-675-4500 or auxsvs@nyack.edu.

ATM:
An M&T Bank ATM is located in the main lobby of Boon Campus Center for withdrawals from personal bank accounts. Students may contact the local branch of M&T Bank at 845-358-9480 to open a checking or savings account.

Bed Bug Policy:
The staff of Auxiliary Services, Facilities, and Residence Life is committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to a campus Bed Bug Policy. This policy can be found by going to www.nyack.edu/housing.

Campus Bookstore:
The college bookstore is operated under Barnes & Noble College Book Sellers. The bookstore carries new, used, rental and e-textbooks for all courses, greeting cards, Nyack College sportswear and merchandise, as well as school supplies, personal items, snacks and gifts. The bookstore also provides caps, gowns, and graduation accessories during the Spring semester. Special orders are accepted. During finals week of each semester the bookstore also has a Buyback program, where students can sell their textbooks back for cash. (Note: Textbooks are bought back only if there is a need for them the following semester. There is an allotted amount of textbooks for each course during Buyback. Students may need to wait until the following semester for classes offered every other semester.) Store hours
and the return policy are posted on the web site. Visit the bookstore either in person at the Boon Campus Center, online at www.nyack.edu/books, or call x4505.

**Copy Machines:**
Copy machines on campus are located in various departments and are for departmental use only. Students may access a coin-operated copier located in the Bailey Library. Cost per copy is $.15 cents. Please report a copier out of order to the Auxiliary Services Office at x4500. Any announcements related to on-campus activities and programs may only be advertised through a flier approved through Student Development, Digital Signage located in Boon Campus Center, and campus wide e-mails. This will allow your campus mailbox to be restricted to postal mail, personalized campus mail and announcements from the departments mentioned above. For more information, please visit [http://www.nyack.edu/content/CopyMachines](http://www.nyack.edu/content/CopyMachines).

**Digital Signage:**
The Media Resources Coordinator is responsible for Digital Signage postings on Nyack College campuses. Digital Signage is a fresh, new way to communicate with our student body and our community. Faculty and Staff have the ability to request signage to be posted on the TVs by going to [www.nyack.edu/DigitalSignage](http://www.nyack.edu/DigitalSignage). There they will find our policies and procedures as well as the form to be filled out 14 days prior to the date of the event. Digital signage requests for student clubs or groups should be submitted by the staff/faculty advisor.

**Emergency Procedures:**
The Emergency Operations Plan for Nyack College assigns responsibilities for the development, implementation and maintenance of the emergency operation procedures. The plan is the basic framework for emergency preparedness. Since all emergencies and disasters share certain commonalities, the plan is designed to operate in any type of emergency or disaster. For more information regarding the Emergency Operations Plan, please visit [www.nyack.edu/safetyandsecurity](http://www.nyack.edu/safetyandsecurity).

We currently provide communication on school emergencies and closings through our emergency hotlines by dialing x4951 on the Rockland campus, visiting [www.nyack.edu](http://www.nyack.edu) or joining the [Nyack College Emergency Closing Notification Facebook Group](http://www.nyack.edu/NyackAlert). Nyack College also utilizes a mass notification emergency alert system called Nyack Alert. In the event of an emergency, the campus emergency notification system will be activated to alert the campus community to check one of the following media for important information and/or instruction:
- The student’s phone, text message, or e-mail www.nyack.edu/NyackAlert, the campus alert page.

This new emergency notification will be used only in the event of a life threatening emergency, or if power outages render all usual modes of communication (email, Facebook, Nyack website) unusable. It will be tested occasionally. It does NOT replace any of the other forms of communication that Nyack College currently uses. Messages sent in the event of a life-threatening emergency will be designed to convey actions students should take to protect themselves.

Go to www.nyack.edu/NyackAlert to register for Nyack Alert. Use your Nyack computer username and password to sign up and choose your preferred method of communication.

**Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Plan Executive and Director (Executive Vice President and Treasurer), the Campus Safety Coordinator (Director of Facilities), the Dean of Students, or the Operations Plan Coordinator (Director of Auxiliary Services), constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crimes, especially in all situations that could pose an immediate threat to the community and individuals, one of the individuals listed above may also use the NyackAlert Emergency Notification System, post a notice on the campus-wide Safety and Security Web Page at www.nyack.edu/safetyandsecurity, providing the college with more immediate notification, or transmit on the digital signage displays at the appropriate campus. In such instances, a copy of the notice is posted in each residence hall, if applicable.

The college will issue crime alerts for:

- Serious crimes involving a threat to life (such as robberies, sexual assaults, aggravated assaults, etc.) that have occurred on campus or in areas contiguous to the campus as defined by the Clery Act.
- Crimes involving a threat to life (such as robberies, sexual assaults, aggravated assaults, kidnapping, etc.) involving Nyack College affiliated persons that have occurred off campus in areas beyond the “contiguous areas” but frequented by Nyack College personnel (within one half mile of the campus or farther distances on a case by case basis).
- Crimes involving a threat to life (such as robberies, sexual assaults, aggravated assaults, kidnapping, etc.) that did not directly involve Nyack College affiliated persons, but could reasonably pose a threat to
Nyack College personnel that have occurred off campus in areas beyond the “contiguous areas” but frequented by Nyack College personnel (within one half mile of the campus or further distances on a case by case basis).

- Other crimes for which notification is required by the Clery Act (such as a continuing series of property crimes such as burglaries, car thefts, etc.) that occur on campus or in the “contiguous areas.”

** Facility Scheduling: **

Campus facilities used for academic and college-related purposes need to be scheduled through the appropriate person. Compliance with proper scheduling of college facilities will ensure consistent and fair availability. Student groups must involve their faculty advisor when planning events and scheduling facilities. Only faculty advisors are allowed to reserve space on campus. Any Media requests need to be turned in ten (10) days in advance by the advisor (visit [www.nyack.edu/content/MRSoundReq](http://www.nyack.edu/content/MRSoundReq)).

The following college personnel are the official campus schedulers for the areas listed:

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<thead>
<tr>
<th>Department</th>
<th>Person Responsible</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music &amp; Performing Arts</td>
<td>Jennifer Scott, x4687</td>
<td>Pardington Hall, Music Annex, Music Education Buildings, Pardington Classrooms for student events only</td>
</tr>
<tr>
<td>Registrar</td>
<td>Adrianne Garcia, x4736</td>
<td>All Classrooms on Rockland Campus (includes Lookout Classrooms, Hilltop Classrooms, Hilltop Auditorium, Simpson 200 A&amp;B, 101 &amp; 102, Pardington Classrooms, Computer Labs and President’s Hall)</td>
</tr>
<tr>
<td>Athletics</td>
<td>Matt Cornacchione, x4787</td>
<td>Bowman Gym, Air Structure, Field, and Hilltop Gym</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>Michele Blanck, x4501</td>
<td>Dining Hall, Hudson Room, Palisades Room, Gazebo, and Tennis Courts</td>
</tr>
<tr>
<td>Student Development</td>
<td>Vanesa Alcantara, x4790</td>
<td>Boon Lobby</td>
</tr>
</tbody>
</table>
If students desire to use campus facilities for personal use or for events that involve outside individuals, not for academic or college-related purposes, they should contact the Auxiliary Services Office at x4500. For more information regarding facility scheduling procedures, please visit www.nyack.edu/MRScheduling. For any audio/visual requests or to promote your event using digital signage, please visit www.nyack.edu/MediaResources or see the Media Resources section.

**Housing Office:**
The Housing Office is located near the Post Office in Boon Campus Center. The Housing Office oversees all on-campus housing assignments and facilitates the off-campus approval process. For more information please visit www.nyack.edu/Housing or call extension 4502.

**Media Resources:**
The Media Resources Coordinator provides services for sound needs on campus. Any college-sponsored event that requires these services must submit a Sound Request Form at least 10 days prior to the event time. Sound requests not received in a timely manner may result in equipment or technician unavailability. Sound Request Forms can be submitted online at www.nyack.edu/MRSoundReq. Prior to scheduling sound equipment and/or services, please be sure to schedule the facilities for the event through the appropriate scheduler (see Facility Scheduling Section). For more information, please visit www.nyack.edu/MediaResources. Any questions can be directed to the Media Resources Coordinator at x4503 or joshua.dyke@nyack.edu.

**BUSINESS OFFICE**
The Business Office is located in Roseberry (the office building behind Bailey Library) and is open Monday through Friday from 9:00 am - 4:30 pm. The Business Office services student organization accounts. Payments on individual student accounts can be made online, in Student Financial Services located on the lower level of Shuman Hall, or in the Business Office.
Security on campus is provided by the Campus Safety Department, which is managed by the Nyack College Facilities Department. Campus Safety conducts security checks of campus facilities, including residence halls. A Campus Safety Officer is on duty 24 hours a day, 365 days a year. The Campus Safety Department works closely with the Residence Life Staff and local police to deter, detect, report and investigate criminal activity and other activities on campus that are related to safety and security. The Campus Safety Department will provide upon request all crime statistics as reported to the United States Department of Education. This information is also available from the US Department of Education at www.ed.gov. The Campus Safety Department Office is open for business weekdays from 8:00am to 4:30pm.

Campus Safety Officers enforce campus policies concerning the possession and consumption of alcoholic beverages, the use of controlled substances, weapons use or possession, and all applicable laws. The use of alcoholic beverages and illegal drugs by students is prohibited. Firearms and dangerous weapons of any type are not permitted anywhere on campus. This includes swords and knives over four inches long and pellet or “BB” guns. Intentional use, possession or sale of firearms or other dangerous or deadly weapons by unauthorized persons on campus is strictly forbidden.

Criminal activity and other emergencies on campus can be reported to the Campus Safety Department 24 hours a day by any person by dialing ext. 7191 from any campus system telephone or by dialing 845-222-8812 from a private or public telephone. Safety officers have sufficient authority to enforce campus rules and regulations. Members of the campus community are subject to disciplinary action for failing to obey the instruction of Safety Officers.

Officers are trained in accordance with the New York State Security Guard Act and receive additional on-the-job and annual in-house training. Training includes crisis response, emergency procedures relating to criminal activities, arrest authority, report writing and patrol techniques. Safety officers are not armed and they are not sworn law enforcement officers. But the department cooperates with other law enforcement agencies regarding crimes, reports of criminal activity, and investigations.

Information on safety and security is provided to students and employees through brochures, newsletters, the student newspaper and other means as appropriate.
The Facilities Department is responsible for fire safety, key and lock control. It inspects campus facilities and promptly makes repairs in areas that may affect safety and security.

**Video Surveillance:** Designated areas of campus facilities and surrounding grounds are monitored by continuous video surveillance, for the purpose of enhancing the security and safety of the campus community. This includes residence hall entrances, exits and parking lots.

**Building Access, including roofs and windows:** For safety reasons, no students are permitted in campus facilities (except for residences) after regular hours of operation. Students are not permitted on the roof of any building at any time without permission from Student Development or the Facilities Department. Students known to have been on the roofs of any buildings or to have thrown things off of buildings or out of/into windows will be subject to disciplinary action.

**Student, Faculty, and Staff Responsibility:** The cooperation and involvement of students, faculty and staff in campus safety and security are essential. All members of the campus community must assume responsibility for their personal safety and the security of their property by taking simple, common sense precautions. Room and apartment doors should be locked at night and when unoccupied. Valuable items such as cell phones, iPods, tablets, cameras and televisions should be marked with engraving instruments. Bicycles should be secured with a sturdy lock. Persons with vehicles must display a registration permit, park in their assigned area and should always keep their vehicles locked. Valuables should be locked in the trunk. Suspicious persons or situations on campus, especially in and around the residence halls, should be reported to the Campus Safety Department.

**CAREER COUNSELING & SERVICES**
Career Counseling & Services exists to assist students in pursuing their calling while discovering an educational and occupational fit.

Career counseling and various inventories are available to help students to understand their personality, identify possible majors and career direction. Internships and mentor relationships are strongly recommended for students to gain practical experience in their occupational direction.

Career Counseling & Services provides students with individual career counseling, classroom career development workshops, career resources,
internship information, graduate school resources, and on-campus recruiting. A comprehensive Career Services website that includes a multitude of services is available via the Nyack College home page. Career Counseling & Services is located on the 2nd floor of the Betty Olsen House on the Rockland Campus.

**Employment Opportunities:**
Career Counseling and Services is not a job placement office; however, there is an online job system on the Nyack College Career Services website that allows students to search and apply for jobs and internships. To access the website, go to [www.nyack.edu/career](http://www.nyack.edu/career) then click on “Student Job Listings”.

Campus jobs typically are in areas such as maintenance, food service, bookstore, library and various administrative offices. For questions relating to on-campus work-study eligibility, a student should contact their personal Financial Aid Counselor.

**COMMUTER STUDENT SERVICES**
Commuter students add a special flavor to the Nyack College community. Though their actual presence on campus may be limited, they are a vital part of the campus community.

Even though commuting students do not live on campus, adherence to the Community Lifestyle Expectations set forth in this handbook is expected. This pertains to activities both on and off campus.

The following information applies specifically to commuting students:
- **Commuter Lockers:** Lockers and locks are available for commuter students for a refundable $5.00 deposit per year. Please inquire in the Student Development Office.
- **Commuter Parking:** Once Commuter students have registered their vehicles with the Facilities Department, they must refer to the parking instructions in the Facilities Department publication entitled “Vehicle and Parking Regulations.”
- **Commuter Chapel Policy:** Commuter students with no class before Chapel or directly after Chapel may be exempted from chapel for that semester. The Commuter Chapel Exemption Form is available in the Spiritual Formation Office. The completed form, with a copy of the student’s class schedule attached as verification, must be submitted to the Spiritual Formation Office at the beginning of each semester. When a partial exemption is granted, it reduces the number of allowable absences.
- **Change of Address/Vehicle:** All changes of address and phone numbers should be reported to the Registrar’s Office, so that accurate
records can be kept. Also, a change of vehicle and/or documentation pertaining to the vehicle must be reported to the Facilities Department.

- **Residence Hall Visitation:** When staying in the dorm as an overnight guest, commuter students are subject to the same Guest Policy as other overnight guests (see Room Guests in the Residence Life section).

**COMPUTER SERVICES**

For the convenience of students, the college operates a general use computer lab in Boon Center 4th Floor. In addition to the general use lab, there are two labs that focus on specific areas, one being Education and the other Academic Success for all students, providing a variety of free support services to students, including help with writing skills (see Academic Success & Writing/Research Center for a description of services). Each of these labs maintains appropriate scheduled hours. All labs provide Internet access via a filter service through which all requests are processed.

**General use and focused content Computer Labs are located in the following locations:**

- **x7124**  Boon Center: 4th floor
- **x7153**  Academic Success Center: 2nd floor
- **x7227**  Education Annex

**These labs are generally scheduled for classes or special trainings:**

- **x7126**  Moseley Hall: 1st floor
- **x7228**  Simpson Hall: Bottom level

The computer labs are high traffic environments. To maintain cleanliness, food and drink are not to be brought or consumed in the labs, even if they are bottled, covered or contained. Disconnecting network cables from any college computer for personal computer use is not permitted.

All faculty, staff and students, as well as lab proctors, are expected to abide by the above rules. If patrons refuse to comply, a report should be made to the Director of Information Technologies immediately. As required, the IT Director may work with the Student Judicial Board or refer to outside legal authorities where violations of local, state or federal law are involved. Penalties imposed may range from warnings to suspension of privileges for a temporary, definite or indefinite period; from termination of employment or expulsion from classes or from the college; from civil suit or criminal prosecution and the penalties resulting from those actions.
COUNSELING SERVICES

Mission: To provide a supportive setting and safe environment which promotes and encourages healing and progressive personal development.

Objective:
- To provide temporary emotional and spiritual support during times of difficulty by providing a safe place in an environment where students are respected and confidentiality is kept to the fullest extent allowable by law.
- To provide an environment where students can feel free to express and explore present and past issues that could be serving as obstacles in their lives and college experience.
- To provide Graduate Intern Counselors who represent the diverse student population.
- To provide internship opportunities for graduate students to gain hands on experience in a clinical setting.
- To provide a variety of services such as: workshops, group sessions, individual sessions, pamphlet information, mental health screening test, brochure, internships, and referral information.

Policies:
- All Services are free to undergraduate students of Nyack College Community.
- All sessions are confidential, except in cases where there is reasonable cause to believe that the welfare or safety of the client or others may be endangered.
- Counseling or psychotherapy sessions are temporary support during time of emotional difficulty.
- All individuals who are on psychotropic medications are mandated to maintain regular monitoring appointments with their own psychiatrist. Nyack College does not assume that responsibility but reserves the right to enforce this policy.
- The client has the option to disclose her/his mental health information and mental health records. However, the counselor and/or College retain the right to disclose or require disclosure of mental health information and/or mental health records in cases where there is a reasonable cause to believe that the welfare or safety of the client or others may be endangered.

Counseling Services Department:
It is conveniently located on the second floor of Boon Campus Center. Office hours are 9-5 Monday through Friday. Evening hours are available by appointment only until midnight. The Counseling Services Department is
staffed by a Director, Drusila Nieves, LCSW., D.C.C. and by eight additional graduate intern counselors and one part-time Administrative Assistant/Counselor, Maggie Labocki, LMHC.

**CREDIT BALANCE REFUND**

If a student should have a credit balance on her/his account and the student would like the overpayment refunded, the student must request the refund by completing a credit refund form in the Office of Student Financial Services.

The credit balance refund process normally takes up to 2 weeks. All financial aid awards and grants must be fully processed before a credit refund is given. For a full description of policy, please refer to a Nyack College catalog.

**DINING ROOM**

Dining services are located on the third floor of Boon Center and are open to all, including resident students, commuter students, faculty, staff, administrators and visitors. Resident students need to show their ID cards to be admitted to the dining room. All others may purchase their meal with the cashier upon entering. Meal prices are: Breakfast-$5.00, Lunch-$6.00 and Dinner-$7.00. Discounted meal tickets may also be purchased by contacting the Service Manager.

