This handbook was prepared by the Office of Student Life in consultation with appropriate College officials.

The provisions of this handbook are not to be regarded as a contract between the student and the College. The College reserves the right to change any provisions or requirements at any time within the student's term of attendance.

**Use of the Name of St. Joseph's College**

Students of St. Joseph's College, whether individually or collectively, shall not, without written consent of the proper authorities, use the name of St. Joseph's College or any of its units in any activity of whatsoever kind outside of the regular work of the school. Violation of this rule is regarded as sufficient cause for appropriate disciplinary action up to and including dismissal.
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INTRODUCTION

The St. Joseph's College Handbook has been designed as a reference guide for students. It will help you become acquainted with the wide variety of programs, services and extra-curricular activities offered at St. Joseph's which serves more than 3200 day, evening, weekend and off-site students. They range from traditional to non-traditional aged students, reflecting the varying aspirations and diversity of the college community.

MOTTO:  Esse non videri: “To be and not to seem.”

COLORS:  Gold and White

FACILITIES:

SJC’s Brooklyn campus offers easy access to transit lines and brings students from every part of the NY Metropolitan area to the College each day. Students enjoy the freedom of campus life, while profiting from the many cultural and educational advantages of being in New York City. The College stands in the center of one of the nation’s most diverse academic communities (there are six colleges and universities within a two-mile radius). St. Joseph’s offers students access to neighboring colleges as well as to a growing roster of Brooklyn-based cultural facilities such as the Brooklyn Academy of Music, the central branch of the Brooklyn Public Library, the Brooklyn Museum of Art and the Brooklyn Botanic Garden.

Some of the Brooklyn Campus facilities include:

- Burns Hall
- Dillon Center
- Founders Hall
- The Hill Center
- Lorenzo Hall
- McEntegart Hall
- St. Angela Hall
- St. Joseph’s Hall
- Tuohy Hall
ACADEMIC SCHOOLS

ARTS AND SCIENCES


MINORS: Accounting, Biology, Business Administration, Chemistry, Computer Information Systems, Computer Science, Criminal Justice, Economics, English, Film/Media, History, Journalism and New Media Studies, Labor, Class and Ethics, Latino Studies, Mathematics, Medical Technology, Music History, Organizational Management, Peace and Justice Studies, Philosophy, Political Science, Psychology, Sociology, Spanish, Speech Communication and Theater, Studio Art.

PRE-PROFESSIONAL PROGRAMS: Accounting, Business Administration, Child Study/Special Education, Recreation and Secondary Education.

AFFILIATED PROGRAMS: Accounting, Computer Science, Podiatric Medicine and Speech Pathology.


SPECIAL OFFERINGS: Anthropology, Art, Dance, Drama & Theatre, Music, Philosophy, Physics, Religious Studies and Speech Pathology.

ONLINE PROGRAMS: Organizational Management

GRADUATE DEGREE PROGRAMS: Master of Arts In Literacy and Cognition, Creative Writing M.F.A.
PROFESSIONAL AND GRADUATE STUDIES

UNDERGRADUATE DEGREE PROGRAMS: Business Administration with a major in Accounting, Community Health and Human Services, Computer Information Systems, Criminal Justice, General Studies, Health Administration, Nursing (R.N. Required), Organizational Management and Organizational Management Online Program (OMOP).

DUAL DEGREE PROGRAMS: A Dual Bachelor of Science in Organizational Management and Master of Business Administration, a Dual Bachelor of Science in Organizational Management and Master of Science in Management with a concentration in Health Care Management, Human Resources Management or Organizational Management, and a Dual Bachelor of Science in Health Administration and Master of Business Administration in Health Care Management.

GRADUATE MANAGEMENT STUDIES: A Master of Science in Management, Master of Science in Human Services Management and Leadership, an Executive Master of Business Administration, an Online Executive Master of Business Administration, MBA in Accounting, and an MBA in Health Care Management.

GRADUATE NURSING DEGREE PROGRAMS: A Master of Science with a major in Nursing with concentrations in Clinical Nurse Specialist and Nursing Education.

**For a complete listing of all minors, concentrations, career tracks and other programs offered, please see either college website or the appropriate catalogues.**
COLLEGE HISTORY

St. Joseph's College, founded in 1916, held its first classes in a brownstone house at 286 Washington Avenue in Brooklyn, New York. The College was accredited in 1928 by the Middle States Association of Colleges and Secondary Schools and received its permanent charter from the Board of Regents of the State of New York in 1929. The main building on Clinton Avenue was dedicated in 1930. Having pioneered the study of Child Development, St. Joseph's opened a laboratory preschool in 1934. The College continued to expand with the opening of McEntegart Hall in 1965 (a multi-functional building housing the library and classrooms) and the Dillon Child Study Center in 1970. Also in 1970, a Charter amendment enabled the College to admit the first male students to full matriculation. The Division of General Studies was established in 1974 for students with non-traditional academic backgrounds and in 1999, was re-named the School of Adult and Professional Education.

The Suffolk Campus opened in Brentwood in 1972 with an upper division baccalaureate program. This Campus was recognized by the Board of Regents as a Branch Campus of St. Joseph's College in 1976. In 1978, St. Joseph's College expanded its operation at the Suffolk Branch Campus to a full four-year program, and in 1979 moved to a twenty-five acre lakeside campus in Patchogue.

Since moving to the Patchogue location, the Suffolk Campus of St. Joseph’s College has expanded its facilities and added many academic and degree programs. The Clare Rose Playhouse opened in 1985. This quaint lakeside facility is an integral part of the development of St. Joseph's College and serves as a major teaching facility for the College's theatre courses, as well as the performance space for the College and local theatre productions. The Callahan Library, completed in 1989, is a 25,000 square foot freestanding facility with seating for more than 300 readers. In 1995, the College began a Masters Program in Infant/Toddler Therapeutic Education on the Suffolk Campus. The John A. Danzi Athletic Center was completed in 1997 and dedicated in 1998. This magnificent 48,250 square foot facility houses a competition size swimming pool, an aerobics studio, a strength-training room, a fitness room, a 12,000 square foot gymnasmium, and an elevated track. In 1999, the College of Arts and Sciences was re-named the School of Arts and Sciences and the Division of General Studies was re-named School of Adult and Professional Education. A Master of Science in Management, offered through the School of Adult and Professional Education, debuted in 1999 at both campuses. In 2001, the College constructed and opened the Business and Technology Center at the Suffolk Campus, and acquired the St. Angela Hall property at the Brooklyn Campus. In 2002, the 33,000-square-foot Business Technology Center opens on the Patchogue Campus. In 2003, a master plan is adopted for the expansion of the Brooklyn Campus to be implemented over a period of ten to fifteen years. In 2004, the college received NYSED approval to offer an Executive MBA at both the Brooklyn & Patchogue campuses. In 2005, the college introduced two new graduate programs: Master of Arts Degree in Literacy/Cognition and a Master of Science Degree with a major in Nursing. In 2006, The School of Adult and Professional Education has been renamed to The School of Professional and Graduate Studies.
MISSION AND GOALS OF THE COLLEGE

The mission of St. Joseph's College is to provide a strong academic and value-oriented education rooted in a liberal arts tradition that supports provision for career preparation and enhancement. The College aims in this way to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility, and service - a life that is worthy of the College's motto, Esse non videri: “To be and not to seem.”

Independent and coeducational, St. Joseph's College provides affordable private education that serves a diverse population of academically eligible students who live within commuting distance of the Brooklyn and Suffolk Campuses.

St. Joseph's College affirms the dignity, freedom, and inherent value of each person. This affirmation is realized through a student-centered environment wherein the faculty's primary commitment is to excellence in teaching. In this open, supportive atmosphere, students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.

To accomplish this mission, St. Joseph's College has established the following goals:

• to offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person;

• to encourage students to develop personal value systems, responsible self-direction, and committed participation in the local and global communities;

• to help students develop as whole persons by providing individual attention, interactive teaching, and opportunities for active participation in academic and extracurricular programs;

• to prepare students for their careers by offering the necessary professional and pre-professional education;

• to provide for the needs of a diversified student population with varied educational and professional experiences;

• to foster an environment of openness to the exploration and understanding of diverse ideas, traditions and cultures;

• to support educational programs and services that will contribute to the vitality of the communities served by the Brooklyn and Suffolk Campuses.
COLLEGE-WIDE ADMINISTRATION

The President of the College, Dr. Jack P. Calareso, Ph.D., as the chief executive of the College, articulates the mission, philosophy and policies that direct the College and supervises, in general, all that concerns the College. The President has ultimate authority for personnel, facilities, and fiscal resources of the College. He has the authority to choose his own staff and to make such appointments as are necessary for the efficient conduct of the College. The President is accountable to the Board of Trustees and is its chief liaison with the students, faculty, administration and alumni.

The Provost, Sister Loretta McGrann, C.S.J., Ph.D., is the chief academic officer of the College and is responsible for college-wide academic policies including faculty hiring, retention and promotion; design of curriculum; support services needed for academic matters; and the instructional budget. She works closely with the Deans and Chairpersons. She reports to the President and in the absence of the President acts in her name in the governance of the College.

The Vice President for Institutional Advancement, Ms. Nancy Connors, provides key strategic leadership for the College’s resource development, including major and planned gifts. She oversees all facets of the various departmental branches of the Office of Institutional Advancement, including annual giving; planned and major giving; corporate, foundation and government grants; special events; alumni relations; stewardship; media and governmental relations; publications and web communications. She supervises the production of all recruitment material in conjunction with departmental representatives, and has the ultimate right and responsibility to pass on format and content for all publication materials and publicity. Ms. Connors serves as a member of the President’s Council and reports directly to the President.

The Vice President for Enrollment Management, Ms. Theresa LaRocca Meyer is responsible for the Offices of Admissions for the Schools of Art and Sciences, Professional and Graduate Studies, and Financial Aid on both campuses. Ms. LaRocca Meyer is also responsible for the College’s recruitment and advertising program, which includes print, radio, television and all-out advertising. Ms. LaRocca Meyer works collaboratively with the Office of Institutional Advancement relative to the production of all recruitment publications. She reports directly to the President.

The Interim Academic Dean of the School of Arts and Sciences, Dr. Jill Rehmann, Ph.D., is responsible for the academic programs and instructional activities of the School of Arts and Sciences, including the campus library. She reports to the Provost.