The following policies are to be observed in the college dining room:

- Meal plans are for the sole use of the resident student. No sharing of meal plans is allowed.
- All persons eating in the dining room must present a valid college ID card or pay the cashier before entering the dining room.
- No food dishes (including beverage glasses) are to be removed from the dining room at any time.
- All persons are required to bring their dirty dishes to the conveyor belt after eating.
- Any food throwing will result in suspension from the dining room.

When a student’s schedule keeps her/him from eating in the dining room, several takeout options are available. A manager must be contacted ahead of time to make arrangements for a takeout meal. Also, if a student is ill, Residence Life Staff may arrange to have meals brought to the dorm room.
OFFICE OF DISABILITY SERVICES

It is the policy and practice of Nyack College and Alliance Theological Seminary to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled but otherwise qualified student shall be denied access to or participation in services, programs and activities offered on our campuses.

Nyack College and Alliance Theological Seminary are committed to the student as a whole person and believe that each student has infinite value to God. The institution desires that all students realize their full potential and recognize the distinctive value of others. In this spirit, the institution provides reasonable accommodations to disabled students to help optimize their learning experience, while encouraging them to develop and maintain independence.

The Office of Disability Services is available with information about:

- Student eligibility for support services
- Student rights and responsibilities
- General accommodations/services

All communications between students and the Office of Disability Services (DS) staff are confidential, as is any supporting documentation maintained on file. DS is an office of the Division of Academic Success.

CONTACT:

- Elona Collins (845) 675-4440 Elona.Collins@nyack.edu
- Cheryl Turman, NCMC Cheryl.Turman@nyack.edu

Notice of Nondiscrimination Policy:

Nyack College admits students of any race, color, sex, age, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. Students, faculty, and staff of a varied background make up the College community. Nyack College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability in admission, participation, or employment in campus programs or activities. The programs are operated in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and all other relevant statutes and regulations.

For the complete policy statement, go online to: http://www.nyackcollege.edu/?page=DSS
The Division of Student Success at Nyack College administers the following programs: COMPASS Services, Developmental Education, Academic Recovery, the Higher Education Opportunity Program (HEOP), the Pre-College Summer Warm-Up Program, Testing and Tutoring Programs and Disability Services.

**Mission:**
The Division of Student Success is responsible for directing students to academic success. The COMPASS program is the primary source within the Division used to help students become motivated, self-directed, successful learners who will achieve good academic standing.
Our fundamental goal is to help students identify their strengths and point them in the direction for success.

Applicants’ skills are assessed through the Testing Program. The placement tests offered include the ACCUPLACER Placement Test and CLEP. Students whose scores fall below the minimum requirements for entry-level college courses are provisionally admitted through the Division’s COMPASS Services, designed to help build cognitive and affective skills for successful learning performance.

The Division spans both the Rockland and Manhattan campuses, providing a wide range of services which include strength assessment and analysis, a college warm-up experience, a developmental education curriculum with courses in critical thinking, reading, writing and math, study skill workshops, life skill training, mentoring, tutoring, academic advisement and counseling,

**Student Learning Goals:**

**Academically Excellent**
1. Each conditionally-admitted student will be provided assistance in developing and maintaining an individualized college plan during their first year.
2. Each conditionally-admitted student will be provided support services through-out their four years, which will include assessment, placement, advisement, tutoring, and educational intervention strategies to promote academic proficiency.
3. Each conditionally-admitted student will be provided an opportunity to engage in developmental coursework that will strengthen literacy skills, encourage academic success, and life-long learning.

**Personally Transforming**
4. Each conditionally-admitted student will engage in courses and workshops within the Division specifically designed to help them align academic pursuits with faith and spiritual formation.

**Globally Engaged**
5. Each conditionally-admitted student will be encouraged to engage in local, regional, national, and global service learning activities outside the classroom that will foster a sense of community, career awareness, and stimulate retention.

**Intentionally Diverse**
6. Each conditionally-admitted student will be provided the necessary assistance in developing strategies to address physical or emotional challenges that might impede academic success.
**Process:**
Developmental Education courses are offered in Math, Reading, Critical Thinking, English, Grammar, and Life Skills. Upon completion of COMPASS Services course curriculum requirements for Developmental Education, the Division administers a test to determine the student’s ability to succeed at the college level. This facilitates the movement of students from developmental courses into college-level courses. This program is designed to be completed in one year.

**Support:**
Students whose scores fall below the minimum requirements for entry-level college courses are provisionally admitted through the Division’s COMPASS Program, designed to help build cognitive and affective skills for successful learning performance.

**Academic Plan:**
The Division of Student Success spans both the Rockland and Manhattan campuses, providing a wide range of services. New students who are provisionally admitted may not take more than 13 credit hours during their first semester and are required to take Academic Life Skills (DEV 110) during that first semester. Provisional students earning a GPA of 2.5 or higher during their first semester may take up to 16 credit hours the following semester. When all requisite developmental education courses, as designated by the Accuplacer Placement Test, are completed and the overall GPA is 2.0 or higher, the provisional status is elevated to regular status and students may proceed with their core and major course requirements.

**COMPASS Contract:**
Provisionally admitted students will complete a COMPASS Contract, outlining their required developmental education courses. Of note, students are not permitted to withdraw (WD) from developmental courses and must complete the developmental coursework within their first year.

**COMPASS Services:**
Nyack College requires participation in COMPASS Services for students placed on Academic Probation for the first time. Participation is also required for selected students who have been academically reinstated by the College. This program is designed to meet the needs of students whose overall GPA is below a 2.0, point them in the right direction and improve retention rates using the following modalities: improve study and test-taking skills; improve
academic and life management skills. Probation students will complete and adhere to an Academic Recovery Contract (ARC). Regularly admitted freshmen who are on academic probation at the end of the fall semester, earning less than a 2.0 GPA, must take Academic Life Skills in the spring semester, and not exceed 13 credit hours. The Academic Life Skills course is included in this 13-credit limit. 

Any questions regarding COMPASS contact: Gina Jacobs-Strain (Department Head, Developmental Education, NYC & Rockland) Gina.jacobs-strain@nyack.edu

Higher Education Opportunity Program (HEOP):
The Higher Education Opportunity Program (HEOP) is a federally funded program that was initiated at Nyack College in the Spring of 1975. It is open only to New York State residents who meet economic guidelines established by the New York State Education Department. The program serves students who have potential for success at Nyack College, but whose standardized test scores and/or previous academic performance may not fully demonstrate this potential.

Any questions regarding HEOP contact Nathaniel Perez (Academic Advisor/HEOP Counselor, Rockland) Nathaniel.perez@nyack.edu or James Carrington (Academic Advisor/HEOP Counselor, Rockland): James.carrington@nyack.edu

The College Warm-Up Program is an intensive five-week summer session offered at both campuses that orients provisionally admitted incoming freshmen to college life. The program assists them in strengthening their basic academic skills. The program features courses in the areas of math, writing, reading, and academic life skills. Additionally, a variety of workshops and enrichment activities are offered.

At the Rockland campus, contact Nathaniel Perez: Nathaniel.Perez@nyack.edu

At the Manhattan campus, contact Cheryl Turman: Cheryl.turman@nyack.edu

Testing & Tutor Center:
The Testing & Tutoring Center provides one-to-one and group tutoring, as well as organizational learning strategies for selected required academic courses offered at Nyack College. Our tutoring philosophy is consistent with Nyack College’s mission and Core Values in that we encourage students to seek academic excellence through consistent effort both inside and outside
the classroom. We realize that tutoring often facilitates personal transformation as students begin to raise their expectations and standards and realizing the benefits of being engaged and self-directed. Tutoring also facilitates independent preparation by empowering students with various approaches to study skills, note taking, effective communication with professors, exam preparation and other resources. Tutor requests are responded to promptly and tutors are encouraged to be collaborative by setting goals and objectives with the tutees. Students are tutored by both professional and peer tutors.

At the Rockland campus, contact Jodel Wright: Jodel.wright@nyack.edu

**Disability Resources:**
It is the policy and practice of Nyack College to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and state and local laws regarding students with disabilities. Under these laws, no disabled, but otherwise qualified student shall be denied access to, or participation in services, programs and activities at Nyack College. For the complete policy statement, go to the Nyack College web site at: http://www.nyackcollege.edu/?page=DSS

Any student eligible for and requesting academic accommodations due to a disability, is required to provide a letter of accommodation from the Office of Disabilities Support Services within the first six weeks of the beginning of classes. All communications between students and the Office of Disabilities Support Services staff are confidential, as is any supporting documentation maintained on file.

At either campus, contact Cheryl Turman: Cheryl.turman@nyack.edu

**FACILITIES DEPARTMENT**

**Mission:** To honor the Lord by providing a safe, clean, beautiful environment for students to learn and faculty and staff to work.

The Facilities Department is responsible for providing the campus with custodial, grounds, maintenance, and security services. The Facilities office hours of operations are 7am to 4:30pm, Monday through Friday.

- **Custodial:** The custodial department maintains the cleanliness of the campus through daily cleaning of public places, classrooms and offices as well as routine cleaning of residents' rooms (when not occupied).
- **Maintenance:** The facilities department maintains physical buildings on campus through routine maintenance of the heating/cooling systems, telephone systems, carpentry, plumbing and miscellaneous
repairs. Maintenance problems in the residence halls should be reported directly and immediately to the Residence Life Staff.

- **Security:** Campus Safety Officers are on duty 24 hours a day, 365 days a year. Their primary responsibility is to patrol and maintain the safety and security of the campus. Safety Officers are Facilities first responders and should be called in the event of any emergency. Campus Safety is also responsible for maintaining parking safety on campus and issues parking violations to individuals not following the college parking policy.

For more details please refer to our website at [www.nyack.edu/facilities](http://www.nyack.edu/facilities).

**HEALTH SERVICES**

**Mission:** Nyack College Health Services exists to provide competent basic medical care, preventative care, and health education to students in a setting that is socially comfortable and spiritually empowering.

**Objectives:**

- To ensure competent nursing care by highly trained staff who have maintained regular education and specific skills training related to the needs and responsibilities of the office
- To provide care that will act in a preventative capacity by encouraging early interventions, utilization of outside diagnostic resources, and quick response treatments
- To educate students to the general and specific health needs of college age individuals by providing written information, discussion panels, bulletin boards, classroom education, and Health Fairs.

**Health Services Department:** It is located on the second floor of the Betty Olsen House "Hub". The Department acts as a basic health care service and a channel of referral to other health providers and clinics. Through the process of assessment, analysis and evaluation, the Health Services Department selects the appropriate basic care and provides basic first aid and follow-up.

The Health Services Department is open during posted office hours Monday through Friday. If an emergency should arise on campus, 9-1-1 is the appropriate number to call to contact the Emergency Medical Service.

**Illness Excuse Policy:** Health Services does not give written excuses for absences from class or Chapel due to illness or injury. Class attendance is an academic issue that each professor addresses in her or his syllabi.
Communicable Diseases: The College will take action to maintain the well-being of the community when a communicable disease is identified on campus. Depending on the nature of the disease, short-term or long-term isolation from the campus may be necessary for the individual with the disease if a physician and/or the Department of Health so advise.

Health Insurance: All students are encouraged to maintain adequate health insurance. If a student is a covered dependent under a private insurance plan, it may be important to identify in-network medical services providers for Rockland County in advance. The student must provide Health Services with an updated copy of his/her medical insurance card.

Health Insurance Options: Students without private health insurance coverage can find local options available in the marketplace at www.ehealthinsurance.com. Also, visit www.cirstudenthealth.com/nyack for information on the American College Student Association policy. Students may also be able to qualify for New York Family Health Plus programs. Information is available from the New York Department of Health at http://www.health.ny.gov/health_care/family_health_plus/.

Medical Transportation: Students are responsible for providing their own transportation to health care facilities. If any health care need arises while students are on campus after Health Services Office hours have ended, or on the weekends, Residence Life Staff should be contacted immediately (845) 405-9038. Residence Life will not transport students to medical facilities but will assist in arranging transport. Note: In the case of a medical emergency students should call 911.

Student Accident Insurance: All full-time students attending classes at the residential campus are covered by Student Accident Insurance. This insurance provides coverage in case of an accident occurring on or off campus during the annual policy year from August 1 through July 31. The coverage provides a maximum benefit of $2,500 per injury with a $0 deductible.

Student Accident Insurance Cards: All full-time students attending classes at the residential campus will receive an insurance card. Students are required to carry this ID card at all times and present their card when they require health care services related to an accident. More information can be found at the following link www.cirstudenthealth.com/nyack.

Student Accident Insurance is not health insurance and does not provide benefits for sickness or treatment of medical conditions not related to accidents.
To file a claim or to get answers related to insurance benefits, contact The Maksin Group at 877-440-6840. Students can also go to the following link, www.cirstudenthealth.com/nyack and select the Health Plan Details tab to obtain claim forms and more information.

**MEDICAL AND MENTAL HEALTH WITHDRAWALS**

Nyack College cares deeply about the physical and mental health of its students. Therefore, health and counseling services are available on campus. At times, however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The College will support student-initiated self-care plans and/or initiate action that considers the welfare of the individual student and the college community.

**“THE HUB” Betty Olsen House**

The HUB houses a TV lounge, Student Health Services, and Office of Career Services. (Wi-Fi is available).

The HUB is open daily throughout the semester, except for Sundays. For the Hub hours please stop by the Student Activities Office. Any group, organization, or department on the Rockland Campus can request to reserve the HUB for an event by emailing the sarah.samson@nyack.edu. All reservations must be made at least 14 days in advance.

**ID CARDS**

In order to promote a safe and secure environment on our college campuses, ALL students of Nyack College are required to carry a College-issued ID card at all times. Further, all students are required to present their ID cards upon request to any Campus Safety Officer, faculty, staff, Residence Life staff (including student RAs and desk proctors), or contract employee of the College.

ID cards are issued without charge to new students during registration. ID cards are non-transferable, may only be used by the student to whom they are issued, and become invalid upon termination of the student’s association with the College. ID cards should not be modified in any way (i.e. punching a hole in them), since this damages the card. “Loaning,” attempting to falsify, refusal to present the card when asked, or other misuse of the ID card will result in serious disciplinary action. Report the loss of an ID card to Student Development immediately.
The College reserves the right to deny access or ask an individual to leave the premises if they do not present their ID card when asked or are unable to show some form of identification which may be checked against enrollment information.

**The ID card is used in the following ways:**
- To gain access to the cafeteria for each meal
- To log attendance at chapel programs
- To gain admittance to athletic and other events
- To check out books and borrow college-owned materials
- To gain access to various campus buildings and facilities
- To gain access into traditional dorms during 12:00 AM – 6:00 AM

**Replacing ID cards**
There will be a fee for lost, stolen, or misplaced ID cards (cards can be replaced at the Student Development office in Boon Center):

<table>
<thead>
<tr>
<th>Replacement</th>
<th>Fee</th>
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<tbody>
<tr>
<td>First lost, damaged, stolen or misplaced replacement annually</td>
<td>$10</td>
</tr>
<tr>
<td>Additional lost, damaged, stolen or misplaced replacements annually</td>
<td>$25</td>
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</tbody>
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**INFORMATION CENTER**
The Information Center for the College is located near the main entrance of Boon Campus Center. The Center houses the college switchboard, the college “Lost and Found,” general college information and area maps /bus schedules. Students may also turn in their Traffic Appeals at the Information Center. For more information, please visit [www.nyack.edu/InfoCenter](http://www.nyack.edu/InfoCenter).

**Lost and Found:**
The switchboard operator may be contacted to report an item lost, to see if it has been turned in, or to bring an item found. A log is kept of all items lost and found. If an item with identification is found, a note will be placed in the student’s mailbox notifying her/him. Objects of value (wallets, cell phones, cameras and other electronics) can only be picked up between 9:00am and 5:00pm, as they are kept in a secure location after hours.
BAILEY LIBRARY
(www.nyack.edu/library)

The Division of Library Services enriches the learning experience by providing quality resources and responsive service to encourage users to develop life-long critical thinking skills within a Christian framework.

Bailey Library provides:
- Strategic spaces for silent study and quiet group study
- Print and e-resources available on and off campus
- Online and in-person research assistance
- Wi-Fi and wired computers
- Printing and photocopying
- Bailey Bean Coffee Service

Check the library website for regular semester hours, summer hours, and holiday exceptions.

**Bailey Library Community Standards and Expectations:**
Bailey Library is deemed a place of student learning. As a shared Nyack College resource it maintains community standards designed to promote academic excellence. The library is a silent study environment with accommodation for quiet group study in the Roseberry Room. Food is restricted to the Bailey Bean. Anyone not observing the library community standards will have to relocate to another site.
LITERARY & MEDIA ORGANIZATIONS

The Nyack Forum
The Nyack Forum, the “Student Voice of Nyack College,” is the campus newspaper. Under the direction of the editorial staff and the counsel of the faculty advisor, the newspaper is published multiple times per semester. Credit is available to those students who participate.

The Fine Print: Journal of Literature and Art
This student-edited literary journal serves as a forum for the publication of poetry, short fiction, essays, photography, and fine art created by students, faculty and staff on campus. Submissions are accepted during the Fall and Spring Semesters each year. For more information, go to www.nyack.edu/content/TheFinePrint.

PERFORMING ARTS

Pardington Hall is Nyack College’s home for music and the performing arts, providing world-class performances free of charge to Nyack College and the community.

Arts Series: Featuring notable artists and lectures, the Arts Series seeks to assist Nyack College in achieving its broad educational and cultural goals by fostering an appreciation of the fine arts and supplementing the general education program.

Brass Ensemble: The Brass Ensemble, a select group of 5 or 6 members chosen by audition, participates in the annual Carol and Candlelight and Sounds of Praise tours, as well as concerts, graduation ceremonies, and other events of the College.

Carol and Candlelight: Nyack’s Christmas tradition since 1948: The Women’s Chorale, Handbell Choir, and Brass Ensemble present an annual Christmas concert on tour and on campus early in December. The program concludes with a candlelight ceremony.

Chamberfest: Students engaged in small ensembles work under the direction of the faculty to present a concert of vocal, instrumental, and keyboard music at the conclusion of each semester.

Chorale: The Chorale, composed of auditioned students (men and women), sings for Christmas and spring concerts. They also perform during Chapel, sing at campus and community events, perform in choral productions at
Carnegie Hall and Lincoln Center, and tour both stateside and internationally. This ensemble is considered a music organization.

**Faculty Recitals:** The School of Music’s own faculty, artists trained at such prestigious schools as Eastman, Julliard and Rutgers, present superlative performances, often with colleagues from the New York Philharmonic and the Metropolitan Opera.

**Handbell Choir:** The Handbell Choir is composed of students by audition or invitation. They have the opportunity to perform on the School of Music’s collection of Schulmerich Handbells, Melmark Choir Chimes, and Indonesian Angklungs. The ensemble is featured in concerts, chapel services, and forms an integral part of the annual Carol and Candlelight and Sounds of Praise Tours. This ensemble is considered a music organization.

**New York City Concerts:** Nyack College students have the opportunity to attend concerts by the New York Philharmonic Orchestra, New York City Ballet, Metropolitan Opera, Broadway, and other major artistic venues in New York City.

**Opera Theater Workshop:** Vocal students and alumni coach with internationally renowned opera singers in diction, movement and acting. Studies culminate in a presentation of fully staged and costumed operas in the original languages, including “Carmen”, “La Boheme” and “La Traviata”.

**Concerto Competition:** A competition for Nyack College music majors, culminating in a public performance with orchestra, is presented every year.

**Sounds of Praise Tour:** The Women’s Chorale, Handbell Choir and Brass Ensemble participate in an annual Sounds of Praise tour at the end of the Spring Semester. Students travel within the Northeast, performing in churches and municipal concert halls.

**String Orchestra:** The string orchestra is comprised of students, faculty and community instrumentalists and is open to all interested students by audition. The String Orchestra often performs with professional soloists on campus and in the community. This ensemble is considered a music organization.

**Student Recitals:** Students have the opportunity several times each semester to perform for peers and faculty in a semi-formal setting. Music majors culminate their studies with a presentation of a professional-level Senior recital; performance majors present Junior recitals as well.
**Wind Ensemble:** The Wind Ensemble is comprised of students, faculty, and community musicians, and membership is open to all interested students by audition. The Wind Ensemble performs original works for wind ensemble and concert band in several concerts each year. This ensemble is considered a music organization.

**POST OFFICE**

The Nyack College Post Office is an official substation of the U.S. Postal Service. Each student, both commuter and resident, may sign up for a mailbox located adjacent to the Post Office. Due to the number of students, mailboxes may be shared. A key deposit of $10.00 is required, which will be refunded at the end of the year upon return of the key. Students and graduates have until the Friday before Commencement to return their key or else they forfeit their deposit. A change of address form is required for the summer. Mail can only be held for summer student workers. All other student mail will be “Returned to Sender.”

Students are notified via e-mail when a package has arrived for them. The e-mail includes tracking information as well as when the student can come to the Post Office to pick up their package. Packages and registered mail may be picked up at the Post Office window during regular office hours. Anyone picking up a package must provide proper photo identification and signature in accordance with Government Regulations. **No packages will be given to students without an ID.**

**NOTE: U.S. Postal Regulations forbid the handling of mail over the counter – U.S. Postal Reg. DMM 951.72.** Students must not forget their mailbox key. Also, it is a federal offense to open any P.O. Box with anything other than the key assigned to it.

No one other than Auxiliary Services personnel will be allowed in the Post Office area. We no longer accept mass notifications of events via intercampus mail. Students should utilize announcement boards provided by Student Development or digital signage.

Residents are responsible for checking their mailboxes on a regular basis, especially in the event of mailbox sharing. Important college notices, which can be time sensitive, are placed in the mailboxes during the academic year. The mailing address for residents is:

```
Resident Name
Nyack College
1 South Boulevard
Nyack, NY 10960-3698
```
The name of a residence hall, the room number in the residence hall, or a mailbox number should not be used in the campus address and may result in delayed delivery.

Other services the Campus Post Office provides include the selling of money orders between the hours of 8:30am and 2:30pm and the shipping of packages.

For more information, please visit www.nyack.edu/PostOffice.

**POSTING OF SIGNS IN BOON CENTER**

There are several sign boards strategically placed throughout the Boon Center for posting important information.

**The following groups have sign boards:**
- Spiritual Formation
  - Contact: Office Assistant at x4455
- Music Department
  - Contact: Office Assistant at x4688
- Career Counseling & Services
  - Contact: Office Assistant at x4584
- Health Services
  - Contact: Office Assistant at x4576
- Counseling Services
  - Contact: Office Assistant at x4564
- Athletics Department
  - Contact: Office Assistant at x4590
- Global Service Learning
  - Contact: Office Assistant at x4419
- Student Activities Boards
  - Contact: Office Assistant at x4788

- This Week & Upcoming at Nyack Board
- Clubs & Organizations
- On-Campus Events Board

**Protocol for posting signs about any event (on or off campus):**
- All off-campus and non-college sponsored publicity (i.e. signs/posters) must be approved and stamped by the Student Activities Office (SAO) located in the Boon Campus Center, 1st Floor. See the Student Activities Office staff for approval.
- All publicity is to be hung only on bulletin boards located throughout the campus. (Using Staples)
• Signs are not to be hung on glass doors or window. Unless previous permission has been obtained from the SAO.
• In the Boon Campus Center please place all signs on the designated bulletin boards. Bulletin boards are clearly marked as: NCSB, Campus Activities Board, Residence Life, Spiritual Formation, etc. If you are confused as to where you should put something please ask and we will help you figure it out.
• Submission for the monthly calendar must be sent in for approval by the 26th of the month before, and must be in a landscape format.

If any of these requirements are not followed the signs/posters will be removed immediately. Your cooperation in removing outdated signs is appreciated. Violation of these regulations may result in denial of sign approval.

**PUBLICATION CODE ACCEPTANCE**

It is agreed that the all publications and publicity will comply with the following publications code:

All published material of the organization will:
1. Comply with the 1978 Copyright Act.
2. Be distributed according to applicable policies and procedures.
3. Refrain from expressions that are considered obscene or libelous according to current legal definition, that advocate or incite a material interference or physical disruption of the education process or the peace, order and discipline of the campus, or that advocate or incite imminent lawless action or the violent overthrow of the government.
4. Identify the organization as published and specify that the group is a recognized student organization at Nyack College.
5. All publications must be posted on the designated bulletin board space and will be reviewed and approved by the Student Activities office. The responsible parties will be contacted regarding any necessary revision.
6. All publications posted in any area other than the designated bulletin board space requires the approval of the supervisor of that space. (ex. Residence Hall = AC or RD, Library = Director)
7. Failure to comply will result in publications being removed and potential revoking of privileges.

**PUBLIC RELATIONS**

If a student is asked to participate in a photo shoot for a specific project by representatives of the College, it should be assumed that images will be used
for print or electronic promotional purposes. Agreement to be photographed is voluntary. If students object to the use of their photographs, they should indicate that to the photographer. Any concerns or comments regarding photo shoots should be directed to Deborah Walker in the Office of Advancement at x4430.

REGISTRAR

Graduation Procedures: Students who intend to graduate must fill out a graduation application. This application will generate a final audit of their academic credit; enable the ordering of a diploma and their inclusion in the graduating class. Graduation applications are available in the Registrar's Office and online. All Official Transcripts must be received by one week before commencement. Students planning to take a CLEP, DANTES, or NYU Foreign Language testing should do so in the semester before their final semester. This will give students time to complete all requirements.

Procedure for Withdrawing from a Course: If a student wishes to withdraw from a course, a “Course Change Request Form” must be completed in the Registrar's Office. If a student merely stops attending class, or tells their professor they are doing so without completing the proper paperwork, that student will still be in the class and will receive a failing grade at the end of the semester.
RESIDENCE LIFE

Welcome!
We’re glad you’re here! Whether you are just starting your education at Nyack College, transferring in from another school or returning to continue your education, we as a Residence Life Staff want you to know that we have looked forward to your coming. We are committed to providing a safe haven for Godly living while allowing our residents to pursue academic and spiritual excellence. We want you to feel at home. A big part of feeling comfortable here will be your room and your hall (of course, this includes your roommate!).

As you read through this Residence Life section, we hope that you will find this guide helpful in explaining Residence Life at Nyack. Before long, we hope you will feel that this is more than a place to go to school. We hope that you will feel it is a place to call your second home! On behalf of the Residence Life Staff, welcome...or welcome back! We look forward to serving YOU!

Mission Statement
Residence life seeks to provide a safe Living, Learning, and Loving community experience.

<table>
<thead>
<tr>
<th>Nyack College Core Values</th>
<th>Program Goals</th>
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<tbody>
<tr>
<td>Intentionally Diverse</td>
<td>Living is enriched by learning to live and coexist in a diverse community through experiences and relationships that will develop all members</td>
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Learning is understood to be an interactive process through the classroom, campus life, and residential life. The involvement of these three very important areas will be provided by programming in dorms and partnership with student activities.

Loving is strengthened by living in a community which challenges and strengthens relationships and personal growth beyond the collegiate experience.

**Student Learning Goals**

Nyack College, residential students will:

- Take responsibility for their living space and take personal ownership to ensure safety for themselves and the community at large,
- Learn to live among a multi-ethnic student environment and be willing to learn to understand, respect, and demonstrate responsibility for one another,
- Have the opportunity to engage and participate in extracurricular activities within the dorm and within campus life,
- Have the opportunity to participate in service projects outside of campus supported by professional staff,
- Develop as young adults in preparation for residential living upon graduation.

The following assessments are used to evaluate the effectiveness of residential programming and residential staff:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Context</th>
<th>Location in Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life Student Evaluation</td>
<td>All residential students</td>
<td>Every resident at the end of fall semester</td>
</tr>
</tbody>
</table>

**RESIDENCE LIFE PROCEDURES**

Living together always carries a number of responsibilities. The Residence Life Staff and resident students on the Nyack campus have found the following procedures (listed alphabetically) to be the best way of providing a quality living community:
CARE OF PROPERTY

Care of College Property – College property may not be removed from its designated place for any reason without proper authorization. Unauthorized removal of such property will be considered vandalism and will be subject to disciplinary procedures and monetary compensation to the College.

Damages to Student Rooms – Students are responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Any damage to school property will result in a fine covering the cost of repair or replacement beyond wear and tear.

Room damages will be assessed by the Facilities Department and charged to the student. The fine is then collected directly by the Residence Life Staff. Students being charged for room damages will be notified in writing by the Residence Life Staff.

Damages to Public College Property in Residence Halls - Students are liable for damages they cause to college property. Damages or items for repair should be reported to the Residence Life Staff as soon as possible so that repairs may be made. For damages occurring in areas for which the responsible person cannot be determined, the cost of repair or replacement will be billed in the following way: (1) those within specific residence hall floors will be billed to all members of that floor, the cost being equally divided; (2) those occurring in public areas, such as residence hall lobbies and lounges, will be billed to all residents of the hall, the cost being equally divided. Any damages caused as the result of the spread of water (outside of storm damage or broken pipes) within or from a college-owned building by any means will require (1) the cleaning up of the affected area, (2) paying for any damage, and (3) possible disciplinary measures. Additionally, tampering with the elevator in Simpson Hall can result in expensive repairs. The offending student will be charged for the cost of the repairs. All repairs will be made by the Facilities Department or by a contractor hired by the College.

Care of Personal Property - The College is not responsible for damage or loss of personal property stored or used in college-owned buildings or on college-owned property. The College cannot be held responsible for theft, vandalism or damage done to vehicles. Some students' valuables and belongings are covered for loss and theft by their family’s home insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a “Renter's Insurance Policy” be purchased through a local insurance company.

Unauthorized removal of either personal or college property will be considered theft and subject to criminal investigation by local law enforcement authorities, as well as the college disciplinary process.
CHECKING INTO THE RESIDENCE HALLS

Residence Halls are staffed from 7:00pm-6:00am by Residence Life Staff and/or desk proctors. All guests and visitors, including parents and family members, must provide photo ID. All guests staying overnight must register using the Guest Registration Card, which is to be filled out completely by the host resident and guest. Residents assume responsibility for their guests' behavior and actions during their visit. No infants or children under the age of 13 are allowed in the residence halls without the supervision of their parent or legal guardian.

All students, regardless of the number of credits they have completed, are required to check in at the front desk of their residence halls after the front doors are locked at 12:00am. Failure to provide appropriate student ID and sign in at the front desk may result in disciplinary action by the RD. All residents/guests are requested to show proper ID to the Desk Proctor. When a guest is leaving between 12:00am – 6:00am, the guest must sign out with the desk proctor.

NOTE: Information submitted to desk proctor should be accurate and consistent with room assignment by identifying resident with their student ID card.

Violations of ID policy are subject to the following sanctions:

First offense: Warning
Second offense: Warning
Third offense: Meeting with Resident Director
Subsequent violations: Student will be fined $10 for each subsequent violation.

CHECK-IN PROCEDURES

Residence Hall Check-in Procedures

Students will be permitted to check in at the beginning of each semester and upon returning from a break at the designated days and times listed in the school calendar, which is made available to all students the summer prior to the start of the academic year. Returning before the designated day and time will result in an improper check in fine of $100.

CHECKOUT PROCEDURES

Residence Hall Fall Checkout Procedures (For Returners)

Students must check out no later than 24 hours after their last final exam. The residence halls will officially close at 12:00pm on the day after the last day of classes. Students must remember to give themselves enough time slotted to go over the condition of the room. It is important for rooms to be cleaned properly and turned over according to checkout procedures.
To assist students in the checkout process, the Residence Life staff will distribute a checkout checklist that will include, but is not limited to, the following procedures:

To check out:
1. Each resident must schedule an appointment with her/his RA at least 24 hours in advance of their planned checkout time (or completed Xpress checkout form). Failure to schedule a checkout appointment will result in a $50.00 fine. This fine is non-reducible (see chart under the fines section).
2. Residents cannot switch times of checkout or it will result in an improper checkout fine.
3. Residents with outstanding fines must turn in their room key to their RA.
4. Dust all furniture; wipe down window ledges, radiators and blinds.
5. Clean all mirrors, windows, and window sills.
6. Close and locked windows and door.
7. Unplugged all electronic items, including fridges (fridges defrosted & NO WATER inside).
8. Vacuum floor and under all furniture and radiators.
9. All garbage removed including food.
10. Filled out travel information.
11. Remove bedding and move furniture at least one foot from walls and check condition of the mattress.
12. Clean private bathroom (if applicable).
13. Report to your RA at the time of the scheduled checkout appointment. Please be present and ready to be checked out.
14. The RA will inspect the room for cleanliness, damages and they will have you complete all necessary paperwork.
15. Failure to comply with procedures will result in an improper checkout fine.

NOTE: Improper checkout during the school year (prior to a break period or at the end of the Fall Semester) will result in a $50 fine for students returning back to the residence hall following the break period. This includes failure to clean room to satisfactory condition set by Residence Life Professional Staff. This fine is non-reducible (see chart under the fines section).

**Residence Hall Fall Checkout Procedures (For Non-Returners)**

Students who are checking out for the final time should follow the Residence Hall Final Checkout Procedure. Improper checkout will always result in a $250 fine. This includes failure to clean room to satisfactory condition set by Residence Life Professional Staff. This fine is non-reducible (see chart under the fines section).
Residence Hall Final Check-out Procedures

Students must check out no later than 24 hours after their last final exam (unless graduating or cleared as a summer worker by the Auxiliary Services Office).

The residence halls will officially close at 12:00pm on the day after the last day of classes. At such time, all non-graduating students must be checked out of their residence hall rooms. Graduating seniors may remain in the residence halls until 12:00pm on Commencement day. Summer workers will check out as scheduled by Residence Life. Residence Life Staff will post times when seniors and summer workers can sign up for a check-out time.

Students must remember to give themselves enough time slotted to go over the condition of the room. It is important for rooms to be cleaned properly and turned over according to checkout procedures.

To assist students in the checkout process, the Residence Life staff will supply cleaning supplies as well as distribute a checkout checklist that will include, but is not limited to, the following procedures:

To check out:

1. Each resident must schedule an appointment with her/his RA at least 24 hours in advance of their planned checkout time. Failure to schedule a checkout appointment will result in a $50.00 fine. This fine is non-reducible (see chart under the fines section).
2. Residents cannot switch times of checkout or it will result in an improper checkout fine.
3. All fines must be paid prior to checkout
4. Roommates should discuss who is responsible for any damages prior to checkout. Otherwise, the damages will be equally divided between the roommates. If one roommate has already checked out and the damages were not discovered, the remaining roommate will be charged for the full amount.
5. Remove all stickers, posters, and adhesive particles from walls, windows, ceiling, floor, doors, and furnishings. Any damages incurred by their removal will be charged to the student.
6. Return all furniture to the original position (as it was found in the beginning of the year).
7. Dust all furniture; wipe down window ledges, radiators and blinds.
8. Clean all mirrors, windows and window sills.
9. Wipe out all drawers with a damp cloth.
10. Vacuum floor and under all furniture and radiators.
11. Move furniture out to clean behind it.
12. Clean private bathroom (if applicable).
13. Wipe down both sides of mattress.
14. Cable box and the appropriate wires must be present during the final checkout (if applicable).
15. Report to your RA at the time of the scheduled checkout appointment. Please be present and ready to be checked out.
16. The RA will inspect the room for cleanliness and damages. The RA will also collect your room key and will have you complete all necessary paperwork.
17. Resident must turn in key.
18. Failure to comply with procedures will result in an improper checkout fine.

**NOTE:** Improper checkout during the school year (prior to a break period or at the end of the Fall Semester) will result in a $50 fine for students returning back to the residence hall following the break period. For non-returning students, improper checkout will always result in a $250 fine. Failure to comply with all checkout procedures at the end of a school year will result in a $250 fine, whether a student is returning in the fall or not. This includes failure to clean room to satisfactory condition set by Residence Life Professional Staff. This fine is non-reducible (see chart under the *fines section*). If belongings have not been removed at the end of that additional week, the Residence Life Staff will remove and dispose of them. Residence Life is not responsible for any belongings left behind.

**CURFEW POLICY**
The first year of college life is usually a dramatic change for students. Freshmen Curfew assists our younger first year resident students who are adjusting to both the freedom and the responsibility required by college life. Requiring first-year students to comply with a curfew ensures the best possible start for their academic career.