The Vice President for Student Life and Dean of Students, Dr. Susan M. Hudec, Ph.D., is responsible for planning, development, coordination and supervision of programs, services and activities outside of the classroom. She serves as coordinator for all of the following offices including Student Life; Co-Curricular Programs; Student
Government Association; Career, Counseling and Disabilities; Campus Ministry; Residence Life; and Athletics. The Dean of Students oversees these offices on both Brooklyn and Suffolk Campuses and acts as a liaison to the faculty. The Dean also assists students who are experiencing problems, personal or otherwise during their college careers. She reports to the Provost.

**Chief Financial Officer**, Mr. John C. Roth, is responsible for the preparation of financial projections and for the overall fiscal management of the College. He oversees accounting, finance, investments, physical plant, capital projects, security, purchasing and auxiliary operations. The C.F.O. works with the College’s senior leadership team, and assists operations and supports all elements of planning, operations and management. He reports to the President.

**The Chief Information Officer**, Mr. Kenneth McCollum, Ph.D., provides leadership in supporting and expanding the use of information technology at the College. He oversees technology planning, instructional computing, administrative computing, library automation, technology training, distance learning and telecommunications. He reports to the President.
BROOKLYN CAMPUS
ADMINISTRATIVE SERVICES

OFFICE OF THE ACADEMIC DEAN
Lorenzo Hall, 1st Floor
Dr. Jill Rehmann, Ph.D., Interim Academic Dean of the School of Arts and Sciences,
(718) 940-5846, x5846
Gail Moran, Assistant, (718) 940-5858, x5858
This office is responsible for the academic life of the School of Arts and Sciences. It also
is responsible for scheduling and coordinating all academic events, which include:
Investiture and Honors Convocation. Any student who is requesting a policy exception
or is having academic difficulties should make an appointment through the Dean’s
secretary in room 206.

Academic Center
McEntegart Hall Library, Room 306
Janine Latham, Assistant to the Academic Dean, (718) 940-5756, x 5756
The Academic Center provides assistance all SJC students, in either the School
of Arts and Sciences or School of Professional and Graduate Studies, with every
aspect of the writing process. Tutors are available to help and support students
in all areas of writing, from planning and drafting, through editing and revising
assignments. The tutors provide expertise and one-to-one assistance on the
fundamentals of writing, including grammar, punctuation, spelling, word
choice, sentence structure and paragraphing. In addition the tutors can aid and
advise students on essay structure, citing materials and using APA/MLA. The
Center also provides assistance in Math, Accounting, Spanish, Biology,
Chemistry, and Statistics by appointment. If you wish to set up an appointment
to see a tutor, please sign up at the Academic Center, call, or simply walk-in.

Center for English Language and Culture: The ACES
Program
St. Angela Hall, Room 501
Michael Larson, Director of ACES, (718) 940-5310
The English Language and Culture Center: ACES Program is located in
Marygrace Calhoun Dunn Center. Students in the ACES program take an
advanced reading and writing course that guarantees the English skills and
confidence needed for success in college and beyond.
ACES offers fantastic cultural opportunities and events that are just for fun and
provides additional academic support from experienced professors. ACES also
helps with career counseling and admission to graduate school.
ADMISSIONS AND ENROLLMENT SERVICES
Burns Hall
Theresa LaRocca Meyer, Vice President for Enrollment Management,
(718) 940-5820, x5820
Office of Admissions, (718) 940-5800, x5800
Brochures, catalogues and applications for anyone who may be interested in applying for admission may be obtained here. Students interested in assisting the Admissions staff by providing tours, visiting their former high schools or community colleges or assisting at the Fall and Spring Open Houses should contact the Office of Admissions.

Financial Aid
Tuohy Hall, Room 108
Vanessa Barrios, Assistant Director of Financial Aid, (718)940-5716, x5716
This office assists students in assessing their financial needs and exploring all resources available to meet their educational costs. Federal, state and institutional programs of scholarships, grants, loans, work, etc. are administered. Information on available aid programs and application procedures may be obtained. Financial Aid Counselors are available for one-to-one assistance. All information is strictly confidential.

BUSINESS OFFICE
Tuohy Hall, Room 109
John C. Roth, Chief Financial Officer, (718)940-5616, x5616

Accounts Payable
Tuohy Hall, Room 109
MaryAnne Doyle, Accounts Payable Supervisor, (718)940-5612, x5612
This office is responsible for the purchasing and accounts payable functions of the Brooklyn Campus as well as answering inquiries from offices and vendors.

Bursar’s Office
O’Connor Hall, West 312 (Long Island)
Joy Privitera, Bursar, (631) 687-4566, x4566
Tuohy Hall, Room 111 (Brooklyn)
Yukkia Lowe, Cashier, (718) 940-5617, x5617
This office is responsible for the billing and collecting of tuition and fees for both campuses as well as answering student inquiries regarding their accounts. Cash, personal checks, money orders, and credit cards (Visa, Mastercard and Discover) may be used to make payments in person, through the mail and over the web.
Human Resources  
Tuohy Hall, Room 109  
D’adra Crump, Director of Human Resources, (718)940-5869, x5869  
Mishaun Wright, Benefits Coordinator, (718)940-5868, x5868  
This office is responsible for salary and benefits administration. This office also facilitates staff performance reviews, is involved with staff relations and oversees the Human Resource Information System.

COUNCIL FOR THE ARTS  
277 Waverly Avenue  
Stacey Temple, Director of the Council for the Arts,  
The Council for the Arts is a group of faculty, administrators, students and outside community members whose mission is to foster an appreciation and enjoyment of the fine and performing arts. It is our belief that experiences of the power and beauty of dance, theatre, poetry, music and visual arts will enrich and ultimately transform lives. By making the arts visible and accessible to members of the SJC community, the Council hopes to spark within our students a lifelong involvement with these arts, whether as a participant or audience member. In addition, by providing an opportunity for the greater Brooklyn community to participate in events, the Council provides a bridge between St. Joseph’s College and our Clinton Hill home.

INSTITUTIONAL ADVANCEMENT  
St. Joseph’s Hall, Third Floor  
Nancy Connors, Vice President for Institutional Advancement,  
(718)940-5580, x5580  
St. Joseph’s College Office of Institutional Advancement integrates the many branches of external affairs, alumni relations and development to expand the recognition, reputation and financial support of the College. The Office is responsible for all publicity, government and community relations, publications, fundraising and related special events. The Advancement Office works closely with the College’s faculty and staff to promote the many wonderful programs and opportunities St. Joseph’s has to offer, and to keep our surrounding communities up-to-date on the many exciting programs that are taking place at the College. The Office also works to develop and strengthen new and existing relationships with various constituents, including public, private and community groups. Through its fundraising efforts, the Office of Institutional Advancement cultivates gifts to support financial aid, academic offerings, technology upgrades, library acquisitions, faculty enrichment, capital improvements and general operating costs of the College.
Office of Alumni Relations
St. Joseph’s Hall, Fourth Floor
Mary Jo Chiara, Executive Director of Alumni Relations,
(718)940-5574, x5574
The mission of the Office of Alumni Relations is to identify and engage the College’s alumni and to create meaningful opportunities for them to participate in the life of St. Joseph’s. The Office of Alumni Relations works closely with the Alumni Association to help students connect with fellow alumni. Students are encouraged to get involved in the alumni office before they graduate. The Alumni Association promotes the interests of St. Joseph’s by continuing the close relationship the College developed with its former students during their undergraduate and graduate days. Its membership includes all those upon whom the College has conferred a degree as well as other former students who remain associated with the College. In conjunction with the Alumni Office, the Alumni Association sponsors programs and special events, including student mentoring, seminars, career networking, and reunions. The Alumni Association also provides scholarship assistance to relatives of alumni.

INSTITUTIONAL TECHNOLOGY
The McEntegart Library, Second Floor
Kenneth McCollum, Chief Information Officer, (718)940-5952, x5952
Help Desk, (718)940-1263, x1263
The Information Technology Department of St. Joseph's College provides computer and telecom support for current students, faculty, and staff of St. Joseph's College. The IT Helpdesk is the first line of technical support to students, faculty, and staff at St. Joseph's College. The Web presence of the IT department has been organized with the goal of distributing frequently requested up-to-date information in a user-friendly layout, while seeking to expand the knowledge base with quality improvements. Their web pages will answer your technical questions, provide links to services, and provide updates on crucial technology developments.

LIBRARY
The McEntegart Library, http://libraries.sjcny.edu
Elizabeth Pollicino Murphy, Director, (631) 687-2629, x2629
The main purpose of the libraries is to support the academic pursuits of all students and faculty through quality service and the timely acquisition of varied types of materials pertinent to the overall college curriculum. Current holdings include books, journals, videos, DVDs, audiotapes, etc. A curriculum collection, relevant to teaching, is maintained and updated on a regular basis. Patrons have access to the Internet and
numerous online academic databases. A fully automated library system, Endeavor, ensures the efficient retrieval and management of all library resources.

OFFICE OF THE DEAN OF STUDENTS
Tuohy Hall, Room 101
Dr. Susan Hudec, Dean of Students, (718)940-5854, x5854
Kean Hawker, Executive Assistant, (718)940-5856, x5856
This office is committed to supporting a vibrant and diverse campus community. The Dean of Students and Student Life is responsible for the planning, development, coordination and supervision of programs, services, and activities outside the classroom. The Dean serves as coordinator for Student Life, Residence Life, Counseling and Career Development, Orientation, Co-Curricular Programs, Judicial Affairs, Club and Organization, Athletics and Campus Ministry.

Athletics Department
Hill Center, 2nd Floor
Frank Carbone, Director of Athletics, x5835
Hope Mitchell, Senior Administrative Assistant, x5835
This office coordinates the extracurricular sports program, including intercollegiate, intramural, and recreational sports activities. It is housed in Tuohy Hall.

Campus Ministry
St. Angela Hall, Room 503
S. Susan Wilcox, Director of Campus Ministry
Campus Ministry at St. Joseph’s College seeks to foster the integral growth of the entire academic community, but especially focuses on the personal, spiritual and moral development of its students, thereby complementing the work of other departments and divisions in pursuit of St. Joseph’s overall mission.

Office of Career Development and Engagement
Career counseling is also provided to students who wish to explore occupational interests through the career library, in-house publications, and internet access. Services include: résumé and cover letter assistance, interview preparation, internship coordination, graduate school search, and employment search. The Office serves as a resource for graduate school information: catalogs, program offerings and monies available for graduate study. Information may be obtained about such qualifying examinations as MCAT, GRE, LSAT and GMAT. Consultation is available here as well as through departmental offices.
Tuohy Hall, Room 205
Frank LaTerra, Director of the Office of Career Development and Engagement, (718)940-5852, x5852
Office of Counseling and Accessibility Services
Tuohy Hall, Room 215
Lilly Shmulevich, Associate Director, (718)940-5851, x5851
Counselors are available to meet with students on an individual basis to help students explore thoughts and concerns in a confidential environment.

Office of Co-Curricular Programs
Tuohy Hall, Room 101
Sherrie Van Arnam, Assistant Dean of Students, (718) 940-5754, x5754
Jaime Vacca-Hoefner, Director of Co-Curricular Programs, (718) 940-5752, x5752
Campus Activities Board and Student Government Association, (718) 940-5341
All aspects of student activities are scheduled, planned and coordinated through this office. Photo identification cards are issued and obtained in this office. This office is the first respondent to all emergencies on campus. This office works closely with the Student Government Association, the Campus Activities Board, clubs, and student publications to ensure a balanced co-curricular life at the college. It is also responsible for coordinating college-wide events such as Freshman and Transfer Orientation. Some other services/events that this office offers include: event scheduling, Student Government Induction, calendar maintenance, Leadership Brunch, and Class Nights.

PHYSICAL PLANT
Tuohy Hall, Basement
Alvin Dorta, Director of Physical Plant, (718)940-5981, x5981
Henry Dorta, Assistant Director, (718)940-5982, x5982
This office is responsible for the day-to-day maintenance of the physical plant and supervision of grounds.

REGISTRAR
Tuohy Hall, Room 208
Robert Pergolis, Registrar, x840
The Registrar’s office is responsible for maintaining the academic records of all current and former students. This office issues official transcripts, degree audits and course offering booklets. In addition, the Registrar’s Office is responsible for room scheduling, final exam schedules, and student registration.
STUDENT LIFE

In keeping with the College’s objective of educating the whole person in an environment which permits the student to grow through self-direction and responsibility, the administration and faculty have granted the students a high degree of control over extra-curricular programs and activities. Moreover, the College Governance structure, especially through elected student representation on the College Advisory Council, encourages students to participate in College policy making.

The College has a long history of faculty-student cooperation. It is hoped that sharing of mutual concerns, ideas, and problem solving will enhance students’ emotional maturity and leadership skills.

ORGANIZATION OF THE STUDENT GOVERNMENT

THE STUDENT GOVERNMENT ASSOCIATION (SGA) represents the students who pay the proscribed student activity fee. It is vested with all powers granted by the faculty to the student body. The Student Government Association elects its four officers: President, Vice-President, Treasurer, Secretary and appoints a Parliamentarian. The governing structure of the SGA consists of three distinct areas: Legislative, Executive and Judicial.

STUDENT SENATE is composed of the SGA President, Vice-President, Treasurer, Secretary, Parliamentarian; Campus Activities Board; Class Representatives; one representative from each club/organization and additional senators, not exceeding two percent of the student community, which may be voted at large by a general election. It is the legislative branch of the student community which admits new organizations to the Student Government Association; approves constitutions of all clubs and committees under its jurisdiction; elects or appoints students to various committees; legislates in general concerning student activities. Minutes of meetings are posted on the Student Government bulletin board in Tuohy Hall. Senate works directly with the Office of Student Life to provide a complete range of activities.

STUDENT GOVERNMENT ASSOCIATION EXECUTIVE BOARD is the executive branch of the Student Government Association. It is composed of the five SGA officers and the Campus Activities Board Program Director. The Executive Board initiates proposed legislation as the need arises; administers all legislation authorized by the Student Senate; coordinates all activities not under the jurisdiction of clubs, committees and organizations; acts in a representative capacity whenever student representation is necessary; authorizes and supervises the expenditure of any student funds that remain in the SGA account at the end of the academic year.
STUDENT JUDICIAL COMMITTEE is the judicial branch of the Student Government Association. The Student Judicial Committee is composed of the President of the SGA, two students elected by the student senate, two faculty members elected by the faculty, and the Dean of Students. This committee will review unresolved disciplinary complaints brought against students and student grievances of a non-academic nature.

THE CAMPUS ACTIVITIES BOARD (C.A.B.) plans, coordinates, and carries out events and programs on behalf of the Student Community. The Campus Activities Board consists of five officers: Program Director, On-Campus Coordinator, Off-Campus Coordinator, Special Event Coordinator and Publicity Coordinator. It works directly with clubs to provide leadership and direction to all activities. In addition, C.A.B. has its own C.A.B. Staff to assist with all their events.

CLASS REPRESENTATIVES are the spokesperson(s) for their respective classes. In addition to representing the opinions of their classmates, they have the responsibility of planning and implementing activities associated with their class.

The following documents and forms are available in the Office of Student Life in Room 101:

♦ The Constitution of the Student Government Association
♦ Specific duties of SGA officers, members of Campus Activities Board, Class Representatives and Senators
♦ The Constitution of the Student Judicial Committee
♦ Procedures and Application for Establishing a Club/Organization
♦ Any club related forms (Budget Request Form, Check Request Form, Meeting Report Form, Event Report Form, Calendar Request Form, Supplies Request Form, etc.)

ACADEMIC REQUIREMENTS

It is an administrative and faculty policy that in order to be a candidate for Student Government Association office (President, Vice-President, Secretary, Treasurer, Parliamentarian), a student must have a minimum cumulative index of 2.5 as well as a 2.5 index for the semester just completed. Elected officers must maintain a semestral index of 2.3 to remain in office.

All members of the Campus Activities Board (Program Director, On-Campus Coordinator, Off-Campus Coordinator, Special Event Coordinator, Publicity Coordinator) must have a minimum cumulative index of 2.3 to apply for office as well as an index of 2.3 for the semester just completed. They must maintain a semestral index of 2.3 to remain in office.
All Senators, Club Presidents and Class Representatives must have a minimum of 2.0 to run for office as well as an index of 2.0 for the semester just completed. They must maintain a semestral index of 2.0 to remain in office.

It is an administrative and faculty policy that members of credit-bearing clubs (the Yearbook Staff, Art Club, Chapel Players, Choral Society, Dance Club and Jazz Ensemble) must maintain a cumulative index of 2.0 and an index of 2.0 for the semester just completed.

Any student who fails to maintain the academic standards outlined above may appeal to the Academic Co-Curricular Review Committee for a probationary semester. Such an exception is at the discretion of the committee and may be requested only once during a student’s matriculation at the College.

**STUDENT GOVERNMENT ASSOCIATION FUNDS**

The authority to determine the Student Activity Fee rests with the President’s Council; however, Student Government may recommend changes in the fee structure. The College Business Office collects the Student Activity Fee and the Administration must render accountability of the expenditure of those funds to the Board of Trustees.

Expenditure of SGA funds resides with the Budget Committee. Clubs, organizations, classes, the Campus Activities Board and Student Government submit budgets that must be approved by Student Senate or the Budget Committee. Club elections are held in April so that events and budgeting for the following academic year can be planned by the newly-elected presidents.

The SGA Treasurer chairs the Budget Committee that includes the SGA Vice President, one C.A.B. member, a representative from each class, and 2 members elected from Senate. Non-voting members are the Dean of Students, the Director of Co-Curricular Programs and the SGA President. All clubs and organizations receive a stipend. Additional funds are requested through the Budget Committee that meets at least once a month. The overall SGA Budget must be approved by the Senate at its first meeting in September.
STUDENT GOVERNMENT ASSOCIATION ORGANIZATIONS

Students are encouraged to form new organizations or to revive clubs that have become inactive, as the roster of SJC clubs and organizations depends on the interests and initiative of the students in any given year. Procedures, application forms for new organizations, and sample constitutions can be obtained in the Office of Student Life. Before beginning procedures, please consult the Director of Co-Curricular Programs.

Senate approval is required for all new organizations. Every approved club is entitled to funding from student activity fees.

Any organization engaging in hazing (see Student Code of Conduct) will be prohibited from operating on campus and shall be subject to any applicable provisions of the penal law. All members of Greek social organizations, athletic teams, and other designated organizations are required to attend the annual hazing presentation sponsored by the Office of Student Life.

CURRENT ROSTER OF CLUBS AND ORGANIZATIONS

ALPHA GAMMA DELTA SORORITY, INC.
ALPHA PHI DELTA FRATERNITY, INC.
ART CLUB
ASIAN AWARENESS CLUB
BETA UPSILON DELTA SORORITY
BLACK STUDENT ASSOCIATION
BSN CLUB
BUSINESS CLUB
CAMPUS MINISTRY & OUTREACH CLUB
CHAPEL PLAYERS
CHILD STUDY CLUB
CHORAL SOCIETY & MUSIC PERFORMANCE
DANCE CLUB
DESI STUDENT ASSOCIATION
FASHION CLUB
GAEOLIC SOCIETY
GO GREEN GEN UP
LAW & JUSTICE SOCIETY
PAESANOS CLUB
PHILOSOPHY CLUB
PODER LATINO
RECREATION CLUB
SCIENCE CLUB
SOCIAL THINKERS
SPEECH AND LANGUAGE CLUB
S.H.R.M (SOCIETY FOR HUMAN RESOURCE MANAGEMENT)
"Co-Curricular Activities" is a designation given by collegiate institutions to the non-academic, often experiential, programs and events which students are invited to initiate, plan, implement, finance, evaluate, and attend. These activities should complement and expand the educational value of a student's college experience. New York State and St. Joseph's College authorize the collection of Student Activity Fees only if the College provides for the enrichment of the total person as reflected in the following areas:

1. **Student Government** - to create an atmosphere for student involvement with regards to the allocation of student activity fees, legislative processes and student life. Activities include leadership training, orientation, elections, and recognition events.

2. **Co-Curricular Clubs** - to enhance and reflect more directly on the academic experience. Examples are Science Club, Business Club, Child Study Club, Chorus, Historical Society, Psychology Club, Speech and Language Club.

3. **Greek Life** - to give students a dynamic and unique dimension of the college experience, including interaction with diverse groups and individuals and a chance to learn to coexist and function with others. Becoming part of a Fraternity or Sorority can be a rewarding and exciting experience which will give you the opportunity to develop lifelong relationships. Examples are Alpha Gamma Delta and Beta Upsilon Delta.

4. **Cultural Life** - to enrich the individual through humanistic and diversified experiences such as lectures, theatre productions, dance performances and other cultural art presentations. Examples are Chapel Players, Dance Club and Music Ensemble.