**Curfew Expectations:**
Freshman residents with fewer than 30 credits completed or under 21yrs.:
- Sunday-Thursday: 1:00 AM
- Friday-Saturday: No curfew

Violations of curfew include failure to sign in to the front desk by the aforementioned times, forgetting to sign in, and refusal to comply with the request of the front-desk staff are subject to the following sanctions:

**First offense:** Warning
**Second offense:** Mandatory meeting with Resident Director
**Third offense:** Sanctioned by Resident Director; student will need to complete 5 hours of approved community service within the week of the violation.
**Subsequent violations:** Sanctions for subsequent violations include extending curfew requirements into a student's second year of residential life and/or revoking eligibility to live off-campus.
DROPPING TO PART-TIME STATUS

Only full-time students are permitted to live in the residence halls. If a student drops below full-time status during the semester, he/she must fill out a form in the Registrar Office, explaining the reason for that drop and requesting permission to remain in the residence hall. The form must be filled out completely before being submitted to the Office of Student Development. If permission is not granted, the student has a 72-hour period to remove belongings and complete proper checkout. If the student does not vacate by the end of the 72-hour period, room and board charges will continue to accumulate until proper checkout has occurred and personal items are removed from the room.

EXPECTATIONS FOR STUDENTS LIVING OFF CAMPUS - GOOD NEIGHBOR POLICY

All students who have been extended the privilege of living off campus remain members of the Nyack College community. They are obligated to honor their commitments to Nyack’s community lifestyle expectations as outlined in the Off-Campus Housing Application and the current student handbook. In addition to these college standards, off-campus students are also required to abide by the local laws and ordinances of their communities. It is expected that students living off campus will be good ambassadors of Christ and Nyack College.

In addition to representing Nyack College, as members of this Christian community, we are called to be “salt and light” in the world - this includes our local communities. As such, it is expected that off-campus students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other “courtesy issues,” it is expected that students living off campus will always defer to the needs of their neighbors in addition to obeying all state and federal laws and local township ordinances. The use, possession, and/or distribution of illegal drugs are prohibited for Nyack College students living on or off campus while enrolled during the academic year. (See Alcohol and Other Drugs Policy) The use or possession of alcohol by those under 21 years old or the distribution of alcohol to underage persons is prohibited for Nyack College students living on or off campus while enrolled during the academic year. Off-campus students are responsible for the behavior of their guests. It is also expected that off-campus students will abide by the Sexuality and Relationships policies outlined for all Nyack College students.

Trespassing is defined as unlawful entry, unwarranted or uninvited incursion, as defined by Webster’s Dictionary. All students are expected to refrain and honor state law and college expectations concerning trespassing.
Violation of this policy on or off campus will result in a disciplinary hearing and sanctioning upon determination of the hearing.

**ELECTRIC APPLIANCES**

In the interest of fire safety, ONLY the following appliances may be used within designated areas: mini refrigerators, automatic coffee pots, hot pots, personal size blenders, hand vacuums, small sweepers, compact vacuums, electric curlers, curling irons, flat irons and blow dryers (in Christie and Simpson Hall, bed risers with electrical outlets, blow dryers and other ironing appliances (i.e. flat iron, clothing iron may only be used in the bathrooms). This includes hookah (hookah & vapor pens), hemp vap, e-cigarettes, vaps and any type herbal vaporizers. Any inhalant or device that would release any chemicals and fumes into the air are prohibited (including water based devices). If unauthorized items are found; they will be confiscated by Residence Life Staff and will result in a $250.00 fine. This fine is non-reducible (see chart under the fines section).

**NOTE:** Among the appliances NOT permitted are: halogen lamps, microwave ovens, toasters, toaster ovens, crock pots, irons, rice cookers, waffle irons, heaters, air conditioners, hot plates, electrical grills, electric wax burners and extension cords. These items will be confiscated by Residence Life Staff and will result in a $250.00 fine. This fine is non-reducible (see chart under the fines section).

**FINE POLICY**

Residents that are issued fines in the dorms are given a two-week period to pay a lesser fine than issued (with some exceptions). For example, for failing room inspections, the fine is $25.00. If the resident pays the fine within two weeks of date on fine, the fine will be reduced to $10.00. Upon failure to pay the fine within the two-week period, a memo will be sent to the resident reminding them that they owe fine money for the original amount of fine. All fines are non-refundable. Students may pay their fines in the Residence Life office in the dorms. During the school year residents are informed of any outstanding fines.

Please see chart of fines below:

<table>
<thead>
<tr>
<th>Policy Violations</th>
<th>Fine Amount</th>
<th>Reducible Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Appliances</td>
<td>$250.00</td>
<td>Non-Reducible</td>
</tr>
<tr>
<td>Exit Door Alarm</td>
<td>$25.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>$250.00</td>
<td>Non-Reducible</td>
</tr>
<tr>
<td>Guest Violations</td>
<td>$25.00</td>
<td>Non-Reducible</td>
</tr>
<tr>
<td>Improper Checkin</td>
<td>$100.00</td>
<td>Non-Reducible</td>
</tr>
<tr>
<td>Improper End of the Year Checkout</td>
<td>$250.00</td>
<td>Non-Reducible</td>
</tr>
<tr>
<td>Improper Break Checkout</td>
<td>$50.00</td>
<td>Non-Reducible</td>
</tr>
</tbody>
</table>
NOTE: All fines are nonnegotiable, non-appealable, and subject to the discretion of the Resident Directors.

NOTE: Residence Life holds the right to fine a house or full floor for violations of community, safety, and cleanliness policies. Fine is at the discretion of the Resident Director.

**FIRE SAFETY**

Each residence hall will hold fire drills on a periodic basis. Evacuation instructions are posted in each residence room and in public areas. Additionally, each floor is equipped with a fire extinguisher.

When a fire alarm goes off, the following procedures are to be followed:

1. All persons must evacuate the building immediately.
2. Doors must be closed (and unlocked) with the room lights turned on.
3. Buildings may only be re-entered when permission is granted by an authorized college or fire department official.

To emphasize the seriousness of fire safety, any person (faculty, staff or student) found violating any provision of these regulations will be charged a fine of $250. This fine is non-reducible (see chart under the fines section). Other disciplinary measures and financial restitution may also be required.

The following are fire safety restrictions for the Nyack campus. Violations of these restrictions will also result in a fine of $250 and possible suspension or expulsion. These restrictions include, **but are not limited to:**

- Moving, adjusting or otherwise tampering with any fire safety equipment
- Use or possession of any fireworks
- Use or possession of any candles or incense inside resident rooms No candles or incense of any kind are permitted in residence halls (only Glade plug-ins are permitted).
• Use or possession of any open flame or flame-producing device
• Use of prohibited appliances (see section on ELECTRIC APPLIANCES).
• Use of extension cords (only use of surge protectors is permitted)
• Use of decorative lights are prohibited unless made of fireproof material (i.e. Christmas lights, or other hanging lights)
• Use of decorative curtains are prohibited unless made of fireproof material.
• Blocking or restricting passage in a hallway, stairway or doorway with personal items (i.e. garbage, shoes, open umbrella, etc.)
• Failure to respond immediately to a fire alarm
• Propping any of the fire doors at any time
• Blocked/ Semi-blocked entrances into rooms (i.e. wardrobes, dressers)
• Inability to walk through the room due to uncleanliness
• Initiating or reporting a false alarm – The intentional or reckless pulling of a fire alarm is considered a criminal offense. Any student who sets off the fire alarm by neglect will be fined $250. This fine is non-reducible (see chart under the fines section).

FLOOR/ HALL MEETINGS
Mandatory floor and hall meetings will be held throughout the semester to address issues relevant to the respective halls and floor and uphold each other in prayer. These meetings are required by the Residence Life Office. All residents are required to attend. If residents are late or fail to attend either or both meetings a $25 total fine will be charged. This fine is non-reducible, (see chart under the fines section). If a student is unable to attend because of an emergency only, he/she must receive permission from the Residence Director 24 hours before the meeting. Work related excuses will not be accepted. The Residence Life Staff reserves the right to call meetings if necessary. Hall meetings will be posted in the school calendar, which is made available to all students the summer prior to the start of the academic year.

HALL LOCKUP
In the interest of security, the exterior entrances of residence halls are locked prior to 12:00am and unlocked at 6:00am daily. Visitors of the opposite sex must leave the hall prior to 12:00am and are not permitted to remain outside of the residence hall or in vehicles parked adjacent to the building. Please keep in mind that students with curfews must be in their respective halls before 1:00am. Each Resident Director will assign parameters to their respective dorms.

NOTE: Students who set off the exit door alarms will be charged with a $25.00 fine. If fine is paid within two weeks of the date on fine, it will be reduced to $10.00 (see chart under the fines section).
**HALL LOUNGES**

Each residence hall has one or more lounges for the enjoyment of residents. Lounges are used by all residents for relaxing, socializing, and entertaining visitors and friends.

Movement/misuse of furniture, public displays of affection, rowdiness, loud talking, personal use of radios and sleeping are prohibited and will be confronted by Residence Life Staff. Residence hall lounges close at 12:00am to the opposite sex. Simpson Hall 4th floor study lounge is only open to male visitors from 6:00-9:00pm.

Students are to clean up after themselves as they are using these areas. If a resident does not clean up after they have used the T.V area, lounges, or kitchens, a fine of $50.00 will be issued. This fine is non-reducible (see chart under the fines section). If these areas are consistently misused it is at the discretion of the Resident Director to revoke privileges.

NOTE: Dunbar Suite residents are welcome to use the common area in Moseley Hall.

**HOUSING POLICY**

**ON-CAMPUS:** All full-time Freshmen and Sophomore students under the age of 21 are required to live on campus, unless living at home with a parent or guardian. This policy offers students the opportunity to get the best possible academic start while developing social contacts and becoming more involved with college life. Students who have been sanctioned at Level 2 Probation or higher are not eligible to apply to live off campus during and within 6 months completion of the probationary period.

**OFF-CAMPUS:** In order to qualify for off-campus housing, students must be over 21 or a Junior/Senior, fill out the off-campus request form available online at [www.nyack.edu/UGradHousingForms](http://www.nyack.edu/UGradHousingForms) and return it to the Auxiliary Services Office. Community standards that are in place for residential students are also expected of off-campus students. Any Freshman or Sophomore student under 21 years of age seeking permission to live off campus may qualify for exemption if they fall under one of the following categories:

- Will be living with a parent/relative/guardian. Provide a signed letter that includes a statement of permission, as well as daytime and evening phone numbers from your parent or guardian (a letter from a relative who is not a parent or guardian is not acceptable).
- Have lived in an off-campus apartment for a minimum of 8 months and must remain off-campus to honor the lease. A copy of a signed lease agreement and parent letter giving permission must be
submitted with this form. Freshmen and Sophomores under 21 who move to off-campus apartments at the end of the Spring Semester are not eligible for this exemption.

- Are married. Provide a copy of the marriage certificate.
- Have a medical concern. Medical excuses will only be accepted after all reasonable measures to accommodate the student in the residence hall have been exhausted. The student must provide a detailed statement from her/his primary physician stating specific reasons why he/she cannot reside in a residence hall and the estimated duration of this medical problem. The statement must be on the doctor’s letterhead, signed and dated. The student’s doctor may need to be contacted by Health Services for clarification purposes.

No other exemptions will be made for living off campus.

Moving off campus is only allowed during summer and winter breaks. If the student decides to move off campus during fall or spring semesters, the student will be responsible for full semester room and board charges that will be applied to his/her account. No prorated refunds will be processed during fall or spring semesters. Students who have signed up to be a resident student and then decide to move off campus must fill out the off-campus form, see their student financial aid counselor and be approved by Student Development by August 1st. All full-time students who have not submitted an off-campus form by August 1st or have been denied off-campus residency will be considered as residents and will be financially responsible for the semester room and board charges. For further explanation of the terms and conditions, you may visit the college website at www.nyack.edu/Housing.

ROOM RETAINER FEE
All resident students, both new and returning, are required to pay a Room Retainer Fee. This fee, along with the Residence Request Form, reserves a student’s room for the next year and is applied toward his/her student account once the academic year begins. Students will not be allowed to participate in Room Selection Week unless the $150 Room Retainer Fee has been paid, the FAFSA form submitted, and clearance from a Student Financial Counselor has been submitted to the office of Auxiliary Services.

ROOM SELECTION
To request a room for the following academic year, all students must fill out the online Contract Application found at www.nyack.edu/Housing. Room assignments are only guaranteed for the current Fall and Spring Semester. Priority in room selection is determined by several factors. Residence Request Forms received during Room Selection Week will be given priority according to the cumulative number of academic credit hours and GPA earned by the end of the previous semester. Contract Applications received
after the end of Room Selection Week will be given priority based on a first come, first serve basis. No priority is given based on current occupation of the room.

**ISSUANCE OF DORM KEYS**
Residents will be issued building and/or room keys upon check-in from the Residence Life Staff. To receive a key, the resident must acknowledge receipt of the key in writing. Students are responsible for their individual room keys and should not loan them out to other people. In the event that a resident loses her/his key, the Residence Life Staff should be immediately notified. The Facilities Department will not issue keys directly to a student. The Residence Life Staff of each building will be issued the replacements of all lost resident keys.

To protect residents and maintain proper security on campus, the loss of a key or failure to return the key will result in the cost of having the door lock changed. This cost of $50 will be charged to the student directly by the Residence Life Staff. This fine is non-reducible (see chart under the fines section).

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The College is not responsible for the loss or theft of residents’ personal belongings.

**KITCHEN**
Most residence halls have a kitchen available for resident use. Hours are posted in each dorm. Students are responsible for their own clean up. Residence Life reserves the right to close the kitchen if it is not being used properly by the residents. Microwaves are available outside the kitchen in each dorm. If these areas are not cleaned up after use by a student, a $50.00 fine will be issued. This fine is non-reducible (see chart under the fines section). Residence Life reserves the right to remove the microwave if it is not used and/or cleaned properly by the residents.

**LAUNDRY**
Laundry facilities are available for your convenience in each residence hall. If students have a problem with a machine, they should make note of the machine’s number and report it to the Residence Life Staff. If money is lost while attempting to use the machines, contact the Residence Life Staff. Residence Life reserves the right to remove unclaimed clothing left in the laundry room after 48 hours. The hours for Simpson and Bethany Hall facilities are from 8:00am-12:00am. The hours for Christie Hall facilities are from 6:00 am-12:00 am. Moseley Hall, Dunbar facilities are open 24 hours.
LOFT POLICY
Lofts are not permitted, except for rooms previously designated by the Office of Auxiliary Services. In such situations, residents are not permitted to “un-loft” beds. Beds or any other furniture may NOT be mounted or elevated on top of any furniture or cinder blocks. Violation of this policy will result in a $25.00 fine. If fine is paid within two weeks of the date on fine, it will be reduced to $10.00 (see chart under the fines section). Bed risers purchased from a manufacturer are permissible.

LOSS OF OFF-CAMPUS HOUSING
Students determined to be responsible for violating college community lifestyle expectations and/or federal, state, or local laws will have the privilege of living off campus revoked. This will result in the student’s mandatory return to on campus housing and possible additional sanctioning through the discipline process.

All students are also subject to the Residence Life policies as declared in the undergraduate Student Handbook when on Alliance Theological Seminary property. Students who do not abide by these policies will be subject to the discipline process.

OCCUPANCY OF ROOMS
Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of each semester.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the Residence Life Staff will set a date and time when the residence halls must be vacated. For a listing of the official college breaks please see the College Calendar at http://nyack.edu/content/RocklandLife or call Student Development. If a resident is found staying in the dorms during official breaks it will be considered trespassing.

OPEN DORM POLICY
At the beginning of each year, the Residence Life Staff will establish and post an open dorm schedule for each residence hall. This is an opportunity for residents to receive visits from students of the opposite sex. All residents participating in open dorm are required to keep lights on and room doors open at all times. Lying on beds, floor, etc. is not permissible (even if residents are watching a movie); sitting on bed is permissible. All residents must be dressed appropriately while in the room of a student of the opposite sex (i.e. no pajama pants). Residents should be fully clothed when walking in the halls and coming out of showers. Please see school policy on clothing attire that is not appropriate. Any failure to comply with this policy may
result in disciplinary action. Residence Life has the right to cancel open dorm as needed.

For upper classmen housing in Bethany and Dunbar, students or guests of the opposite sex are not allowed in the lobbies of these houses when there is no open dorm. For residents of Dunbar, no one of the opposite sex is allowed in the back room, and the blinds must be kept open during open dorm hours. Violations of open dorm policy, along with other community standards, will result in lost privilege of living in upperclassmen housing.

NOTE: Members of the opposite sex are not allowed in the dorm rooms (with the exception of open dorm). Use of restrooms on floors or any other restricted area is not permitted at any time. Violations will result in disciplinary action that may include expulsion.

**PETS**

Students are not permitted to have pets of any description in any of the residence halls. The only pet allowed in residence halls are fish. No water turtles are permitted. Well-maintained fish tanks with filters are allowed. All exceptions (i.e. Seeing Eye dogs) to this policy must be approved by the Dean of Students.

**QUIET HOURS**

It is the policy of the college that the residence halls be reasonably quiet at all times. A 24-hour courtesy policy exists throughout the campus community. Therefore, students are not permitted to display excessively loud volume of music or voices. Violating quiet hours will result in a $25.00 fine; if the fine is paid within two weeks of date on fine it will be reduced to $10.00 (see chart under the fines section). Consistent violations will result in further disciplinary action.

It is expected that the residence halls be especially quiet during “quiet hours.” These designated quiet hours exist between 11:00pm and 8:00am. During these hours no noise should be heard outside your room or suite; violators of this policy will be subject to disciplinary action. These hours represent a minimum requirement to ensure residents quiet time to sleep and study.

There is a 24-hour quiet hour policy in effect during the last week of classes. NOTE: Persons affected by noise have the right, as well as the responsibility, to graciously approach the person(s) responsible and request that the volume be lowered. Residence Life Staff is available to assist in the resolution of these situations. It should be noted that the College gives top priority to the activities of study and sleep.
Rollerblades, skateboards, scooters, longboards and bicycles are permitted on campus except within any indoor facility and around their entranceways on campus. These items are to be used outside only. Failure to abide by this policy may result in disciplinary action.