5. **Spiritual Life** - to further develop the spirituality of the person, often through shared experiences such as retreats, workshops, and prayer. Examples are Campus ministry and Outreach, Students Joined through Christ.

6. **Multicultural Life** - to clarify our values as a college community and assess the impact these values have on the society in which we live. Examples are Black Student Association, Desi Club, Gaelic Society, Paesanos, and Asian Awareness Club.
7. **Athletic Activities** - to make available opportunities for physical fitness and involvement in sports through activities, intramural, and inter-collegiate sports of the Athletic Department.

8. **Publications** - to reflect the totality of College life via the campus newspaper and other publications.

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**TRADITIONAL COLLEGE EVENTS**

**Alumni Hoops Night:** Held in early March, alumni return to SJC for basketball, friends, and fun.

**Athletic Awards Dinner:** Family and friends are invited to this event which recognizes individual athletic ability, outstanding academic success, and team accomplishments.

**“Back to School” Barbecue and Club Fair:** This September event on the Dillon Mall, which welcomes new students, is sponsored by the Student Government Association and Campus Activities Board. All students enjoy various attractions and have the opportunity to join clubs and organization.

**Holiday Tree Lighting and Festival:** Sponsored by the Campus Activities Board, the College community kicks off the season with music, a visit from Santa, and a festival of activities. Each club/organization provides a basket to be raffled off.

**Home for the Holidays:** Held in December, Student Government alumni return for a reception in the parlors.

**Honors Convocation:** Held in conjunction with the Investiture Ceremony, SJC recognizes those students who have been admitted to honor societies sponsored by the College.

**Investiture:** Friends and family are invited to this ceremony, which formally receives new students into academic life at St. Joseph's College by investing them with the cap and gown. Student Government Association officers receive their gold tassels, the insignia of office.

**Junior Class Night and Ring Ceremony:** This celebration takes place in March to recognize the accomplishments of students in the Junior Class. It is highlighted by the Ring Ceremony at which students receive their class rings.
**Leadership Lunch:** This recognition event is held at the end of the spring semester to recognize the accomplishments of students who have been active in clubs, organizations and student government.

**Leadership Workshops:** Activities are held for Orientation Leaders, student government members and others to provide experiences which increase students' capacity to lead groups, conduct meetings, and influence student life. Each year SGA officers travel to a national workshop to share ideas with students from other colleges.

**Lectures, Performances and Presentations:** Speakers, lecturers, performers, and others are invited to SJC by the Campus Activities Board, Academic Departments, clubs and organizations. Check the College's website and bulletin boards for information on upcoming events.

**Midday Madness:** The Athletic Department tips off the basketball season with the introduction of players, managers, and coaches, the Diamonds Dance Team and the Royal Steppers Step Team.

**Orientation:** New students are introduced to the academic, cultural and social life of St. Joseph's College. The Orientation Day program includes advisement activities, group dynamics, presentations, and peer counseling—all designed to familiarize new students with the College. The Orientation Program continues throughout the entire freshman year with the Freshman Year Experience Program.

**Senior Class Activities:** The Senior Class is invited to participate in a series of events celebrating their accomplishments. Events include the Senior Class Night sponsored by the Alumni Association; a formal ceremony and cocktail party; Senior Week, a variety of trips, parties, shows, etc.

  **“101 Nights”:** A reception for the Senior Class one hundred and one nights before Graduation, sponsored by the Sophomore Class and Alumni Association.

  **Senior Class Night:** A gala for Seniors sponsored by the Alumni Association and the Office of Student Life.

  **Senior Thesis Presentations:** At the end of the academic year, seniors from the Honors Program present their theses to the administration, faculty, staff, students, and family members.

  **Senior Week:** A week of exciting events for the graduating class during the Spring semester.

**Social Events:** SJC clubs and organizations sponsor activities according to the interests of the student body. These include dances, parties, theatre outings, off-campus trips, performances, and variety shows.
Sound Bites (Excursions in Extra-Curricular Discourse): Students, faculty, and staff get together once a month for a fast-paced, wide-open discussion on a topic of interest.

SJC Spring Carnival: The Campus Activities Board plans an event in April to celebrate the end of the school year.

SJC Formal Dinner Dance: In May, after final exams, students attend a formal at an off-campus location.

Wellness Events: Activities are held throughout the year to promote health and wellness issues such as drugs and alcohol, date rape, stress relief, internet safety. These topics are addressed through speakers, information fairs, and other events.
Athletic Programs

St. Joseph’s College - Brooklyn Campus is affiliated with the following organizations:

- NCAA Division III (Provisional - Year #3)
- AD3I (Association of Division III Independents)
- USCAA (United States Collegiate Athletic Association)
- HVWAC & HVMAC (Hudson Valley Women’s and Men’s Athletic Conference)

St. Joseph’s College - Brooklyn Campus holds distinct advantages and presents unique opportunities for the talented student-athlete. The Athletic Department recognizes that education is the top priority and works closely with the academic faculty to maintain this focus. The primary objective is to develop the student-athlete’s talents and abilities not only in the arena of competition, but in the classroom as well. In this way, we strive to produce a well-rounded young adult who is ready to accept and handle the challenges and responsibilities that exist in whatever path they choose. By constantly striving to provide the best experiences and opportunities for the St. Joseph’s College student-athlete, this multi-faceted approach has led to a tremendous amount of success in all of the sports offerings on the varsity and club level for both the Lady Bears and Bears.

All incoming and returning student-athletes are encouraged to view a copy of the most recent edition of the Student-Athlete Handbook (http://handbook.sjcbears.com) to obtain complete information about the rules and regulations pertaining to the St. Joseph’s College Athletic Department on the Brooklyn Campus.

STUDENT-ATHLETE ELIGIBILITY

All student-athletes representing St. Joseph’s College club and intercollegiate teams are required to meet the same academic standards as non-athletes.

For a student-athlete to be eligible for any College sponsored athletic competition, s/he must conform to the following specific requirements:

1. A student-athlete must be registered as a full-time student carrying a minimum of 12 credits per semester, which are applicable towards a degree. A student athlete shall become ineligible at the precise time he or she drops below the 12-credit minimum during any semester.*

2. A student-athlete must make normal progress toward a degree and must maintain a cumulative GPA of 2.0 and a GPA of 2.0 for the semester just completed. A student-athlete failing below 2.0 shall be declared ineligible on the last day of the final exam period, or when the registrar declares grades to be final. Student-athletes may regain eligibility by attending the winter intersession, or summer session.** A student-athlete who fails to maintain the academic standards outlined, may appeal for a probationary
semester (first semester freshman are not eligible for a probationary semester). All appeals will be reviewed by the Athletic Eligibility Review Committee.

* NCAA Senior Exception
** Inter session or summer session grades will be combined with the most recently completed semester for the purpose of determining eligibility.

Please note that additional N.C.A.A. requirements are listed in the Official N.C.A.A. Handbook.

GENERAL INFORMATION

ACADEMIC ADVISEMENT AND PROGRAMMING
During the freshman year, all students are assigned to an academic advisor from their major field if that is known, or an exploratory advisor if the major is unspecified. Freshmen meet their advisors several times during the year to discuss academic and career goals and to consult regarding their choice of courses at registration. Once students have declared a major, the chairperson of the major department becomes their chief academic advisor.

ACADEMIC POLICIES AND INFORMATION
The College catalog, which is found online on the College Website (www.sjcny.edu) and in the Office of Admissions, contains information on all academic policies. Students are responsible for knowing the important information contained in the catalog, particularly that dealing with requirements for majors and completion of degree requirements.

ACCIDENTS OR INJURY
SJC-mandated accident insurance covers all matriculated students only while they are enrolled at the College. In the event of serious injury or illness, an ambulance should be called immediately. Then, call the Security Desk in the building. If an injury or illness occurs during an athletic or extra-curricular activity, the coach, moderator or supervisor will attend to the student and call an ambulance if necessary. The Director of Security must be informed of all incidents and accident/insurance reports/forms must be completed. All students under eighteen years of age and dependent students under twenty-one years of age should file an Emergency Treatment waiver with the Office of Co-Curricular Programs.

ALCOHOLIC BEVERAGES
Drinking by students on St. Joseph’s College premises, including parking lots, is prohibited. No alcoholic beverages are allowed at student-sponsored events. This
includes transportation to and from such events, and overnight accommodations, if applicable. The only exceptions are the Annual SJC Dinner and Senior Class Night. The College follows the state law regarding the drinking age. Any alcoholic beverages found in the possession of a student shall be subject to confiscation. Failure to comply, or repeated violations, will result in sanctions as described in the Enforcement Section of the Student Code of Conduct.

**ANIMALS** no animals are allowed on campus, including buildings, with the exception of service animals assisting persons with disabilities.

**ATTENDANCE**
Since there is a direct correlation between class attendance and academic performance, students are expected to attend all classes, lectures and laboratories in which they are enrolled.

**Professor Absence:** If a professor is absent, notice will be posted on the bulletin board near the elevator if class is in Library building and/or on the Dean's bulletin board in Tuohy Hall. You may also check with the Receptionist in each building. If no notice is posted, students will remain in class for **fifteen (15)** minutes. At the end of that time, students should sign an attendance sheet and report the professor's absence to the Academic Dean or to the Registrar. No class is to dismiss itself without the permission of an administrator.

**BOOK STORE**
The College has contracted with Barnes & Noble Bookstore to provide books, school supplies, college-logo clothing and related items for students, faculty and staff. The bookstore is located in the cafeteria in McEntegart Hall. New and used textbooks are available. Check bulletin boards for posted hours.

**BULLETIN BOARDS/ MESSAGE BOARDS**
All material to be posted must be reviewed and approved by the office of Co-Curricular Programs. (See Posting Policy on website). Any unauthorized material may be removed from any bulletin board. Administrative bulletin boards are located in Tuohy Hall. SGA notices, announcements of meetings, club activities, dances, class business and cultural activities around the city are posted on message boards located in buildings throughout the College. Students are encouraged to check the boards everyday.

**CALENDAR OF EVENTS**
The Office of Co-Curricular Programs distributes an Events Calendar at the beginning of each semester. It also produces and posts monthly and weekly calendars that can be found on the web and on bulletin boards throughout the College. A college-wide master calendar is maintained in Room 101B. In order to avoid scheduling and room conflicts, all events must be cleared through the Office of Co-Curricular Programs.

**CHAIRPERSONS OF STUDENT EVENTS AND ACTIVITIES**
The chairperson of any event should contact the Office of Co-Curricular Programs well in advance of the activity for the purpose of making arrangements, including calendar
date, room reservations, security, required forms, etc. The Director maintains a file of reports of past events, checklists and other forms. The Chairperson is required to file a report within two weeks after the event.

The Director of Co-Curricular Programs is the moderator of the Student Government Association. Any student not affiliated with a club or organization who wishes to chair or sponsor an event must consult with the Director of Co-Curricular Programs. The Director supervises all student activities that have no assigned moderator.

**No student may sign a contract or enter into a verbal agreement on behalf of the College. Students should bring all contracts to the Director of Co-Curricular Programs.**

**CHAPELS**
The main chapel is located in Burns Hall. A second chapel is located on the fourth floor of McEntegart Hall. Mass is celebrated twice a week and on special occasions. Check bulletin boards or the Office of Campus Ministry for days and times.

**CHILDREN ON CAMPUS DURING CLASS HOURS**
Because of serious concerns related to insurance coverage, children cannot be brought to class or left unattended on the College campus. Campus security has been instructed to enforce this policy.

**COMMON HOUR**
Each weekday from 12:35 – 1:35 p.m., time has been reserved for programs of general student interest or for club meetings. No classes are scheduled during this hour so that all students are able to participate. A schedule of Common Hour activities is available in Room 101, on bulletin boards, and on the College website.

**DISABILITIES**
Information for students with documented disabilities in need of classroom accommodations may be found in this handbook in the section titled “Policies Regarding Students with Documented Disabilities.” SJC parking permits for students with documented physical disabilities can be obtained in the Office of Student Life.

**DRUGS**
St. Joseph's College recognizes its duty to uphold existing State and Federal laws regarding the unlawful possession, use and sale of marijuana, hallucinogens and other drugs and cannot protect any member of the College community who violates the laws. Accordingly, any person discovered by College officials in illegal possession, sale or use of marijuana, hallucinogens, or any of the other drugs proscribed by the Penal Law, will be subject to sanctions up to and including expulsion from the College. See also: SJC Alcohol and Drug Education Program and Resources booklet which is on our web site.
EMAIL (STUDENT)
All matriculated students are given an SJC email address. Because a student’s name and user ID are included in each email message, the student is responsible for all electronic mail originating from their user ID. It is important for all SJC students to practice responsible and ethical behavior in their computing activities.

EMERGENCY CLOSINGS
In the event that the College is closed due to snow or other emergency, listen for an announcement on the following radio stations: WCBS - 880 AM and WINS - 1010 AM. If the College is closed, or having a delayed opening, students can call the main switchboard at (718)940-5300 for additional information. The notice will also be posted on our website: www.sjcny.edu (Keep in mind that the College has two campuses and that one may be open and the other closed.)

EMERGENCY NOTIFICATION SYSTEM
In order to maintain a safe campus environment, the College has implemented an emergency notification system which will send text messages to cell phones. Students, faculty and staff are asked to sign up or update information twice a year. The emergency notification system will be used primarily in life-threatening situations to provide instructions and information. All members of the SJC community are urged to participate. Information provided will not be sold, shared or used by the College for any purpose beyond the emergency notification system.

FIRE/EMERGENCY DRILLS
Fire Drills are conducted at least once a semester. Exit directions are posted in each classroom and in other areas of the College.

FOOD SERVICE/CAFETERIA
Located on the lower level of McEntegart Hall, the cafeteria is open during class hours. It is operated by an independent contractor. Catering arrangements may be made directly with the operator or with an outside vendor. Approval of the Director of Co-Curricular Programs is required if a contract is involved. Vending machines are available in the cafeteria and in student lounges.

Eating and drinking are restricted to the cafeteria, the Red Room and Lounges in each building. Food is not allowed in classrooms.

FUND RAISING
Any sale of items, food, or raffles for fund raising purposes must be approved by the Director of Co-Curricular Programs and registered in the Office of Student Life.

HEALTH INSURANCE
Information on student health insurance is available in the Office of Student Life in Room 101 and on the College website: www.sjcny.edu/studentinsurance.
**IDENTIFICATION CARDS**
Each student enrolled in the College must carry an ID card which has been validated each semester. This is needed for the library as well as for general purposes of identification. Students will be required to show their identification cards when they enter any College building. An ID card, issued at the time of initial enrollment, is used for all years of matriculation. Lost ID card should be reported immediately to the Office of Student Life where a replacement will be issued at a charge of $15.00. Validation stickers are available in Room 101, and at security desks at the beginning of each semester.

**IMMUNIZATIONS AND HEALTH RECORDS**
All students are required to submit a certificate of health provided by a certified physician of their choice which includes a written report of a tuberculin test and the specified immunizations. New York States law requires college students to be immunized against measles, mumps and rubella. The law applies to all students born on or after January 1, 1957. Proof of immunity consists of:
- **Measles** – two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease or a blood test showing immunity.
- **Mumps** – one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity.
- **Rubella** – one dose of live rubella vaccine administered after 12 months of age, physician documentation of rubella disease or a blood test showing immunity.

New York State Public Health Law requires that all college and university students enrolled for at least six (6) credits or the equivalent per semester, or at least (4) semester hours per quarter, complete and return the **Meningococcal Meningitis Vaccination Response Form** to the College.

Students are encouraged to file an **Emergency Treatment Waiver** (signed by parent(s) if under 18 years of age), in the Office of Student Life.

No Student will be allowed to register for courses if the above requirements are not fulfilled.

**LOST AND FOUND**
If you believe you have lost something, check with the Office of Student Life and the Security Desk in the building. Students are encouraged to use lockers, located in Tuohy Hall and St. Angela Hall. Personal property should not be left unattended.

**MAIL BOXES**
Student Government and club mailboxes are located in the Office of Student Life. Faculty mailboxes are located in the Reception area of Tuohy Hall.

**PARKING**
Areas for student parking are temporarily located at the Excel Parking Lot located at Fulton Street and Vanderbilt Avenue. The lot is open during all class hours and for
extra-curricular activities. During class hours, students are required to have a semester parking tag. A limited number of permits are issued to full-time students at the start of each semester on a first come, first served basis. Parking spaces are not guaranteed, but are subject to availability. By using a valet system, the College attempts to accommodate as many students as possible. Parking by students in the Faculty/Staff lots is prohibited at all times.

PARTIES HELD OFF-CAMPUS
No individual student or any club or organization of the Student Government Association, may use the name of St. Joseph's College in advertising and/or sponsoring any parties, dances or similar events at any off-campus site. St. Joseph's College explicitly disclaims any and all liability and responsibility for any off-campus parties or other events arranged by students.

POSTERS
All posters and fliers must be approved and stamped by the Office of Student Life. Post only in designated areas on bulletin boards. Please remove all promotional materials immediately after an event. Our Posting Policy is available online and in the Office of Student Life.

ROOM ASSIGNMENTS
All room assignments for student meetings, lectures, events etc. are made through the Office of Student Life, Room 101.

SMOKING
St. Joseph's is a "smoke-free" campus. Smoking is prohibited in all College buildings as well as outdoor areas proximate to buildings. Designated outdoor smoking areas have been set up away from building entrances.

USE OF COLLEGE FACILITIES
All extra-curricular activities must be scheduled through the Office of Student Life. No student or group of students may use College facilities after class hours unless a moderator, coach or faculty member is present.

USE OF THE NAME OF THE COLLEGE
Students of St. Joseph's College, whether individually or collectively, shall not, without written consent of the proper authorities, use the name of St. Joseph's College or any of its units in any activity whatsoever outside of the regular work of the school. Violation of this rule is regarded as sufficient cause for appropriate disciplinary action up to and including dismissal.

WEB ADDRESS: www.sjcny.edu

WEIGHT/EXERCISE EQUIPMENT
Equipment in the locker room and gym areas is for the sole use of SJC students, faculty and staff who have a current medical clearance and waiver on file. A monitor must be
present. St. Joseph's College explicitly disclaims all liability and responsibility for injuries sustained during unauthorized use of the weight/exercise equipment and/or facilities.

STUDENT RIGHTS AND RESPONSIBILITIES

St. Joseph's College respects the integrity and maturity of its students and seeks their cooperation and assistance in carrying out its mission. Since, however, the educational goals of SJC can best be realized in a community in which the relationships between the College and the student are clearly communicated, the following delineation of rights, responsibilities, and procedures for redress of student grievances are presented here.

Students in good standing have the right to participate in the College community for the duration of their enrollment at the institution.

In pursuit of knowledge and truth, students have the right to free inquiry, discussion and expression in the classroom. Students are protected through orderly procedures (delineated below) against prejudiced or capricious evaluation. As citizens, lawful permanent residents or international students, students enjoy the same freedom of speech, peaceful assembly, and the right of petition that all citizens of the United States enjoy.

The College adheres to Public Law 93-380, which protects the student's right to privacy and guarantees student access to records.

Students participate in College policy-making through membership on the College Advisory Council.

St. Joseph's admits students without discrimination on the basis of race, color, religion, sex, age, disability or national origin. All students who pay the student activities fee are members of the organization of student government known as the Student Government Association, and all such members are eligible to join any student association approved by the Student Senate.

As members of the academic community, students are subject to the obligations, which accrue to them by virtue of this membership. Specifically, they have the responsibility to accept the ideals, standards and regulations of St. Joseph's College as set forth in the College catalogue, the student handbook, and the official bulletin board of the College. They must respect the rights of all members of the College community, the rights of others based upon the nature of the educational process and the rights of the institution.
STUDENT CODE OF CONDUCT

REGULATIONS OF ST. JOSEPH’S COLLEGE FOR CONDUCT ON CAMPUS AND OTHER COLLEGE PROPERTY USED FOR EDUCATIONAL PURPOSES
(adopted by the Board of Trustees in June 1969 – it shall obtain until contrary action by the State Legislature)

St. Joseph’s College has traditionally entrusted to the students the regulation of their conduct. We have the utmost regard for their personal autonomy, respect for their good will.

In order, however, to comply with Article 29-A, Section 6450 of the State Education Law, we are adopting the statement of the Board of Higher Education of the City of New York:

**Rules**

1. A member of the College community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the instructional, personal, administrative, recreational and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the College when they are acting in their official capacities. Members of the College community are required to show their identification cards when requested to do so by an official of the College.

3. Unauthorized occupancy of College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of college equipment and/or supplies.