NOTE: There is to be no rollerblade, skateboard, scooter, longboard and bicycle usage on outdoor stairs, railings, walls, etc. Any damage caused to college property by these items will result in assessments for labor and materials costs for replacement and/or repair of the property, and will be charged to the account of the student who causes the damage. Failure to comply with this policy may result in the confiscation of the items.

Bicycle Storage Procedure
Due to limited space, bicycles may not be stored in storage facilities or in respective halls. Bicycles should be parked outside of the residence halls. Due to fire codes, bicycles may not be stored in hallways or dorm rooms or chained to staircases.

Hover Boards
Hover Boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) are prohibited in Nyack-owned or managed buildings, including residence/dining halls. Residential/commuter students should not bring them to campus. They are not permitted in Nyack College housing. Like other contraband items, if found, these items will be confiscated.

ROOM INFORMATION
Room Changes
Room changes may be requested between the Fall and Spring Semesters. Room changes may occur at any time at the discretion of Residence Life Professional Staff for extenuating circumstances. However, students are encouraged to use mediating procedures between roommates such as the roommate contract and Residence Life Staff intervention prior to requesting a room change. There will be a $25 fee for any room change.

Room Condition Report
The residents of each room will sign a room condition report upon arrival and during checkouts. Any damages or missing furniture not indicated on this form will be charged to the room occupants at the time of room change or final checkout. For the protection of the residents, the room condition report should be filled out with as much detail as possible. Any damage occurring during the school year should be reported to the floor RA, and if there is damage to a room, a charge will be put on the student’s bill.
Room Decorations
Students are encouraged to personalize their rooms. Wall hangings such as pictures and posters may be hung with Fun-Tack and Command Strips (use at your own risk) only. If Command Strips are not used properly and result in damage to the walls (i.e. peeling paint), this will result in a damage fee charged to the student. S-hooks may be purchased at the college bookstore for hanging items from the molding strips. Wall decals may be used at student’s own risk, and student will be charged a damage fee for any consequential peeling of paint. Students cannot use tacks or tape of any kind on walls, floors, ceilings or college furniture. Violations will result in a $25.00 fine. This fine is reducible if paid within two weeks of date on fine (see chart under fines section.)

Items not in keeping with the college lifestyle expectations are not to be displayed in student rooms or on college property. This includes such items as: stolen property, alcoholic beverage containers, advertisements for prohibited products, crude or offensive materials, and pornographic or sexually exploitive materials. In particular, men and women in posters should be wearing attire that would be modest and in keeping with Community Lifestyle Expectations.

If decorations are not in keeping with college standards, students will be requested to remove such items. The College reserves the right to remove decorations deemed to be inappropriate by Residence Life Staff. NOTE: Decorative lights are subject to the fire safety policy.

Room Entry, Search, and Seizure
All college facilities, including the residence halls, are the property of Nyack College. Any area or property located on Nyack College premises and under the control or custody of a full-time or part-time student is subject to search. Included in the definition are:

- College-owned buildings and residences
- Student-owned, operated, or controlled motor vehicles located on college premises, and
- Any personal property located or contained in these structures or vehicles.

While the College consistently strives to respect the elements of personal privacy, Nyack College Staff reserve the right to enter and inspect residential space at any time under the following circumstances:

- Regular maintenance, safety and health inspections
- If there is reasonable cause to believe a violation of college policy, local, state or federal law is occurring
- Emergencies such as:
  - Incident to and following an arrest
For and in pursuit of a fleeing dangerous criminal suspect
- Under urgent necessity (i.e. persistent loud screaming, medical emergencies)
- Necessary to prevent loss or destruction by seizing an item (i.e. paintball guns, BB-guns, etc.)

The search may include, but is not limited to: opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bathroom or suite, and seizure of tobacco, alcohol, drugs and pornographic materials. Residence Life has the right to do a walk-through of rooms as needed to ensure compliance with school standards. Residents are not permitted to refuse a Residence Life Staff member to enter their rooms.

NOTE: Residents must be fully clothed if a Residence Life Staff member, a facilities worker, etc. must enter their room.

**Justification for Search**

Any search conducted by Nyack College personnel must be based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of college policy or local, state or federal law. A search may be authorized under the following conditions:

- **Voluntary Consent.** In most circumstances, it is desirable to obtain the prior voluntary consent of the individual residing in the area or property to be searched. While the student housing contract reserves broad authority for a search by college personnel, consent normally is to be sought prior to initiating a search. Consent by one roommate to the search of jointly occupied residential space is adequate, even if other roommates are absent.

- **Reasonable Suspicion.** It is the responsibility of Residence Life Professional Staff to decide if there is a substantial likelihood that evidence of unauthorized activity will be located in the place to be searched. This decision may be based on any credible information developed during ongoing investigation, received through indirect means, or reported by Residence Life personnel or other college students or employees. The Residence Life Professional Staff person is to evaluate all information for reliability and relevancy prior to requesting authorization to conduct a search.

- **Plain View.** Evidence of a violation of either college policy, local, state, or federal law, or which indicates health and safety concerns, may sometimes be observed in plain view within a residential space or vehicle. Evidence that is seen in plain view may be seized and will justify a search of the area in which the evidence is located.

- **Emergency.** Immediate entry without student consent is appropriate in emergency situations where pressing necessity or urgency require prompt action. In such a situation, delay might jeopardize the health and safety of a person or result in concealment, disposal or
destruction of evidence or unauthorized activity. If it is reasonably believed that a student is concealing evidence of unauthorized or illegal activity on her/his person, it is permissible for the Residence Life Staff person to ask the student to empty out her/his pockets and/or turn them inside out. If the student refuses, the Staff person is authorized to contact the local police for their assistance with the incident. The Staff person will complete a report articulating the exact circumstances surrounding the situation.

**Scope of Search**
The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bathroom or suite, and seizure of any item that is in violation of [Community Lifestyle Expectations](#), including, but not limited to alcohol, drugs and drug paraphernalia, and pornographic materials.

A search by Nyack College personnel that discloses any item reasonably believed to constitute a controlled substance or drug paraphernalia, regardless of quantity or type, will result in an off-campus law enforcement agency being contacted. Residence Life or Campus Safety personnel will secure the site and remain at the scene pending arrival of a law enforcement officer who will assume jurisdiction over the incident.

**Searches by Nyack College Personnel**
- No search, whether consensual or non-consensual, shall be undertaken without the prior approval of the On-Duty Residence Life Professional Staff person unless emergency conditions are present.
- All searches shall be conducted by at least one Residence Life Professional Staff person. Whenever possible, the Residence Life Staff person shall be accompanied by a Residence Director, and a Campus Safety Officer.
- Whenever possible, the Residence Life Professional Staff person should not search the residence of a student of the opposite sex unless accompanied by a Resident Director or Campus Safety Officer of the same sex as the student.
- A written report describing justification, conduct, and results of a search will be provided to the Dean of Students and the Director of Campus Safety within 24 hours of the search.

**Searches by Law Enforcement Agencies**
A search may be made by a municipal or state police officer, sheriff, or federal law enforcement officer only pursuant to warrant or under circumstances in which a search without a warrant is legally permissible. No Nyack College personnel will assist in the search, but a Campus Safety officer or Student Development Staff person will accompany the searching officer.
The accompanying Nyack College personnel are responsible to notify the Dean of Students’ Office as soon as possible that the search has occurred.

**Seizure of Property**
Items which constitute evidence that is discovered in plain view or as a result of a permissible search may be seized for use in college disciplinary proceedings and/or local, state, or federal criminal proceedings. A receipt shall be given to the person from whom the property was seized, or left on the premises in a conspicuous place.

**Room Furnishings**
All residence halls are furnished with single beds, chairs, desks, dressers or drawer space, and clothes’ closets or wardrobes. Students must provide their own lighting – either desk or floor lamps (no halogen lights are permitted). Students are responsible for the furnishings in their rooms. Unauthorized removal of college-owned furnishings is prohibited and will be considered a violation of fire policy and will result in a $250 fine. Unauthorized removal includes removing furniture from a room or taking public area furnishings for personal use. Any outside furniture, including couches, lazy boys, lounge furniture, bookshelves, etc. are not permitted in any residence on campus. The top of wardrobes must remain cleared.

Musical instruments and amplifiers, which cause excessive noise or distraction, are not permitted in the residence halls. Examples include: guitars or keyboards with amplifiers, stereos/televisions connected to amplifiers with high wattage, and drum sets are prohibited in college housing.

**ROOM GUESTS**

**Overnight Guest Policy**
With permission of the roommate, students are permitted to have overnight guests of the same gender. For security reasons and for the convenience of our residents, the following policies have been implemented in regard to overnight guests:

- Guest must be 16 years of age or older
- If a guest does not register within an hour of arrival, the hosting student will be charged a $100 fee per night. All other guest violations will result in a $25.00 fine. These fine are non-reducible (see chart under the fines section)
- Maximum of 2 guests in a room at a time
- Guests will be allowed a maximum of 2 overnight visits in campus housing per month free of charge accruing to no more than 6 nights per semester (this includes commuter students.) The maximum number applies to occupying space in ANY on-campus room. For example, a guest may not stay with one host for two nights and then
move to another host’s room for two additional nights without being charged

- Guests desiring to spend more than two nights in campus housing will need to gain special permission from the Resident Director. A $15.00 per night fee will be imposed in such situations. The maximum number of days a guest can stay overnight in a row is 4 nights.
- Meals for guests are to be paid for in the Dining Room.
- Guests are subject to the same behavioral guidelines as resident Nyack students. Guests are expected to abide by Federal, State and County laws. Resident hosts will be held responsible for violations of policy by their guests and for ensuring that guests abide by college rules/regulations and Federal, State and County laws. If a guest violates school policy, the guest will be banned from the campus for a period of time at the discretion of the Dean of Students and the host will be subject to sanctioning relevant to the policy violation.
- Guest registration cards may be obtained from an RA or from the Residence Life Office.
- Guests may not share beds with hosts and/or roommates. The host must make sure guest has a sleeping bag and make prior arrangements if guest is to sleep in roommate’s unoccupied bed.
- Parents and guardians are not permitted to stay in dorms or upperclassmen housing overnight.
- No guests are permitted overnight during orientation weekend, during the last week of classes, and any time after dorms have closed.
- The hosting resident must be present with their guest at all times in the dorms.

This policy also applies to Nyack College residents and students who withdraw during the academic year. A resident is permitted to be a guest on campus outside of their current room assignment for two nights per month with the approval of the roommate of the host room (see Sign Out policy).

NOTE: The College reserves the right to refuse permission to house overnight guests.

Children in College-Owned Student Housing
Because Nyack College does not have the permit or coverage for the care and responsibility of children and minors, infants and children age twelve or under are not allowed in any area of the residence halls, including a resident’s private room. Undergraduate residence halls are not designed for family living; therefore, residents with children are not allowed visitation in college housing. Visitation is ONLY permitted in Boon Center. The only exception to this rule is during family visit days or during the move-in or move-out process each year with the presence of the parent or legal guardian (with the approval of the Office of Residence Life).
BABY-SITTING
Childcare cannot take place in the residence hall or other undergraduate housing.

ROOM INSPECTIONS
Students are responsible for the cleanliness of their rooms. Rooms are not the private property of the student, but rather are “rented” from the college.

The following infractions will incur a fine per room occupant:
Failure to pass the room inspections held once per month to insure that the Health and Fire Safety Regulations of New York are being met (All fire hazards will result in a $250 fine.)
• Failure to leave the room clean at the beginning of a vacation period
  If a resident has failed room inspections they have 24 hours to clean the room. Failure to clean room after 24 hours will result in a $25 fine.

NOTE: Residence Life reserves the right to check wardrobes/closets.
Food stored in a room should be kept in a tightly closed container, in order to keep insects and other pests out of the building. No articles of any kind are to be hung out of residence hall windows or placed on the outside ledges of the windows, including air conditioners and antennae.

ROOMMATE CONTRACT
All Nyack College residents in multiple occupancy rooms are required to fill out a roommate contract. The contract is to assist with the living and learning experience within the residence hall. The contracts are submitted to the Residence Life Staff in the dorm to assist with any conflicts that may arise. The contract serves as a tool of communication to foster relationship and life in community. Roommate contracts may be updated at any time.

SIGN OUT POLICY
Residents who intend to stay overnight outside of their assigned room are required to sign out on their floor sign out sheets. This includes staying in any other location on or off campus. Residents with unplanned overnights should contact their roommate, RA, or a friend to fill out the sign-out sheet for them. Roommate contracts may be updated at any time.

TERMINATION OF RESIDENT STATUS
If a student needs to terminate her/his on-campus residence for any reason other than regular checkout at the end of a semester, the following policy applies:
1. The student has an initial 48-hour period to remove belongings and set up a complete proper checkout time with her/his Resident Assistant.
2. In order for a student to have this change reflected on her/his account and receive any credits or refunds, the student must check out properly with the Residence Life Staff of her/his dorm.
3. If belongings have not been removed at the end of that additional week, the Residence Life Staff will remove and dispose of them. Residence Life is not responsible for any belongings left behind.

**STORAGE**
The College will not be able to provide storage on campus at any time. Students are encouraged to store items off-campus in rental facilities.

**VIDEO SURVEILLANCE**
Designated areas of campus facilities and surrounding grounds are monitored by continuous video surveillance for the purpose of enhancing the security and safety of the campus community. This includes residence hall entrances, exits and parking lots. Any tampering with or causing damage to a surveillance camera will result in a Safety Violation fine of $250.

**SPIRITUAL FORMATION OFFICE**
The Office of Spiritual Formation maintains daily office hours. Students are welcome to stop in at any time with spiritual needs, concerns, for leadership and ministry opportunities and resources, pastoral counseling and other matters concerning spiritual life. Spiritual Formation is located at Lookout.

**SPIRITUAL GROWTH ACTIVITIES**
As an evangelical Christian college, Nyack actively promotes the spiritual growth and development of each student. Classroom and community life provides challenging experiences and fosters thoughtful consideration of how the life of Christ is to be integrated with everyday living.

**Chapel:** Chapel services on Mondays, Wednesdays and Fridays provide an opportunity for mid-morning spiritual insight and refreshment as the community draws together to worship God.

**Missions:** Nyack College's commitment to developing world Christians is expressed through the Missions Chapels and by making opportunities available for both local ministry and international ministry trips. Any student who wishes to take part in ministry opportunities sponsored by the College should contact Scott Reitz, the Global Service Learning Coordinator. The desire of the College is that Nyack students will be found in every corner of the world, sharing the hope and love of Christ with power and passion.
Praise and Worship: Students provide the leadership for worship teams that serve in Chapel. Each Spring Semester the Office of Spiritual Formation accepts applications for leaders for the following year. Leaders meet weekly for training, encouragement and guidance. Students who wish to participate on a worship team should contact the Office of Spiritual Formation.

Deeper Life Series: Scheduled early in each semester, these special Chapel and evening services place particular emphasis on the nurture and development of one’s personal relationship with God.

Discipleship: The development of small groups and PAVE mentoring groups (formal and informal) for the purpose of spiritual growth is strongly encouraged by the Office of Spiritual Formation. Students who wish to lead in these areas are encouraged to visit the staff in the Spiritual Formation Office.

Community Service: There are many different types of Christian service opportunities available to students to promote empathetic character development. Such ministry is encouraged in order to add a practical spiritual dimension to one’s educational experience.

CHAPEL AND SPIRITUAL FORMATION EXPECTATIONS

Mission:
The office of Spiritual Formation seeks to create a dynamic environment for students to engage in a transformational process by fostering their spiritual, intellectual and social formation, while realizing a capacity for lifelong learning in local and global communities.

Program Goals:
The Spiritual Formation program seeks to impart to students the desire to seek God by themselves for themselves. Students will be able to identify and understand the topics of the quadrant and apply these concepts to their personal spiritual formation.

Students will develop through regular attendance and/or participation in some of the following options: Chapel, small groups, community service projects, Introduction to Spiritual Formation class, mentorship from upperclassmen and campus mentor team, spiritual formation input through faculty advisor, worship team/choir, New York City ministry teams, overseas Global Service Learning (GSL) classes and leadership development opportunities.
<table>
<thead>
<tr>
<th>BEING</th>
<th>Ephesians 4:1-3</th>
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<tbody>
<tr>
<td>Identity</td>
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<td>Intimacy</td>
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<td>Character</td>
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<td>Brokenness</td>
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<tr>
<th>BELONGING</th>
<th>Ephesians 4:4-6</th>
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<tr>
<td>Community</td>
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<td>Accountability</td>
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<td>Fellowship</td>
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<td>Healing</td>
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<tr>
<th>KNOWING</th>
<th>Ephesians 4:7-11</th>
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<tr>
<td>Intellect</td>
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<td>Developing</td>
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<td>Renewing</td>
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<td>Authority</td>
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<tr>
<th>SERVING</th>
<th>Ephesians 4:12-13</th>
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<tr>
<td>Mission</td>
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<td>Evangelism</td>
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<td>Ministry</td>
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**BEING**: Who we are at the core of our Being must precede everything we do in the process of spiritual formation.

**BELONGING**: We are the “Called Out and Called Together.” Spiritual formation flows best in the Community of the Beloved.