4. Theft of or damage to college premises or property, or theft of or damage to property of any person is prohibited.

5. Each member of the College community or an invited guest has the right to advocate his/her position without having to fear abuse from others supporting conflicting points of view. Members of the College community and other persons on the College grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus that obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or
facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational and community services.

7. Disorderly or indecent conduct on college-owned or controlled property is prohibited.

8. No individual shall have in his or her possession a rifle, shotgun or firearm or knowingly have in his or her possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual, or damage upon a building or the grounds of the College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or materials which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the College.

9. No individual or group shall act in a manner or create a situation, which intentionally or recklessly endangers the mental or physical health of another, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. (Adopted by the Board of Trustees on October 21, 1980, in compliance with Chapter 676 of the Laws of 1980, which amended Section 6450 of the Education Law.)

In addition to the above, St. Joseph’s College prohibits the following:

- The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances, and/or the abuse of alcohol are prohibited on College premises and at College sponsored functions or while engaged in business or activities on behalf of the College off-campus.

- Tamper with or misuse of fire alarms, fire fighting equipment, safety equipment, or electrical equipment in any College building or anywhere on College grounds.

- All forms of dishonesty, such as forgery, plagiarism, and furnishing false information to the College with intent to deceive.

**Hazing Policy**

Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities which create excessive fatigue; cause physical and psychological shocks; involve kidnapping; involve morally questionable quests, treasure hunts, scavenger hunts,
or any other such activities; involve publicly wearing apparel that is conspicuous and not
normally in good taste; cause students to engage in public stunts and buffoonery, morally
degrading or humiliating games and activities, or late night activities which interfere with
scholastic activities. Also prohibited are any activities that are in violation of federal,
state, or local laws, the St. Joseph’s College Code of Conduct, or accepted standards of
good taste or propriety. Hazing refers to any activity expected of someone joining a
group (or to maintain full status in a group) that humiliates, degrades or risks emotional
and/or physical harm, regardless of the persons willingness to participate.

COMPUTER USE POLICY

St. Joseph’s College provides an atmosphere in which “students are challenged to develop
their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.”
In keeping with its mission and goals, the College provides computer facilities and
Internet access for faculty, students, and other authorized persons to facilitate educational
research and communication. The purpose of this Computer Use Policy is to promote the
responsible use of these facilities and to maximize the availability of the finite resources.

As an academic community centered on teaching, learning and research, we have
responsibilities toward each other as well as toward the computing community beyond
the College. Respect for the rights of others, their intellectual property, and the privacy of
data and files is of central importance.

This policy governs the use of all computers, network and related telecommunications
equipment owned and operated by St. Joseph’s College. The policy intends to permit the
maximum use of these facilities consistent with federal, state and local laws and
regulations, St. Joseph’s College policies, and the existing Student Code of Conduct.

Everyone who uses St. Joseph’s College computer facilities is expected to be socially
responsible and to behave in a manner suitable to a productive learning and research
environment. Computer users are expected to exercise care in their use of the equipment
and are particularly discouraged from consuming unreasonable amounts of limited
resources such as paper, disk space, or time on the computers. We support only academic
or College work.

Intellectual property is protected by copyright, and it is the policy of St. Joseph's College
to adhere to the letter and spirit of copyright laws and regulations, including software-
licensing agreements. Programs and computer files must be used in an ethical and legal
manner and may not be copied in violation of copyright laws.

The computer facilities may not be used for non-academic purposes or for personal
business.

The computer facilities may never be used for malicious mischief, illegal activities, or
any purpose inconsistent with the mission of the College. Thus they may not be used for
commercial or profit-making purposes, or for political purposes. Access or attempted access to private information, the files of others without their permission, encrypted information, or other computer systems without authorization is prohibited.

The use of the computers and network resources, including the Internet, electronic mail, chat rooms and bulletin boards should always be guided by respect for the privacy and rights of others and should never include activities or language that is inappropriate, indecent, libelous, intimidating, threatening, harassing, or that would bring discredit to St. Joseph's College. (This would include, but not be limited to, printing or displaying materials unsuitable for an academic environment.) The College reserves the right to inspect work being done on College computers.

Depending upon the seriousness of the offense, violation of this policy can result in penalties ranging from reprimand to the loss of computer privileges to referral to the appropriate College authorities for disciplinary action in keeping with College policies as stated in the Student Handbook.

St. Joseph's College shall not be held responsible for anyone in violation of this policy.

Free student web-based email is available for all St. Joseph's students. Webmail is accessible from any computer with an Internet connection. Account and password information is mailed to new students at the beginning of the semester. To access your Webmail account, point your web browser to http://student.sjcny.edu. If you have problems with your Webmail account, please send a message to webmail@student.sjcny.edu with problem details.

ENFORCEMENT OF REGULATIONS

Any student or group of students found violating the Student Code of Conduct will be referred to the Dean of Students and the Director of Co-Curricular Programs.

A. In the case of lesser offenses deemed not to constitute acts which that could result in suspension or expulsion, disciplinary action may be imposed as follows:
   • verbal reprimands;
   • requirement of restitution;
   • official warning (notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, will be cause for more severe disciplinary action);
   • fines;
   • disciplinary probation (a written reprimand for violation of specified regulations, stating the possibility of more severe disciplinary action in the event of the finding of a violation of any regulation within a stated period of time, and/or exclusion from participation in all College activities except those directly involved with the student's academic course of study).

Please note: Any official warning or notice of disciplinary probation will be placed in the student's official folder.
B. In any non-academic case in which the violation is of such a nature that suspension or expulsion could be imposed, the matter must be reviewed by the Student Judicial Committee in compliance with the procedures specified in its Constitution.

C. Failure to pay any fine levied will result in the withholding of transcript and/or diploma.

ENFORCEMENT OF REGULATIONS FOR STUDENT ORGANIZATIONS

Please note: Student Organizations charged with violating College rules and regulations will be accorded the same procedural and substantive due process as individual students.

DUE PROCESS GUIDELINES

DUE PROCESS: In situations in which student rights are involved, a procedure appropriate to the facts of each specific situation will be applied; these procedures may range from review of documents and evidence, to informal discussions with the party(ies) involved, to a formal hearing.

HEARING: In appropriate situations, as noted in the Student Handbook, a formal hearing will be held:
- timely notice must be given to all parties specifying the date, time, and place at which the hearing will be held;
- parties appearing at a hearing have the right to be assisted by an advisor of their choice; each party should be given an opportunity to testify, to present evidence and witnesses and to hear and question adverse witnesses;
- each party should inform the other party of the names of witnesses who are expected to testify. This notice should be given no later than five (5) days before the hearing. In no case should anonymous negative statements be considered by the hearing officers;
- Ordinarily, hearings are closed, unless both parties request an open hearing
- After the hearing has concluded, the panel/committee will deliberate in private and render its decision in the manner and the time limits prescribed in this handbook.

SUSPENSION IN NON-ACADEMIC MATTERS

Suspension of a student may be invoked when serious violations of the Student Code of Conduct occur or when the conditions of disciplinary probation are disregarded.

Ordinarily, the Dean of Students and Student Life will initiate the formal process of review by requesting the Student Judicial Committee to meet and conduct a hearing. The
hearing will be held no later than fifteen (15) school days after the Dean has initiated the process.

Ordinarily, suspension is carried out only upon the recommendation of the Student Judicial Committee acting in compliance with its own constitution, and such recommendation requires the approval of a majority of disinterested members of the President's Council. The President's Council will conduct its review and render its decision generally within ten (10) school days after receiving the recommendation of the Student Judicial Committee. Since an appeal from this decision may be taken to the President, that officer will not participate in this review.

Suspension is imposed for a specific period of time, and the student is notified of the term of his/her suspension. A student under suspension forfeits all rights and privileges of student status, including the right to attend all classes and all College sponsored activities.

All suspension actions will be noted in the student's record until the student completes the course of study for a degree or has left the College. Ordinarily, such notices will then be destroyed.

**EMERGENCY SUSPENSIONS IN NON-ACADEMIC MATTERS**

In emergency or extraordinary situations, particularly when a student's presence may reasonably be deemed to pose an immediate danger to persons (including the student) or property, or to present an immediate threat of seriously disrupting the academic process, a student may be summarily suspended by the Dean of Students, the Academic Dean, or their delegates. Notice and opportunity for denial and/or explanation may follow suspension in this situation, but shall be given as soon as feasible thereafter.

Emergency suspensions shall not exceed ten (10) school days, during which time the Student Judicial Committee will convene and conduct a hearing in compliance with their stated procedures. The recommendation of this Committee must be approved by a majority of the disinterested members of the President's Council. During the pendency of the review, the emergency suspension may be continued if the circumstances warrant such action.

The President's Council will conduct its review and render its decision ordinarily within ten (10) school days after receipt of the recommendation of the Student Judicial Committee. Since an appeal from this decision may be taken to the President of the College, that officer shall not participate in the review.
EXPULSION IN NON-ACADEMIC MATTERS

Expulsion will be invoked when extreme violations of the Student Code of Conduct occur or when previous suspensions have been issued to a student but there has been no improvement in behavior.

Expulsion involves the total permanent separation of a student from the College. No student may be expelled for non-academic reasons before a hearing is held by the Student Judicial Committee. After such a hearing is conducted by the Student Judicial Committee, a recommendation to expel a student must be approved by a majority of the disinterested members of the President's Council. The President's Council will conduct its review and render its decision ordinarily within ten (10) school days after receiving the recommendation from the Student Judicial Committee. Since an appeal from this decision may be taken to the President, that officer will not participate in this review.

WITHDRAWAL FROM A COURSE IN NON-ACADEMIC MATTERS

If at any time a student's behavior in a class creates a situation which is deemed to be detrimental to the welfare of the College or to any student or employee thereof, and that student does not modify that behavior as requested by appropriate College authorities, he or she may be withdrawn from the course by the College. The usual requirement of a student's signature on the withdrawal form may be waived under these circumstances. The student will be withdrawn only after he/she has been properly notified by the Academic Dean of this decision.

The involuntary withdrawal of a student from a course must be approved by a majority of the disinterested members of the President's Council. The President's Council will conduct its review and render its decision ordinarily within ten (10) school days after the student have been notified of the withdrawal. Since an appeal from this decision may be taken to the President of the College, that officer will not participate in this review.