**KNOWING**: The development of our intellect and renewal of our minds is critical to spiritual formation.

**SERVING**: Spiritual formation will include and result in us making an impact on our world for the Kingdom of God.
<table>
<thead>
<tr>
<th>Student Learning Goals</th>
<th>Program Goals</th>
<th>Nyack Core Values</th>
<th>Assignments &amp;/or Assessments Used</th>
<th>Location in Program</th>
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<tbody>
<tr>
<td>The Student will:</td>
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<tr>
<td>1. Take responsibility for his/her own spiritual growth through opportunities available through the Office of Spiritual Formation.</td>
<td>Being portion of SF quadrant covering the topics of Identity, Intimacy, Character and Brokenness</td>
<td>Personally Transforming</td>
<td>Tell your Spiritual Pilgrimage story in PMN 101-Intro to Spiritual Formation class.</td>
<td>First semester entering Nyack College</td>
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<td>Mask assignment in PMN 101 class.</td>
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<td>Rubric ISF final (3 ½ year Spiritual Formation Plan)</td>
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<td>Chapel attendance and Chapel/Small Group Survey</td>
<td>Every semester.</td>
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<tr>
<td>2. Build relationships as they participate in classroom activities and ministry opportunities offered through the Office of Spiritual Formation.</td>
<td>Belonging portion of SF quadrant covering the topics of community, accountability, fellowship and healing</td>
<td>Socially Relevant and Intentionally Diverse</td>
<td>PAVE mentoring program.</td>
<td>First semester entering Nyack College</td>
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<td>Chapel/Small Group Survey</td>
<td>Every semester.</td>
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<td>3. Be exposed to methods of sharing their faith and given an opportunity to develop the discipline of scripture memorization and study of the Scriptures.</td>
<td>Knowing portion of SF quadrant covering the topics of intellect, developing, renewing, authority</td>
<td>Academically Excellent</td>
<td>Daily quizzes for memory verse in PMN 101 Class</td>
<td>First semester entering Nyack College</td>
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<td>Chapel attendance and survey</td>
<td>Every semester.</td>
</tr>
<tr>
<td>4. Students will engage in cross-cultural learning experiences and participate in serving people.</td>
<td>Serving portion of SF quadrant covering the topics of mission, evangelism, ministry, social justice</td>
<td>Globally Engaged</td>
<td>Community Service assignment through the PMN 101 class.</td>
<td>First semester entering Nyack College</td>
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</tbody>
</table>
ATTENDANCE
The College offers approximately 45 regular Chapel services per semester from which students can choose to meet their requirement. In addition, attendance at small groups and other specific events approved by the Spiritual Formation Office may also be counted toward the Chapel requirement bringing the number of opportunities to receive credit to approximate 140. In keeping with the basic objective of fostering mature personal behavior, the responsibility for reporting attendance at Chapel rests with the student.

- All students enrolled in 12 or more units of course work during a regular semester are required to attend 27 chapels per semester. Each student should regularly check her or his Chapel attendance on the weekly report posted outside the Dean of Students’ Office.
- Seniors in their last semester of college must acquire 20 chapel credits in order to walk in graduation.
- Seniors who do not complete their total number of chapel attendance requirements in their last semester may not be permitted to walk in graduation.

ID scanners are located at the main entrance to record Chapel attendance. Students must scan in at the beginning of the Chapel services to be counted present. Students are responsible to verify that their ID has their correct student information and is scanning properly. A student is considered late after 10:15 am. Students must remain until the Chapel service is concluded.

Because of the large number of attendance opportunities available, there are no excused absences except by petition to the Office of Spiritual Formation (see section on Chapel Exemptions below). The number of Chapel attendance options will cover all eventualities: e.g., illness, doctor appointments, academic field trips, extended test session, participation in intercollegiate athletics, death in the family, birth of children, appearance in court, emergencies of any kind (car breakdown, snow days, late arrival on campus from vacation, etc.).

CHAPEL
Nyack College is committed to provide quality experiences to assist students in their spiritual development. Because spiritual growth is foundational to the intellectual, social, and relational growth that students will experience at Nyack, Chapel is considered to be an important and integral part of the college program. Students must determine their own personal relationship to Christ; however, chapel services are designed to be instrumental in building this relationship. The Spiritual Formation Staff, off-campus ministers and speakers, students and various members of the greater Nyack College community bring spiritual richness to the Chapel services.
CHAPEL EXEMPTIONS

Commuter Students with no MWF class before Chapel or directly after Chapel (no 8:30 am, or 11:10am class) may be exempted from the Chapel requirement for that semester. The Chapel Exemption Form is available in the Office of Spiritual Formation. The completed form, with a copy of the student’s class schedule attached as verification, must be submitted to the Office of Spiritual Formation by the last day of the add/drop period. When a partial exemption is granted, an appropriately lower Chapel requirement will be imposed. **The Chapel Exemption Form must be submitted to the Office of Spiritual Formation by the last day of the add/drop period of the semester.**

Student Teachers will have an automatic Chapel requirement of 5 credits during the semester of student teaching. At the beginning of each semester, the School of Education forwards a listing of current student teachers to the Office of Spiritual Formation.

Resident Students
If it is necessary to be excused from Chapel on a regular basis, a Chapel Exemption Form must be filed **each semester** with the Office of Spiritual Formation for review by the Spiritual Formation Office. Only those absences that must occur on a regular basis will be considered for exemption. Chapel Exemption regarding employment must include an employer letter on company letterhead verifying the student’s work schedule. **A Chapel Exemption Form and employer letter (if work related) must be submitted to the Office of Spiritual Formation by the last day of the add/drop period of each semester. If new employment begins after the add/drop period, students are fully responsible for all Chapel requirements prior to new employment. An employer letter, including employment start date, with a Chapel Exemption Form must be submitted within 10 business days of new employment.**

An attendance requirement of a minimum of 10 Chapel opportunities will be required of each full-time residential student whose Chapel Exemption is granted.

Exemptions will only be given for the following reasons:

- Employment
- Commuter Class Schedule
- Childcare needs for primary caregiver
- Other: Any unavoidable circumstances, such as a prolonged and severe illness will be taken into consideration. A student should submit a Chapel Exemption Form to the Office of Spiritual Formation giving exact dates and verification of the reason for absences.
The Office of Spiritual Formation will consider each Chapel Exemption Form on its own merit and make the best possible decision based on the information provided. After the application review, notice of the decision will be given in person or sent to your campus mailbox. Students submitting a Chapel Exemption Form must do so by the last day of the add/drop period of each semester. **Chapel Exemptions are valid only during the semester they are issued; therefore the Chapel Exemption Form must be filled out EACH semester.**

**CONDUCT IN CHAPEL**
The College desires that Chapel becomes one of the highlights of a student’s Nyack experience. This can only happen as every member of the community does her/his part in making Chapel a meaningful event. For this reason, students are expected to conduct themselves responsibly, respectfully and politely in Chapel. Talking is not appropriate during Chapel; this includes texting and other uses of cell phone. Doing homework is not appropriate during Chapel. Excessive talking disturbs others and is disrespectful to those involved in the service. Hats, caps, hoods, bandannas, earphones/headphones and sunglasses are not to be worn in Chapel out of respect for the community coming together in corporate worship of the Lord. An atmosphere of reverence is to be maintained, so that all may receive maximum benefit from these worship experiences.

**SCHEDULED ON-CAMPUS CHAPEL SERVICES**
Chapel credit is offered for these weekly on-campus experiences:

- 10:05am - Monday, Wednesday, Friday in Bowman Gym
- Participation in small groups previously approved by the Spiritual Formation Office
- Specially scheduled evening events which may include the following: Deeper Life Series, Prayer Summit, Sexuality Series, etc.

**VIOLATIONS**
If a student fails to meet their Chapel attendance requirement, the following series of sanctions will be imposed:

- **Chapel Warning** – Failing to meet the Chapel requirement in any single given semester will result in a written warning being issued to the student.
- **Chapel Probation** – Failing to meet the Chapel requirement will result in the student being placed on probation status with Nyack College. Probation status will remain until the student completes his or her chapel requirement in subsequent semesters.
<table>
<thead>
<tr>
<th>First Offense - Chapel Warning</th>
<th>Second Offense - Chapel Probation</th>
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<tr>
<td>Failing to meet the chapel requirement in any single given semester will result in a written warning being issued to the student.</td>
<td>Failing to meet the chapel requirement in two consecutive semesters will result in the student being placed on probation status with Nyack College.</td>
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<tr>
<td>The warning status will remain until the student completes his or her chapel requirement the next semester or goes on chapel probation.</td>
<td>The student may not represent the college in any way.</td>
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<td>The student may not hold a leadership position.</td>
<td>The student may not represent the college in intercollegiate athletics.</td>
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<tr>
<td>The student may not participate in any performances for the School of Music.</td>
<td>The student may not participate in any school plays or productions.</td>
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<tr>
<td>The student will lose the privilege of living in upperclassmen housing.</td>
<td>The student may not begin or continue employment on the Nyack College campus during the semester and during the summer.</td>
</tr>
<tr>
<td>The student may not participate in a GSL trip.</td>
<td>The student may not participate in campus events such as Homecoming and other major campus events.</td>
</tr>
<tr>
<td>The probation status will remain until the student completes his or her chapel requirement in subsequent semesters.</td>
<td></td>
</tr>
</tbody>
</table>
SPIRITUAL FORMATION OFFICE

The Office of Spiritual Formation maintains daily office hours. Students are welcome to stop in at any time with spiritual needs, concerns, for leadership and ministry opportunities and resources, pastoral counseling and other matters concerning spiritual life. Spiritual Formation is located at Lookout.

SPIRITUAL GROWTH ACTIVITIES

As an evangelical Christian college, Nyack actively promotes the spiritual growth and development of each student. Classroom and community life provides challenging experiences and fosters thoughtful consideration of how the life of Christ is to be integrated with everyday living.

Chapel: Chapel services on Mondays, Wednesdays and Fridays provide an opportunity for mid-morning spiritual insight and refreshment as the community draws together to worship God.

Missions: Nyack College’s commitment to developing world Christians is expressed through the Missions Chapels and by making opportunities available for both local ministry and international ministry trips. Any student who wishes to take part in ministry opportunities sponsored by the College should contact Scott Reitz, the Global Service Learning Coordinator. The desire of the College is that Nyack students will be found in every corner of the world, sharing the hope and love of Christ with power and passion.

Praise and Worship: Students provide the leadership for worship teams that serve in Chapel. Each Spring Semester the Office of Spiritual Formation accepts applications for leaders for the following year. Leaders meet weekly for training, encouragement and guidance. Students who wish to participate on a worship team should contact the Office of Spiritual Formation.

Deeper Life Series: Scheduled early in each semester, these special Chapel and evening services place particular emphasis on the nurture and development of one’s personal relationship with God.

Discipleship: The development of small groups and PAVE mentoring groups (formal and informal) for the purpose of spiritual growth is strongly encouraged by the Office of Spiritual Formation. Students who wish to lead in these areas are encouraged to visit the staff in the Spiritual Formation Office.

Community Service: There are many different types of Christian service opportunities available to students to promote empathetic character development. Such ministry is encouraged in order to add a practical spiritual dimension to one’s educational experience.
**STORAGE**
The College will not be able to provide storage on campus at any time. Students are encouraged to store items off-campus in rental facilities.

**STUDENT AUTOMOBILES AND MOTORCYCLES**
Students are required to register their vehicles with the Campus Safety Department. Vehicles must be registered the first week of the new school year, or the first day that the vehicle is on campus at the Facilities Office. A registration fee is required and billed directly to the student’s account.

A valid driver’s license, state vehicle registration card and insurance card must be provided to register any vehicle. This information must be current in order to keep any vehicle on college property.

Parking availability is limited. Students living on campus can only register one vehicle. A student’s assigned parking lot may not be immediately adjacent to her/his residence. Students are expected to walk on campus, using their vehicles for off-campus travel. To maintain driving privileges, rules and regulations must be followed. Fines will be billed to the student’s account. Individuals visiting students on campus must obtain a temporary pass from the Facilities Department Office.

**FRESHMEN VEHICLE POLICY**
Freshmen at Nyack College who live in the residence halls are not permitted to have a car (or any other motor vehicle, including motorcycle, moped, etc.) on campus.

Exceptions to this rule will be made on a case by case basis. The student will need to contact the Office of Student of Development, attention Dean of Students:

Exceptions are made for the following individuals:
- Students with medical situations to allow travel for specialized treatment that cannot otherwise be obtained through the College Health Service or local specialists. (These exceptions are made after thorough review on an individual basis and require medical documentation from licensed physicians. The medical need must be that of the student, not of family members.)

This policy does not apply to non-traditional freshmen. Non-traditional freshmen are students who are 21 years of age or older. Freshmen granted a parking permit must park their vehicle in designated lot. Violations of the policy will result in sanctions imposed by campus safety and will result in
tickets, fines, and/or suspension of parking privileges during the present and/or future term(s).

**Parking During Snow Storms**  It is the Driver’s responsibility to clear cars off and remove snow around the car. Your RD will coordinate with the Facilities Department and let you know where and when to move your car following major snowstorms so the parking lot can be cleared.

**Bicycle Racks are provided in the Following Locations:**
- Bethany
- Boon
- Christie
- Dunbar
- Jaffray
- Moseley
- Simpson

Bikes not parked in Bike Racks, but tied to poles, trees, rails, etc. will be picked up by Security or Facilities Staff.

For more details please refer to our website at [www.nyack.edu/facilities](http://www.nyack.edu/facilities).

**STUDENT OF CONCERNS COMMITTEE**
The Student of Concern Committee is comprised of the Associate Dean of Students, Director of Student Wellness Services, Director of Spiritual Formation, and Assistant Director of HEOP, Resident Directors, Compliance Coordinator, Registrar, and Faculty Members.

The Student of Concerns Committee (SOC) meets once a month during the academic year to respond to students who have concerns or who are at such a risk that their ability to stay in college may be compromised. The mandate of the SOC Committee is "to bring to awareness students whose needs and concerns may be better addressed, accommodated, and/or resolved, though a collaborative, college-wide approach."

For those in the Nyack community who teach, supervise, mentor, and support our Nyack College students, the following guidelines may be helpful when you believe a student referral should be made:

**Immediate (but not an emergency)**-please contact the Office of Student Development at extension 4790 (845-675-4790) or Residence Life Professional Staff Area Coordinator on duty after 6:00PM at (845) 405-9038 or campus security at extension 7191 (845-675-7191) if there is an immediate concern about the health or safety of a student. Please be sure to speak with someone in person so we can respond quickly.
Ongoing but not an immediate health/safety concern – please contact Student Development at extension 4790 or Wanda.Velez@Nyack.edu (Your referral will be forwarded to each team member listed below) if your concern does not rise to an immediate health/safety level, but you feel that the student could use an additional network of support. Possible referrals could include issues that impact students’ success: Class attendance, minor classroom behavior issues, judicial issues, significant medical issues, faculty/staff behavioral concerns, family situations, loneliness or isolation.

PROCEDURES

Medical Interim Suspension
The SOC Committee may invoke a medical interim suspension upon a student’s medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to her/his case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the College. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Associate Dean of Students.

Voluntary Withdrawal for Medical Reasons
Students are encouraged to request a voluntary withdrawal for medical reasons when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of college life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary withdrawal may wish to discuss this option with the Director of Student Wellness Services, or they may independently initiate the process through the Dean of Students’ Office. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

Students who make this choice after voluntary withdrawal must follow the clearance procedures listed below. Students who make this decision independently are not required to follow the clearance procedures. However, these students are encouraged to meet with the Director of Student Wellness
Services upon re-entry to ensure that they are aware of on-campus and community services available to address their needs.

**Involuntary Withdrawal for Medical Reasons**
In rare circumstances, the SOC may determine that a student must be involuntarily withdrawn for medical reasons. Those who are involuntarily withdrawn for any health reason are not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to her/his case.

Examples of situations that might result in an involuntary withdrawal for medical reasons include the following:
- Professional evaluations following a medical interim suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a medical interim suspension;
- A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.

In most cases, these situations can be handled through voluntary withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the SOC Committee may invoke its right to involuntarily withdraw a student. The SOC Committee will recommend assessment and/or treatment conditions needed to return to Nyack College.

The student must follow the clearance procedures listed below. If a student believes that a decision for an involuntary withdrawal for medical reasons made by the SOC Committee is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the Associate Dean of Students of Nyack College. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary withdrawal, the student has three business days to submit her/his appeal. The Associate Dean of Students (or designee) will respond in writing to the student’s appeal within three days. The response will clarify whether the Associate Dean of Students concludes that all relevant facts were considered and led to fair and reasonable conclusions.

**Clearance Procedures**
Any student who has been placed on a medical interim suspension or an involuntary withdrawal for medical reasons will need to complete the following clearance procedures before being allowed to return to the College.
The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place. NOTE: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the medical interim suspension notice while others may wait several months before pursuing a return to the College.

- The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the College. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns, and must be a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation the provider must be given information related to the precipitating events that led to the leave.

This typically would involve the student signing a release allowing the College (e.g., Health Services, Counseling Services, or Dean of Students) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation.

- The outside mental health or medical professional, with the student’s written permission, must provide an assessment of current functioning of the student and provide written recommendations regarding: a) given the precipitating events, the student’s readiness to return to the academic and co-curricular demands of college life; b) the student’s readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that the College should impose; and e) the student’s readiness to return to competitive sports, if the student is a collegiate athlete.

NOTE: Documentation of the assessment (conducted within 30 days of application for re-entry) and documentation of required treatment completion must be provided to the Dean of Student’s Office no later than December 1 for the Spring Semester and July 1 for the Fall Semester.

- After the evaluation results and treatment documentation have been provided, the student must meet with the SOC Committee representative (typically the Director of Student Wellness Services). The evaluation and the student’s own perception regarding readiness to return, needs, and plans for treatment will be discussed. Additionally, the representative will consider how the outside
evaluator's recommendations fit with the realities of student life at Nyack and services that are available on campus or in the community.

- The SOC Committee will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SOC'S Committee representative to inform its re-entry decision.
- Students will receive written notification of the SOC’S decision.

NOTES:

- There may be occasions in which the SOC requires additional evaluation.
- The SOC reserves the right to require the student to comply with a treatment plan recommended by the outside and/or Nyack healthcare/mental health professional as a condition of returning to the campus community. Review and monitoring of the student’s required treatment plan may be assigned to a college designee assigned by the SOC Committee.
- If a student was living on-campus prior to the emergency, approval for return to the College usually includes approval to return to housing. A student’s on-campus housing status may be restricted however, if the student’s behavior poses a health or safety threat to her/himself or others.
- If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

STUDENT ACTIVITIES OFFICE:

The Student Activities Office falls under the guiding principles of Nyack College and the Student Development Office. Together they are committed to engaging and empowering students in a transformational college experience that makes them accountable for their intellectual, intercultural, and interpersonal growth as we nurture world-changing global citizens.