APPEAL PROCESS FOR NON-ACADEMIC DECISIONS

The student may appeal the decision by filing a written request for review with the President of the College no later than five (5) school days after receipt of notice of the decision. The President or an appropriate delegate will review the matter and may confirm or reverse the decision but may not increase any penalty imposed. Within a reasonable time of receipt of the request for review, the President or an appropriate delegate will advise the student, in writing, of a decision.
STUDENT GRIEVANCE PROCEDURE IN NON-ACADEMIC MATTERS

Any student or group of students finding it necessary to file a complaint in a non-academic matter must follow this procedure:

1. Consult informally with the Director of Co-Curricular Programs.

2. If the matter cannot be resolved informally, the student should register the complaint in writing with the Director of Co-Curricular Programs, who will set up a hearing not later than fifteen (15) school days after receipt of the request. The hearing will be conducted according to the procedures described in the Constitution of the Student Judicial Committee.

INTERVENTION PROTOCOL FOR STUDENTS AT RISK
St. Joseph’s College – Brooklyn Campus

A guide for staff and faculty on when and how to intervene with at-risk students

The purpose of this guide is to assist staff and faculty in identifying and responding to students who are: in distress, disruptive in class or other college environments, or at risk for harming themselves or others.

Behavioral and Verbal Indicators
Faculty and staff should speak privately to a student who appears to be in serious distress, disrupting a class or other college functions in order to encourage the student to get the necessary help and support. Any verbal or behavioral indicators of depression, hopelessness, rage or unusual behavior are reason to directly inquire about the student’s welfare and help him or her to make an appointment for counseling. Behaviors might include:

- Sadness, lethargy, withdrawal
- Belligerence, disruptive acting out behavior
- Hyperactivity
- Verbal or written threats toward self or other
- Noticeable change in student’s mood, appearance, hygiene, quality of work, attendance

Goal of addressing the student
The purpose of addressing a student privately and directly regarding your concerns is to help him/her access appropriate support. By reaching out to the student you let him/her know that someone notices, someone is concerned, and that help is available. Faculty
and staff members should not attempt to assess the degree of risk. In addition, it is not necessary to make yourself available as an informal counselor, confidante or emergency contact. Maintaining a professional but concerned stance will help to preserve appropriate boundaries while encouraging the student to seek appropriate help.

**Intervention Options**

**Disruptions**

Contact the Dean of Students and Student Life Office as soon as possible at 718-940-5856, 718-940-5854 (Brooklyn), or 631-447-4595 (Long Island) when a student disrupts a class or other college activities. You may be asked to describe the student’s behavior in writing. The Dean of Students and Student Life will contact the student directly to arrange an interview and referral for further assessment and assistance as needed.

**Emotional /Psychological Distress** – If you are uncertain about how to intervene with a student of concern, and it is not an emergency situation, call the Office of Career Development, Wellness and Disability Services 631-687-1245.

To refer an emotionally distressed student for counseling, call the Office of Career Development, Wellness and Disability Services as soon as possible at 631-687-1245, to schedule an appointment. To facilitate the process you can call on behalf of the student (in presence of student), you can have the student call directly, or you can bring the student to the Office of Career Development, Wellness and Disability Services (O’Connor Hall, room N311). If you believe the situation is urgent, make that clear to the Counseling staff. (The Office of Career Development, Wellness and Disability Services will refer the student to an on-call psychologist as needed/appropriate).

**Assessing Potential Danger and Risk**

A professional counselor will be scheduled to consult with any student whose physical or verbal behavior suggests potential danger to themselves or others, as soon as possible, to assess the degree of risk. Examples of potential danger include verbal or written references to suicide, angry outbursts, and agitation or hyperactivity. Contact the Office of Career Development, Wellness and Disability Services at 631-687-1245 to refer a student between the hours of:

- Mon- Thurs: 9:00-6:00pm
- Fri: 9:00-4:00pm

If this office is closed or cannot be reached please contact Security (O’Connor Hall) at 631-687-2692 or call the Police at 911. Faculty should clarify to the police or emergency room why they are calling and what they should do. Faculty SHOULD NOT transport a student to the hospital by him or herself.

**Emergencies and Direct Threats**

If the student or others appear to be in imminent danger, or you have an emergency of any kind, call Security (O’Connor Hall) at 631-687-2692 or the Police immediately at
911 at any time of the day or night. Examples include direct threats of suicide, assault, or other injury. State clearly: “This is an emergency.”

ACADEMIC POLICIES

PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY

ACADEMIC INTEGRITY: In common with all institutions engaged in the search for knowledge, St. Joseph's College is committed to high standards of academic honesty. Moreover, as a college whose motto is Esse non-videri: “To be and not to seem,” St. Joseph's has a long-standing tradition of considering integrity as a primary value.

The College expects students to observe academic integrity in all aspects of their academic life, including the conduct of their examinations, assignments and research. All members of the College community share the responsibility for creating a climate of academic integrity, based on fairness to others and respect for oneself. Violations of academic integrity are treated very seriously. Policies and procedures for violations of academic honesty are explained below.

Plagiarism (the act of copying, stealing or representing the ideas or words of another as one's own without giving credit to the source), cheating on examinations, and all forms of academic dishonesty are forbidden.

Students found guilty of such behavior are subject to appropriate disciplinary action, which may include a reduction in grade, a failure in the course, suspension or expulsion.

PROCEDURE

1. If a faculty member suspects a student of academic dishonesty, the faculty member will discuss with the student the reasons and/or evidence which support the suspicion. If, after the exchange, the faculty member believes his/her suspicions are correct, he/she should consult with the Chairperson of the Department to discuss an appropriate penalty. This penalty may take several forms, such as reworking of the plagiarized material, reduction in grade, failure in the course. Consideration of suspension or expulsion is reserved to the Academic Dean.
To preserve the integrity of the degree and to avoid repetitions of the offense, faculty members are encouraged to report all instances of dishonesty to the Academic Dean. This is particularly important if any penalty imposed may affect eligibility for graduation.

2. When informed of an instance of academic dishonesty, the Academic Dean may meet with the parties and/or review the evidence to determine if suspension or expulsion may be an appropriate penalty. If so, that officer will initiate the proper procedures, i.e., a hearing conducted by the disinterested Academic Deans and the Academic Vice President. The Academic Dean who has initiated the proceeding may be present at the hearing and give testimony, but will not participate in making a determination. The hearing will be conducted in compliance with the principles of due process, and every effort will be made to safeguard the confidentiality of all parties. The hearing will be held ordinarily within fifteen (15) school days after the Academic Dean has initiated the process. A decision of the panel will be rendered, in writing, usually within ten (10) school days after the hearing.

**APPEAL PROCESS FOR ACTION TAKEN IN REGARD TO ACADEMIC DISHONESTY**

1. In cases in which a penalty has been imposed by a faculty member, the student may appeal the penalty by filing a written request for review with the Department Chairperson within five (5) school days of the decision. The Chairperson will render a decision in writing usually within fifteen (15) school days after receipt of the request.

   The student may appeal the Department Chairperson's decision by filing a written request for review with the Academic Dean within five (5) school days of the decision. The Academic Dean will render a decision in writing usually within fifteen (15) school days after receipt of the request.

2. In cases in which suspension or expulsion has been recommended by the panel of disinterested Academic Deans and the Academic Vice President, the student may appeal the decision by filing a written request for review with the President of the College no later than five (5) school days after receipt of notice of the decision.

   The President or an appropriate delegate will review the matter and may confirm or reverse the decision but may not increase any penalty imposed.

   Within a reasonable time of receipt of the request for review, the President or an appropriate delegate will advise the student, in writing, of a decision.

**STUDENT GRIEVANCE PROCEDURE IN ACADEMIC MATTERS**
All faculty members have the right to state the requirements and standards they wish students to reach in their courses. They also have the right to state the conditions under which exemptions to final examinations will be given. A faculty member may or may not choose to grant exemptions. **These areas are not subject to grievance procedures!**

**Procedures for addressing complaints during the academic semester:**

1. First, the student should attempt to resolve the matter informally by discussing it with the faculty member involved within ten (10) school days of the date the student learned or should have learned of the problem.

2. If informal consultation fails, the student should register the complaint in writing with the Chairperson of the Department within ten (10) school days of the consultation.

3. The Chairperson will meet with the student within ten (10) school days of receipt of the complaint. If no satisfactory resolution of the problem is achieved, the student may submit a copy of the complaint, with attached relevant materials, to the Academic Dean who will meet with the student within fifteen (15) school days of receipt of the complaint. The Dean will render a decision in writing, normally within ten (10) school days after meeting with the student.

4. If the faculty member about whom the complaint is registered is also the Chairperson of the Department, the student should attempt to resolve the matter informally by discussing it with the Chairperson involved within ten (10) school days of the date the student learned or should have learned of the problem. If informal consultation fails, the student may register the complaint in writing with the Academic Dean who will meet with the student within fifteen (15) school days of receipt of the complaint. The Dean will normally render a decision in writing, usually within ten (10) school days after meeting with the student.

**Grade Appeal Process:**

1. An appeal to review a final grade should be directed to the Registrar within thirty (30) days after the grade is posted or no later than the first ten (10) days of the following semester. The student will complete a “review of Grade” form and will arrange an informal meeting or contact with the instructor. The instructor will return the appeal form to the Registrar.

2. If the matter is not resolved through discussion, the student may notify the Registrar, submit relevant materials, and request a meeting with the Chairperson of the Department. If necessary, the Chairperson will consult with the instructor, and then notify the student of the outcome.

3. If the student disagrees with the decision reached by the Chairperson, the student may appeal to the Academic Dean. The Dean will render a decision, in writing, usually within ten (10) school days after meeting with the student.
Please note: Reviews of academic matters will be scheduled as soon as possible, but when requests are made outside of the regular session, they may have to wait for the availability of the faculty member. Examination papers may not be reviewed by students unless the faculty member is present.

OTHER COLLEGE POLICIES THAT PROTECT STUDENT RIGHTS

PROTECTION OF SUBJECTS' RIGHTS IN RESEARCH PROJECTS

A student may be asked at some time during his/her years at St. Joseph's to participate as a subject in a research project. Such participation in research is extremely helpful to the experimenter and often can be educationally valuable to the subject. However, every person has the right to refuse. If you decide to take part in an experiment, the experimenter will provide you with a card containing his/her name and affiliation and the name of the experimental project. If the experimenter does not supply you with such information, you should request it from the experimenter. Should you have any complaints about the procedures used by the experimenter, you may submit a request for review to the Academic Dean either on the form on this page or in person. Your name is not required; however, to ensure a swift and thorough disposition of the complaints it would be helpful if you provided your name and a phone number where you can be reached. In either instance, your name will be held in strict confidence.