Mission Statement

The Student Activities Office is a specific department that exists to engage the student body through programming that builds community, connection with the institution and equips students to change the world.
# Program Goals

<table>
<thead>
<tr>
<th>Program Goals</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academically Excellent</td>
<td>Students will engage in programming that supports and enhances their classroom experiences. Along with providing opportunity to explore other academic pursuits.</td>
</tr>
<tr>
<td>Intentionally Diverse</td>
<td>Students will encounter other classmates from diverse ethnicities, nationalities, socioeconomic statuses, and denominations in experiences which will give them common ground on which to share and understand each other’s journeys.</td>
</tr>
<tr>
<td>Globally Engaged Personally Transforming</td>
<td>Students will find opportunities to move beyond their existing comfort zones as they realize through, cognitive and experiential knowledge, that globalization is quickly shrinking our world. Resulting in new understandings of their own personal beliefs and motivations.</td>
</tr>
<tr>
<td>Socially Relevant</td>
<td>Students will find programs that utilize modern technology, and is adapted to meet this generation of students. While providing opportunities that are comparable to what students are expecting from a college experience in the 21st Century.</td>
</tr>
</tbody>
</table>

## Student Learning Goals/ Outcomes

In Nyack College undergraduate programs, students will:

- Have the opportunity to explore, challenge, and clarify personal values
- Have programming provided to enhance their experience at Nyack College and help to build community
- Find themselves in relationship to faculty, staff, and other students outside the classroom
- Be made aware of and engage in service opportunities and global learning experiences
- Have the chance to develop personal skills that will aid in growth personally and professionally

## Student Activities Board

*Contact Information:* sarah.samson@nyack.edu or x4788

*Office Location:* 205 Boon Center

Student Activities Board (SAB) serves as the central planning, organizing, and implementing hub of all non-academic and non-athletic student events.
SAB is under the direction of the Director of Student Activities. SAB seeks to be a catalyst for community on the Rockland Campus by offering small and large events of various types that are open to the entire student population. The SAB team also seeks to support clubs and organizations, athletic teams, and Residence Life in planning and implementing events throughout the year.

If you have an idea for an event, then please contact the SA team on Facebook at ncrstudentdevelopment.

**Clubs, Ministries, Cultural Groups and Organizations**

The list of these clubs, ministries and organizations changes on a yearly basis. For information about Academic Clubs, please contact your Department Head for information. For an updated list of all other groups, please go to life@nyack.edu site and click on the Student Life tab and then Student Activities.

Near the beginning of each semester Cokes and Clubs is hosted by Student Activity Office. Each group displays their information at this event, so please plan to attend the Festival to find out what is happening on the campus. The dates will be posted around Boon Center a week in advance.

**Advisement of Non-Academic Student Organizations, Clubs, and Ministries**

All non-academic student organizations, clubs, and ministries must be approved and registered with the NCSB, (Nyack College Student Board) which is under the authority of the Office of Leadership Development and Student Activities. Registration applications can be received via email by contacting student.activities@nyack.edu.

Each group must have a staff, faculty member as an advisor. A core leader from each group must attend a monthly student leadership training night hosted by the Office of Leadership Development and Student Activities. Also, the president of each group must meet bi-weekly with the NCSB Prefect.

The role of the advisor is to support the club/organization leadership team in order to help them achieve the vision and goals of the group. Specific functions of the advisor include, but are not limited to:

- Meet monthly with the leadership team to get reports and offer counsel
- Attend at least one club/organization meeting per month
- Attend all overnight off-campus club/organization activities
STUDENT DEVELOPMENT OFFICE

The Student Development Office provides services and supports to the Nyack College student community. It is located on the second floor of Boon Campus Center. The staff offers assistance to students in managing situations ranging from campus life to personal and family matters.

The Student Development Office at Nyack College is committed to engaging and empowering students in a transformational college experience that makes them accountable for their intellectual, intercultural, and interpersonal growth as we nurture world-changing global citizens.

We will accomplish this work through collaborative leadership and in support of Nyack College’s Core Values.

As educators and mentors who will encourage and also challenge our students to take ownership of their learning experience, we provide the following services to support their development.

• Career Counseling Service, Residence Life, Spiritual Formation, Student Activities, Student Health Services, Student Leadership and Student Wellness Services

PROGRAM GOALS

Academically Excellent- Intellectual Growth: Students will realize academic success by connecting learning with individual identity, strengths, and life direction, and will understand the value of critical think and learning.

Intentionally Diverse- Intercultural Growth: Students will understand the importance of connecting with individuals by engaging in a diverse community through relationships.

Globally Engaged- Their experience will give vision to how they will apply it to their life mission living in global communities.

Socially Relevant & Personally Transforming- Interpersonal Growth: Students will engage in mentoring relationships that will cultivate spiritual, intellectual, and interpersonal growth.
**STUDENT LEARNING GOALS/OUTCOMES**

In Nyack College undergraduate programs, students will:

- Learn to appreciate diversity by embracing the value of individuals and their stories
- Take ownership of their educational experience.
- Learn the difference between becoming independent and being interdependent with one another
- Be responsible and understand the importance of being held accountable for their decisions
- Become more self-aware as they learn how to articulate their strengths and also become more resilient as they learn to work through their weaknesses
- Take responsibility for their own spiritual growth. (Students will learn to recognize the importance of a personal relationship with God and a connection with others.)

**STUDENT FINANCIAL SERVICES**

Financial Aid Counselors are here to assist students in processing their financial aid. Each enrolled student has a Financial Aid Counselor at her or his availability. The office is located on the Lower Level of Shuman Hall, and office hours are Monday – Friday from 8:00am to 4:30pm (Wednesdays from 1:00 to 4:30pm only). The office may also be reached through their web site at www.nyack.edu/sfs, or by calling toll free 1-800-799-6248.

**STUDENT LEADERSHIP OPPORTUNITIES**

The Department of Student Leadership falls under the guiding principles of Nyack College and the Student Development Office. Together they are committed to engaging and empowering students in a transformational college experience that makes them accountable for their intellectual, intercultural, and interpersonal growth as we nurture world-changing global citizens.

**Mission Statement**

The Department of Student Leadership exists to identify, equip, empower and promote students with a desire and a call to lead others.
Program Goals

<table>
<thead>
<tr>
<th>Academic Excellence</th>
<th>Students will learn from strong leaders that have gone before them both biblical leaders and national leaders. To gain insight in leadership skills, styles, and practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intentionally Diverse</td>
<td>Students will be placed on teams that are filled with peers from others ethnicities and backgrounds. Together they will work to lead, inspire, and motivate the students they are serving.</td>
</tr>
<tr>
<td>Globally Engaged</td>
<td>Students will understand that geographical boarders or chronological time does not confine biblical leadership. Students will be challenged to apply biblical leadership practices to their peers, and others they are currently leading.</td>
</tr>
<tr>
<td>Socially Relevant</td>
<td>Students will attend trainings that are designed to equip our students to continue to develop their leadership skills, including their character, their calling, and challenging them tackle assignments that are outside their comfort zones.</td>
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Student Learning Goals/Outcomes

Nyack College students engaged in Student Leadership will:
- Develop their own skills and abilities to lead their peers
- Have opportunities to further their leadership experience by trying various leadership roles on campus
- Will understand and be able to explain their personal styles of leadership

Information about Student Leadership and Role Descriptions can be found at www.nyack.edu/studentdevelopment and then clicking on the Student Leadership tab.

If you are interested in creating or joining a small group on campus, please contact the Office of Spiritual Formation at x4455, or go to www.nyack.edu/spiritualformation for a complete list of small groups and contact information.

If you are interested in joining the worship ministries of Nyack College, then please contact the office of Spiritual Formation at x4455.
If you are interested in creating or joining a Club or Organization, a complete list of Clubs and Organizations on campus can be found at life@nyack.edu then click on the Student Life tab and then Student Activities.

**TELEPHONES**

The campus phone system is available throughout the campus and in all residence halls for community convenience and service. Each residence floor has been equipped with one or two campus telephones for resident use. Because many people share the campus phones, calls made on campus phones should be limited to ten minutes and may not be made during quiet hours from 11:00pm – 8:00am. Calls requiring longer time should be made on private phones. Outside numbers may be reached by dialing “8 + 1 + xxx.xxx.xxxx.” Calling cards are required to make long distance calls.

Abuse and vandalism of institutional phones in the residence halls and lobbies of the various buildings present a hardship on the whole community. Any form of telephone misuse, including long distance theft and misuse of institutional phones, will lead to a fine and/or disciplinary action. If it is impossible to ascertain the party at fault, a collective fine will be administered to an entire floor or residence hall, depending upon the location of the damaged equipment.

**VANS**

School-owned vans are available for use by approved college organizations and may be scheduled through the Facilities Department. They are not for personal use. Vans need to be requested by faculty or staff. Requests from students will not be honored.

Requests must be made at least one week prior to use and are assigned according to the following priorities: (1) Academics, (2) Athletics, (3) Spiritual Formation, (4) All Others.

In order to drive a college-owned vehicle, a student must be at least 21 years of age and have a clear driving record verified by the college insurance company. The driving application is available at the Facilities Department and on our website.

A set fee per mile is charged to all organizations when borrowing a college-owned van. Each van is assigned a mileage card, and that must be filled out completely and correctly, or the organization will be charged a fee. The van must be returned to Facilities with the inside clean, or the organization will be charged a fee for cleaning. Drivers are to report any accident or damage to the vehicle immediately to the Facilities Department.

For more details please refer to our website at [www.nyack.edu/facilities](http://www.nyack.edu/facilities).
VIDEO SURVEILLANCE
Designated areas of campus facilities and surrounding grounds are monitored by continuous video surveillance, for the purpose of enhancing the security and safety of the campus community. This includes residence hall entrances, exits and parking lots.

WEATHER POLICY
Nyack College makes every attempt to keep the College open and operating during periods of heavy snow, ice or other severe weather. However, for safety reasons, it may be necessary to cancel/delay classes or close the campus entirely because of dangerous weather conditions.

Because weather conditions can change quickly, we have developed a system to resume classes as quickly as possible after a major weather event. It’s important to remember two separate terms for weather-related closings:

Morning/Afternoon/Evening Classes Canceled: If morning, afternoon or evening classes are canceled, students and faculty are not required to come to campus for that time period. All other Nyack employees should report to work because classes could resume later that day.

Campus Closed: All Nyack College classes are canceled. Students, faculty and employees are not required to come to campus except Physical Plant and Public Safety employees.

Class cancellation or closing information will be posted by 6 AM for morning classes, 10 AM for afternoon classes and 3 PM for evening classes. The College will make every effort to resume classes as quickly as possible after a weather event; however, safety will always be our first priority. This includes Saturday classes.

It is expected that during winter months employees will allow themselves extra time to arrive at work on schedule. Under unusually difficult weather circumstances, however, a grace period, not to exceed the first two (2) hours of an employee’s workday, may be allowed following the beginning of the workday.

Because inclement weather often subsides as the day progresses, it is important to check the Nyack College website http://www.nyack.edu regularly for updates. In addition to the Nyack College website, weather-related class cancellation or closing updates will be communicated via the following methods:
EMERGENCY HOTLINES:
Rockland Campus: ext. 4951 or dial 845.675.4400 and choose Option 6
Organizational Management: ext. 4957 or dial 845.675.4400, choose Option 1
and then dial 4957

Students and staff can also join the Facebook group, Nyack College
Emergency Closing Notification, which will post a message to all group
members in case of a closing or cancellation. Nyack College’s Facebook page
will also post a link to the Nyack College website to inform members of a
closing or cancellation.

For more information, please visit www.nyack.edu/Closings.

WRITING/RESEARCH CENTER
All Nyack College students seeking assistance with pre-writing, drafting,
revising, and editing their written assignments are encouraged to use the
resources available through the Writing Center. Services are available at the
Rockland & Manhattan Campuses for both graduate and undergraduate
students, and phone consultation is available for off-campus graduate
students.

The Writing Center at the Rockland Campus is located above the Bailey
Library. To walk in or schedule an appointment, call ext. 4442. The Writing
Center at the Manhattan Campus is located on the 19th floor in Room 1915.
To walk in to schedule an appointment use Room 1908. To schedule
appointments via phone, call ext. 6139.
Student Disciplinary Process
PHILOSOPHY OF DISCIPLINE

The Nyack College disciplinary process is set for students to tell their stories and have accountability for their actions set in place. The desired outcome is intended and designed to be redemptive and restorative. The student will always be empowered to make the best choices.

The process of discipline at Nyack College is designed to help students connect (or reconnect) to God’s vision for their lives. The faculty, staff, and administration involved in the process of discipline are committed to coming alongside students as they are learning to walk in the ways of Jesus.

While enrolled in Nyack College, each student is responsible for knowing and adhering to all Community Lifestyle Expectations as set forth in the undergraduate student handbook. A committee of Nyack College faculty and staff will periodically review student’s commitment to the Community Ethos. If a student is found to lack commitment to the Community Ethos, the committee reserves the right to revoke a student’s registration.

COMING FORWARD

*True holiness is not “cleaning up our act.” It is the recognition that we are utterly powerless to “clean up our act,” forcing us to come to Christ in complete brokenness.*

—Ron Walborn

The Coming Forward Policy exists to provide students the space to be heard and assisted if the student owns and takes responsibility for the current issue. Any student desiring to change behaviors or attitudes that are in violation of college Community Lifestyle Expectations or standards has the opportunity to come forward and seek help in changing her/his behavior. A student, who voluntarily confesses a violation of Community Lifestyle Expectations or standards will not face formal disciplinary sanctions, provided the student:

1. Voluntarily initiates confession to a college faculty or staff member;
2. Puts the confession in writing by completing and signing the “Coming Forward Declaration and Agreement Form;”
3. Commits to a Growth Contract outlined by the Dean of Students or other Student Development professional staff member.
4. Understands that sanctions may still be levied based on conversations had and a determination of violation of college policy if said student is coming forward for assistance with a struggle.

Students must come forward prior to any accusation or other discovery of the violation by the Student Development Staff. Nyack College reserves the
right not to consider the confession a mitigating circumstance if the student materially falsifies the confession, does not complete the assigned Growth Contract, or continues to violate college policy. Other mitigating circumstances include behavior that is self-destructive, hazardous to others, or a significant civil or legal issue.

**COLLEGE DISCIPLINARY PROCEDURES**

**College Disciplinary Jurisdiction**
The College may exercise disciplinary jurisdiction over student conduct that occurs on or off college premises and which adversely affects the college community and/or the pursuit of college objectives. The conduct may involve a violation of local, state or federal law or violation of college community expectations and *Lifestyle Expectations*. A victim (complainant) may file complaints through local law enforcement and/or college process.

**Violation of Law and College Discipline**
College disciplinary proceedings may be instituted against a student charged with a violation of law that is also a violation of college lifestyle expectations without regard to pending civil litigation or criminal arrest and prosecution. College disciplinary proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings.

**Residence Life Professional Staff**
When the Dean of Students, Residence Director, or Area Coordinator becomes aware of an alleged violation of community lifestyle expectations (via an Incident Report or verbal report), he/she has the opportunity to either meet with the student involved and, if the student is found to be in violation, issue an appropriate sanction, or to forward the case to the Student Disciplinary Committee (SDC).

Typically, Residence Life Staff (RDs and ACs) will respond to violations of community standards or expectations relating to the residence halls, including, but not limited to, the following:

- Quiet Hours
- Failure to comply with check-in and/or check-out procedures
- Open House
- Roommate mediations
- Curfew
- Missed hall/floor meetings
- Fire safety (including, but not limited to, fire hazards, stacking furniture, not responding to fire alarms, and misuse of fire exit doors.)
- Room décor
- Vandalism, pranks, or hazing
- Entertainment
• Tobacco use in residence halls as well throughout campus
• Disruptive behavior (non-violent)/profanity
• Hate Crimes
• Domestic Violence
• Sexual Assault, Sexual Harassment
• Stalking

Any repeated violation of the above standards will be referred to the Student Disciplinary Committee. Students who fail to comply with confronting person and/or sanction imposed by Residence Life Staff may also be referred to the SDC.

Student Disciplinary Committee (SDC)
The Student Disciplinary Committee (SDC) will hear cases involving violations of law, repeat violations referred by Residential life, and violations of Community Lifestyle Expectations that occur outside of the residence halls and respond appropriately within the boundaries of due process as outlined in the Student Handbook. All decisions of the committee are considered college responses to violations of community standards.

SDC Members:
• Chief Judicial Officer
• Faculty/Staff Panel
• Students

The Student Disciplinary Committee is particularly concerned with community standard violations that have a continued negative impact on the college community.

Specific violations the Student Disciplinary Committee (SDC) will adjudicate, include, but are not limited to:
• Disruptive behavior (violent)
• Trespassing
• Theft
• Violations of social networking policy
• Alcohol possession and consumption
• Drug possession and/or use
• Hate Crimes
• Dating Violence
• Domestic Violence
• Stalking
• Sexual Assault, Sexual Harassment, Date Rape
• Any repeated violations of standards that negatively impact the college community
Notification
When an SDC hearing becomes necessary, the student accused of the community standard violation(s) shall receive a written notice via Nyack email specifying the alleged violation(s) as well as the date, time, and place of the hearing. This notice will be given at least two (2) business days in advance of the hearing. If a student who has received appropriate notice fails to appear before the SDC, evidence in support of the violation may be presented and considered even if the student is not present. As all students are responsible to check their emails regularly (see Information Technology Expectations), not reading the email notice is not an excuse for not showing up to a hearing. All reasonable effort will be made to schedule the hearing at a time that does not conflict with a student’s class schedule. SDC hearings take place on the first and third Thursday of each month (emergency hearings will be called when necessary). However, the student is ultimately responsible for attending the hearing at the scheduled time; absences from class, athletic practice, work, or other activities will not be excused. Decisions can still be determined even if the student fails to show up to his/her hearing.

Respondent and Complainant Rights

- To file student conduct charges against the accused. Anyone reporting an incidence of sexual assault, domestic violence, dating violence, or stalking will have the opportunity to complete a Sexual Assault Incident Report and choose whether to have the College investigate the incident and bring student conduct proceedings against the accused. Conduct proceedings are governed by the procedures set forth in the Nyack College Student Handbook (http://www.nyack.edu/files/NYACKStudentHandbook2015_16.pdf) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

- Throughout conduct proceedings, the accused and the victim/survivor will have:
  - The same opportunity to have access to a non-attorney advisor of their choice. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, and other issues related to sexual assault, domestic violence, dating violence, and stalking as well as how
to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process and is not conducted by individuals with a conflict of interest.
- The right to receive written or electronic notice of any meeting or hearing they are required to or are eligible to attend.
- The right to have a conduct process 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 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to review available evidence in the case file.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the sanction(s).
- The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.

All hearings will be conducted by the Chief Judicial Officer and the Student Disciplinary Committee, Shuman Hall, 2nd Floor Conference room, 186 South Highland Ave., (845) 675-4790.

- The right to choose whether to disclose or discuss the outcome of a conduct hearing.

**Additional Rights Afforded In Cases Involving Incidents of Alleged Dating Violence, Domestic Violence, Sexual Assault and/or Stalking**

- Throughout conduct proceedings, the accused and the victim/survivor will have:
  - The same opportunity to have access to an advisor of their choice, including attorneys. Participation of the advisor in any
proceeding is governed by federal law and the Student Code of Conduct;
- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- The right to exclude prior sexual history or past mental health history from admittance in college disciplinary stage that determines responsibility. Past sexual violence findings may be admissible in the disciplinary stage that determines sanction.

**SDC HEARING PROCEDURE**

- The hearing shall be conducted in private. The SDC will admit relevant witnesses. Relevant witnesses are those persons who have firsthand knowledge of the behavior/incident in question (i.e. eye and ear witnesses). Both the respondent and the SDC have the right to call witnesses. Confidentiality will be maintained subject to legal requirements to disclose final hearing outcomes.
- In hearings involving more than one respondent, the chair of the SDC may permit the hearings to be conducted either separately or jointly.
- A member of the SDC designated by the chair shall present the evidence against the respondent.
- The respondent shall have the right to appear in person at the hearing, to be fully informed of and to challenge the charge(s) and evidence, address witnesses' statements, to present relevant witnesses and evidence on her or his behalf, and to remain silent.
- The respondent shall have the right to be assisted by an advisor of her or his choice. The advisor may attend the hearing but may not speak or otherwise participate. Because these are college disciplinary procedures and not legal proceedings, attorneys may not serve as advisors, except in cases of alleged dating violence, domestic violence, sexual assault, or stalking.
- The members of the SDC may question the complainant, witnesses, and/or the accused.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in college disciplinary hearings.
- All procedural issues (e.g., testimony or evidence to be admitted or excluded, questioning of witnesses, conduct of the hearing, etc.) shall be subject to the final decision of the SDC.
- Dishonesty on the part of the respondent or evidence produced at the hearing that the respondent may have violated another college
Community Lifestyle Expectation may be treated as a separate disciplinary violation.

- After hearing all evidence and witnesses, the SDC shall determine whether the respondent is responsible for each disciplinary violation with which he or she is charged. The determination shall be made on the basis of the preponderance of the credible evidence (defined as whether it is more likely than not that the respondent is responsible for the violation).

**Employee Conduct Process**

Following the assessment, report, and recommendation of an Investigatory Committee, the administration will consider the presented recommendations and make decisions about employee disciplinary steps. Such disciplinary steps may include further education for an individual, further education for a work group, verbal discussion or counseling, written warning, suspension, demotion, transfer, reduction in salary, or termination.

**DECISION**

Within seven working days of the conclusion of the hearing, the respondent will be provided with a hard copy and an electronic copy via Nyack e-mail of the SDC decision made. The decision will include a statement of outcomes, including findings of fact and any sanctions imposed, as well as the applicable appeal procedure. Please be advised that if a student is visiting the SDC repeatedly for the same or different violations of college policy, sanctions will increase from the time of the last infraction. In compliance with federal law, the complainant will be provided with a limited notice of outcome (containing the name of the student found responsible, the violation committed, and the sanction imposed) only in the case of a crime of violence or non-forcible sex offense.

**SANCTIONS**

The following sanctions can be issued either by In-House Residence Life Staff or the Student Disciplinary Committee following the conclusion of appropriate protocol.

Nyack College’s Community Lifestyle Standards are grounded in the principles of education, personal growth and faith formation – all of which are central to the mission of the College. Discerning and applying appropriate sanctions, with a view toward holistic restoration, helps to hold students accountable to our community standards while promoting their individual growth and learning.

The list below represents a general framework of what sanctions a student could receive for various Code of Conduct violations.
The following variables will be considered in determining the range of sanctions and whether or not additional sanctions may be applied: a student's truthfulness throughout the student disciplinary process, prior disciplinary history, and the severity of the impact of the violation on the community. Students are expected to encourage each other in their adherence to the Code of Conduct; thus, a student who is present but not participating in the misconduct may or may not be held to the same level of sanctions as the participant.

The following sanction list is not exhaustive but serves as a general guide in the student disciplinary process:

**Written Warning**: A written notice that the student has been found in violation of a specific regulation, and that repetition or continuation of this violation may result in further disciplinary action.

**Probation (Levels I, II or III)**: An official notification directing the student to comply with the terms of the probation levels while in general exhibiting good conduct by obeying College rules and regulations during a specified probation period. Further violations and/or failure to comply with sanctions will result in increased Probation Levels, with accompanying sanctions of a more stringent nature.

**Probation Oversight**: A requirement on the student to meet with Residence Life Professional Staff, the Dean of Students, or the SDC to outline and commit to a Growth Contract. Students must complete the requirements outlined in the Growth Contract by the conclusion of their probationary period in order to avoid additional sanctions.

**Counseling**: The SDC may decide that a student needs additional counseling and mandate it as a term within the Growth Contract. Upon initial visit to Counseling Service, the student will again be asked to sign the Consent to Release and Obtain Information form (although information discussed with a counselor is confidential, this form is to ensure that the student is in compliance to the Growth Contract).

**Restitution**: Reimbursement by the student to the College or a member of the College community to cover the cost of damage to or misappropriation of property.

**On-Campus or Off-Campus Community Service Assignment**: The assignment of tasks or work appropriate to the violation, which will benefit all or part of the College community.
**Fines:** A monetary assessment that may vary because of the nature and/or frequency of the violation. The type of violation will determine whether the fine is to be paid in cash or placed on the student’s tuition bill.

**Mandatory Alcohol/Drug Evaluation and/or Education:** Mandate student to obtain an Alcohol/Drug Evaluation and/or attend a mandatory Alcohol/Drug Education Workshop.

**No Trespass and No-Contact Orders:** In addition to No Trespass and No-Contact Orders that may be imposed pending an investigation and/or the resolution of an alleged Community Lifestyle Violation, the College may also impose a No Trespass and No Contact Orders as discipline upon the outcome of an In-House residence life hearing or and SDC hearing.

**Parental Notification:** The College recognizes each student as a responsible adult. However, in certain cases, the College will require the student to notify his/her parent/guardian regarding his/her alleged participation in a Community Lifestyle Violation. The College also reserves the right to notify parents/guardian in situations where a student’s health or safety may be in jeopardy.

**Loss of Privileges:** A student's ability to participate in a campus leadership position may also be impacted if a student receives any of the following sanctions as part of disciplinary hearings. (i.e.: residence assistant, Student Government leader, student worship leader, student activities team member, student athlete, study abroad, etc. any role in which a student receives a scholarship to represent the college.)

**As a result of noncompliance with either probationary criteria or as a result of violation of community lifestyle expectations a student's housing or commuter privileges could be effected in the following ways:**

**Residence Suspension:** The student will be asked to terminate occupancy of on-campus residence for a specified period of time. The student must remove all belongings from the residence hall within 24 hours of receiving notice, returning all keys to residence life. The student will be obligated to pay the full room and board charge for the semester in which he/she is dismissed. During the suspension, the student will be denied access to all residence hall facilities. After the residence hall suspension period ends, the student is required to return to campus housing and will be billed room and board upon re-registration for classes accordingly.

Upon return, the student will not be guaranteed his/her original place of occupancy and the student’s seniority and/or priority in the room selection process will be reviewed.
Dismissal from College Housing/Loss of privilege to live in college housing: Students required to live on campus who are dismissed from college housing may be dismissed from Nyack College. Any student dismissed from the residential community prior to the end of the contractual period may be responsible for any remaining monetary charges and become ineligible for reimbursement for any charges already paid. Dismissal from college housing may happen independently of, or in addition to, other sanctions.

Dismissal/Permanent separation of the student from Nyack College: The student is dismissed from the College and is permanently ineligible to re-enroll at the College at any time in the future. When students are dismissed, expelled, or suspended for disciplinary reasons, there will be no refund of tuition or room and board for the semester and all financial assistance for subsequent semesters will be reviewed and are subject to cancellation.

Suspension: Temporary separation of the student from Nyack College for a definite period of time, after which the student is eligible to return without re-applying through the Office of Admissions. If the student is absent for two or more academic years, he/she will be required re-apply for admission, as is the case for all students. Conditions for readmission may be specified.

Interim Suspension: In certain circumstances, the Dean of Students or designee may impose an interim suspension prior to a disciplinary hearing. Interim suspension may be imposed for any of the following reasons:

- To ensure the safety and well-being of members of the college community or preservation of college property
- To ensure the student's own physical or emotional safety or well-being
- If the student poses a definite threat of disruption of or interference with the normal operations of the College

Expulsion: Temporary separation of the student from Nyack College for a definite period of time, but not less than two semesters, after which the student must re-apply through the Office of Admissions and be granted acceptance before becoming eligible for re-enrollment at the College. Conditions for readmission may be specified, but the student is not guaranteed readmission.

Persona Non Grata (PNG): If a student, guest or visitor has exhibited behavior which has been deemed detrimental to the College residential community the student, guest or visitor will be no longer welcome or permitted to be present on any College owned property.

Under no circumstance is a person who is declared Persona Non Grata permitted to be in or around the Nyack College facilities and their surrounding parking lots. If the individual said to be violating this policy is
found in or around any of the aforementioned restricted areas, they may be subject to arrest for trespassing.

**Disciplinary Withdrawal:** Students may seek permission from the Dean of Students to voluntarily withdraw from the College after involvement in a serious violation of college Community Lifestyle Expectations and standards before official disciplinary action is taken. A permanent record will be kept in college disciplinary files. Academic advisors, Residence Life Professional Staff, and parents are normally notified of the reason for withdrawal. Refunds are issued on a prorated basis (please see the catalog for full details). Conditions for readmission may include a personal interview, counseling, evidence of satisfactory academic work and community contribution at another educational institution, evidence of satisfactory employment, or other conditions.

**ALCOHOL & OTHER DRUG SANCTIONS FOR ALL STUDENTS**

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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<tbody>
<tr>
<td><strong>Alcohol Education Program</strong></td>
<td><strong>Community Service</strong></td>
<td></td>
</tr>
<tr>
<td><em>(Students will be responsible for their own expenses.)</em></td>
<td><em>(Students will be held accountable by a mentor)</em></td>
<td></td>
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<tr>
<td><strong>Community Service</strong></td>
<td><strong>Community Service</strong></td>
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<tr>
<td>15 hours</td>
<td>30 hours</td>
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<tr>
<td>Students will be held accountable by a mentor</td>
<td>Students will be held accountable by a mentor</td>
<td></td>
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<tr>
<td><strong>Fine - $100.00</strong></td>
<td><strong>Fine - $150.00</strong></td>
<td><strong>Fine - $200.00</strong></td>
</tr>
<tr>
<td>Will be put on students’ bill within 48 hours of sanction.</td>
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<tr>
<td><strong>Parent/Guardian Notification</strong></td>
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<tr>
<td>A student under the age of 21 will be asked to contact their parent/guardian in the presence of RD, Dean of Students, or Coach once sanction is determined by the SDC.</td>
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<tr>
<td>Sanction</td>
<td>Student will be put on a growth contract.</td>
<td>Suspension or Dismissal</td>
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</tbody>
</table>

**NOTE:** Students who have been suspended, withdrawn, or expelled for disciplinary reasons are not permitted on campus without prior approval of the Dean of Students.
Student Records
Disciplinary sanctions other than dismissal from the College shall not be made part of the student’s permanent academic record but shall be retained in the student’s confidential record. Except in cases that result in suspension, expulsion, or dismissal, disciplinary actions shall be removed from a student’s confidential record 3 years after graduation.

Appeals
The College has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Student Life Disciplinary Appeals Committee. The appeal can be emailed to the Appeals Committee at studentlifedisciplinaryappealscommittee@nyack.edu

Student Life Disciplinary Appeals Committee Members:
- Dean of Students
- Faculty Member
- Staff Member

The written appeal must specify grounds that would justify consideration. Written appeals must be submitted within 48 hours of the sanction and the student must leave campus while awaiting outcome of appeal. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:
- Insufficient evidence to support the decision
- New evidence or facts not known to the student at the time of the hearing
- Procedural irregularity that undermined the student’s ability to present a defense
- Inappropriateness of the sanction for the violation of Community Lifestyle Expectations

Generally the appeals process does not require a hearing, nor does it require the Student Life Disciplinary Appeals Committee members to make personal contact with the student or the Student Disciplinary Committee.

The Student Life Disciplinary Appeals Committee may affirm, reverse, or modify the sanction. The Appeals Committee may also return the case to the SDC for further consideration. The decision of the Student Life Disciplinary Appeals Committee will be final and effective immediately. There is no appeal beyond the Student Life Disciplinary Appeals Committee.
Students will receive the final decision from the Student Life Disciplinary Appeals Committee within 48 hours of the Committee meeting. Students are expected to complete the sanctions as outlined by the SDC until they have received notice of granting or denial of appeal.

If an appeal is denied between the fall and spring semester, students must properly check out of their rooms, return their key, and remove all items before the first official day of classes in the spring semester. Failure to comply will result in accumulated room and board charges.

**Authority of Dean of Students**

In extraordinary circumstances, the Dean of Students may initiate immediate disciplinary action without referring a student to a disciplinary hearing. Examples of such situations include potentially inflammatory or dangerous circumstances, violations occurring during breaks or vacations, situations involving off-campus parties, and situations where student or victim privacy rights are of particular concern. The Dean of Students will take such action in consultation with appropriate college officials.

NC/NYC Disciplinary Procedures The philosophy of discipline for both Nyack College campuses is the same; however, disciplinary procedures at NC/NYC may be modified at the discretion of the Dean of Student Life. While the processes may differ in form, the sanctions imposed are considered to be corporate; that is, sanctions imposed for a violation of Community Lifestyle Expectations on the Nyack campus will be in effect for that same student at the New York City campus. Therefore, during the period of any student’s suspension or expulsion, he/she will not be permitted to attend classes on any Nyack College campus.

Students at NC/NYC should direct any questions regarding disciplinary procedures to the Office of the Dean of Student Life.

Students who are 21 years of age or older found to be responsible supplying alcohol to anyone under the age of 21 are subject to the sanctions stated above. Supplying is including but not limited to:

- Purchasing an alcoholic beverage for someone under 21 years of age.
- Giving an alcoholic beverage to someone under 21 years of age.
- Making alcohol available to someone under 21 years of age.

In addition, a student who is 21 years of age or older who has a guest under 21 that consumes alcohol on or in his/her leased, rented, or owned property is also subject to the sanctions stated above.

We reserve the right to contact the local law enforcement officials.
In accord with changes in the Family Education Rights and Privacy Act, the College may contact parents when any student violates College alcohol or drug policies or laws and is under age 21 or is still a dependent of his/her parents as defined in Section 152 of the Internal Revenue Code. The College reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

All sanctions listed above are the minimum standard sanctions. Should a student have a disciplinary history, regardless if past violations are unrelated to current violations, sanctions imposed may be more severe. Sanctions may also be more severe for multiple concurrent violations. The standard sanctions may be reduced by the presence of substantial mitigating or other appropriate circumstances. Reduction in sanctions is at the discretion of the SDC and/or Dean of Students.

**Coming Forward**
The Coming Forward Policy exists to provide students the space to be heard and assisted if the student owns and takes responsibility for the current issue. Any student desiring to change behaviors or attitudes that are in violation of college Community Lifestyle Expectations or standards has the opportunity to come forward and seek help in changing her/his behavior. A student, who voluntarily confesses a violation of Community Lifestyle Expectations or standards will not face formal disciplinary sanctions, provided the student:

1. Voluntarily initiates confession to a college faculty or staff member;
2. Puts the confession in writing by completing and signing the “Coming Forward Declaration and Agreement Form;”
3. Commits to a Growth Contract outlined by the Dean of Students or other Student Development professional staff member.
4. Understands that sanctions may still be levied based on conversations had and a determination of violation of college policy if said student is coming forward for assistance with a struggle.

Students must come forward prior to any accusation or other discovery of the violation by the Student Development Staff. Nyack College reserves the right not to consider the confession a mitigating circumstance if the student materially falsifies the confession, does not complete the assigned Growth Contract, or continues to violate college policy. Other mitigating circumstances include behavior that is self-destructive, hazardous to others, or a significant civil or legal issue.
WITHDRAWAL FROM COLLEGE

If a student must withdraw from the College during the semester or at the close of the semester, he/she must go to the Registrar’s Office to complete a withdrawal form, have an exit interview with the Registrar, and turn in her/his student ID card. Chapel and class attendance are in force until the date of withdrawal. A resident student must vacate the residence hall on the date of the withdrawal.

If a student is unable to withdraw personally due to illness, written notification may be sent to the Registrar. On the date this written statement is received, the Registrar will process the official withdrawal slip. However, the official date of withdrawal will be the day the student stopped attending classes.

The last day to withdraw is a designated day 75% through the semester – consult the current college calendar.

There are housing and financial implications for a resident student dropping to a part-time status. Refer to the Residence Life section.

ADDITIONAL CONSIDERATIONS

Financial Hardship
Every effort will be made to consider a student’s financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Dean of Students.
DIRECTORY
Rockland & Manhattan Campus:

Office Tel. Ext.
Main Number 845.675.4400
For all other phone numbers please see the link below:

https://internal.nyack.edu/auxsrv/phones/Dept.htm