To: Academic Dean
From: _________________________________  Tel: __________
(To be held confidential by the Dean)

NAME OF EXPERIMENTER: __________________________

AFFILIATION OF EXPERIMENTER: _____________________

NAME OF EXPERIMENTAL PROJECT: __________________

REASON FOR REQUESTED REVIEW: ____________________

The ultimate decision of the Academic Dean will be made known to the person requesting this review.
GRIEVANCES RELATING TO ALLEGATIONS OF SEXUAL HARASSMENT AND ALL OTHER FORMS OF UNLAWFUL HARASSMENT AND DISCRIMINATION

A. St. Joseph’s Policy Against Discrimination and Sexual and Other Forms of Unlawful Harassment.

It is the policy of St. Joseph’s College not to discriminate against any individual on the basis of race, color, religion, sex, national or ethnic origin, citizenship, age, handicap, or disability, status as a Vietnam Era or special disabled veteran, or other veteran who served in a war, campaign or expedition for which a campaign badge has been authorized, marital status, or based on an individual’s status in any group or class protected by applicable federal, New York State, or New York City Law. This policy applies to all terms and conditions of employment, education programs, admissions policies, financial aid, and all other school administered programs or policies.

In keeping with the spirit and intent of this policy, the college also prohibits any form of unlawful harassment against any individual based on sex, race, national origin, disability, veteran status, or based on any individual’s status in any group or class protected by applicable federal, state, or local law.

With respect to sexual harassment, the College prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of sexual or otherwise offensive nature, especially where:
   • submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic standing;
   • submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual;
   • such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or of creating an intimidating, hostile, or offensive academic environment affecting such individual;

2. Offensive comments, sexual or otherwise offensive jokes, innuendoes, and other sexually oriented statements. Examples of the types of conduct expressly prohibited by the College include, but are not limited to, the following:
   • touching, such as rubbing or massaging someone’s neck or shoulders, stroking someone’s hair, or brushing against another’s body;
   • sexually-suggestive touching;
   • grabbing, groping, kissing, fondling;
   • violating another’s personal space;
   • wolf or other offensive whistling;
   • lewd, off-color, sexually-oriented comments or jokes;
   • foul or obscene language;
• leering, staring, stalking;
• suggestive or sexually-explicit posters, calendars, photographs, graffiti, cartoons;
• unwanted or offensive letters or poems;
• sitting or gesturing sexually;
• offensive e-mail or voice-mail messages;
• sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one’s sex life, body, sexual activities, deficiencies, prowess;
• questions about one’s sex life or preferences;
• repeated requests for dates;
• sexual favors in return for academic rewards, or threats if sexual favors are not provided;
• sexual assault or rape;
• any other conduct or behavior deemed inappropriate for the College environment by the College in its sole discretion.

Although sexual harassment usually involves a power relationship, and more commonly occurs in the faculty-student context, sexual harassment can also occur in a student-student relationship. Sexual harassment of one student by another student is also explicitly prohibited, and will not be tolerated.

Please note: The intent of the harasser is not the relevant issue. It is the impact of his or her behavior on the other person that determines whether the behavior is sexual harassment. As a general rule, if you are not sure if a comment or action is appropriate, don't do it. If another person makes it clear that he or she finds your comments or behavior offensive, or your expressions of interest unwelcome, don't attempt to pursue the relationship. Any repeated unwelcome effort to pressure or force another person to enter into or continue a relationship is considered by enforcement agencies to constitute sexual harassment, as are repeated offensive comments or actions.

Please note: A faculty member’s selection of academic materials will ordinarily not form the basis for a sexual harassment complaint. However, this should not prevent a student who finds such material to be offensive from filing a complaint and utilizing the process set forth below. In such instances, the individual(s) reviewing the complaint will determine if the material is appropriate or violative of the College policy.

The College takes complaints alleging discrimination and harassment very seriously. Any individual who believes he or she has been subjected to discriminatory treatment or harassment should promptly report the incident following the procedure set forth below.
Procedure for Resolving Complaints Alleging Sexual and Other Forms of Unlawful Harassment and Alleged Discrimination

1. The President of the College shall appoint a panel of at least three (3) persons chosen from the faculty and/or administrative members of the College community to handle complaints. An appropriate announcement of the formation of the panel and its membership should be disseminated to the College community. The Coordinator of Discrimination Policies (Dr. Paul Ginnetty) is responsible for overseeing compliance with the College’s policies prohibiting sexual or any other form of unlawful harassment or discrimination. The Coordinator of Discrimination Policies serves as the non-voting presiding officer when either panel meets to review a complaint. It is the intent of the College to ensure that all investigations are conducted in a prompt, thorough, and objective manner. In this connection, if the Coordinator determines that it would be inappropriate for any panel member to be involved in the investigation of any complaint (e.g. the panel member reports to the alleged offender and would not be viewed as objective), the Coordinator shall discuss the matter with the President and recommend that an alternative panel member be appointed for that particular investigation.

2. Any member of the College community who believes he or she has been subjected to sexual or any other form of unlawful harassment or discrimination (e.g. based on race, sex, national origin, disability, etc.), or who becomes aware of acts of harassment or discrimination, or other improper conduct performed by another member of the College community, should communicate that information to a member of the panel or to the Coordinator of Discrimination Policies. If a panel member is notified he or she is to inform the Coordinator of the allegations immediately, and the Coordinator will determine the appropriate course of action. The College will take appropriate action to address all complaints, including conducting an investigation, where appropriate, and will also take prompt remedial action against any violator of the College’s policy if the investigation reveals a policy violation has occurred.

3. Ordinarily, allegations of sexual harassment should be made within thirty (30) days of the alleged incident or thirty (30) days after a final grade is received, if that date is later.

4. The initial effort to resolve a complaint shall be made on an informal basis, and the College will endeavor to take reasonable steps to ensure the privacy of both parties, and to keep the matter confidential to the maximum extent practicable.

5. If a satisfactory informal resolution is not achieved within a reasonable time, a formal, signed complaint should be filed with the Coordinator of Discrimination Policies within fifteen (15) days of the failure of the informal process. The entire panel will meet with both parties independently as soon as possible after the written complaint is filed to review the allegations. Both parties will be asked to present any evidence they have to support their position, and for the names of any witnesses. The panel may interview any members of the College community or any other individuals who are believed to have pertinent information and factual knowledge regarding the matter. A written report with recommendations will be submitted to the President usually within thirty (30) days after the panel has concluded its investigation.
6. Normally within fifteen (15) days of receipt of the report from the panel, the President or a delegate will communicate the final decision regarding the complaint to the complainant, the respondent, and to the panel members.

7. If a sanction is deemed appropriate, it may range from a verbal reprimand, written warning, disciplinary probation, suspension, or expulsion for students; a verbal reprimand, written warning, or termination of employment for employees. If the offense, in the opinion of the College, rises to the level or a criminal nature, local law enforcement authorities may also be involved.

8. Ordinarily, if the complainant wishes to withdraw his or her complaint, and terminate the proceedings before a full review is completed, the panel will meet and prepare a summary of the claims and allegations and, if possible, a statement of findings based on the material evidence available.

9. The College prohibits any form of retaliation against any student or employee who files a complaint in accordance with this procedure, provides testimony as a witness, or otherwise cooperates with the College in connection with any complaint or investigation. The College takes complaints of sexual and other forms of unlawful harassment and discrimination very seriously. Therefore, if any individual files a frivolous complaint, or intentionally provides false or misleading information or evidence regarding the complaint, disciplinary action may be taken against the individual who filed the frivolous complaint or intentionally provided the false or misleading information or evidence.

POLICIES REGARDING STUDENTS WITH DOCUMENTED DISABILITIES

It is the policy of St. Joseph's College not to discriminate on the basis of disability in its educational programs, admissions policies, employment policies, financial aid, or other school administered programs. This policy is implemented in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state statutes.

STUDENT RESPONSIBILITY:

It is the responsibility of all students with documented disabilities who wish particular adjustments or accommodations to facilitate their academic careers to identify themselves to the Coordinator of Services for Students with Disabilities and to request whatever accommodations or assistance that may be necessary.

Students requesting such adjustments or accommodations should present objective documentation or evidence of the existence of the disabling condition.
Students with documented disabilities include those with a physical, visual, hearing, mental, emotional, or learning disability that has been accepted by the College.

**Brooklyn Coordinator:**
Lilly Shmulevich – Tuohy Hall, Room 215, 718-940-5851
Monday through Friday (9 am - 5 pm) or by appointment

**COLLEGE RESPONSIBILITIES:**

**Academic Adjustments**
St. Joseph's College recognizes its responsibility to make reasonable accommodations in our academic programs and requirements to ensure that such programs and requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified applicant or student with a disability. It should be noted that academic requirements that are essential to the course of instruction, or directly related to any licensing requirements are not considered discriminatory.

**Auxiliary Aids**
St. Joseph's College recognizes its responsibly to make available whatever auxiliary aids are necessary to ensure that no student with a documented disability is denied the benefits of, or excluded from participation in, any educational program or co-curricular activity, unless the provision of such aids would entail undue hardship to the College.

**OTHER POLICIES AND PROCEDURES REGARDING DISABILITIES**

1. Examinations: Methods for evaluating the achievement of students who have a disability that impairs sensory, manual, or speaking skills will be developed as needed. Such methods will ensure that the results of the evaluation represent the student's mastery of the course work, and do not reflect the student's impaired sensory, manual, or speaking skills.

2. It is expected that students will cooperate in efforts to acquire any available assistance from outside organizations and agencies such as VESID (Vocational and Educational Services for Individuals with Disabilities).

3. Students requiring accommodations in order to participate in co-curricular activities should make special needs known to the Office of Student Life. To arrange for a sign language interpreter, please give seven days notice.

4. Please note: The College is not required to provide personal care or personal attendants.

**GRIEVANCE PROCEDURE IN COMPLIANCE WITH SECTION 504:**
Any student who believes he or she has been subject to discrimination on the basis of disability should read and follow the “Procedure for Resolving Complaints Alleging Sexual and Other Forms of Unlawful Harassment and Alleged Discrimination” on page 53 of this handbook.

**POLICY REGARDING STUDENT RECORDS**

**THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student’s education records within forty-five (45) days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. (Forms are available in the Register’s Office for this purpose.) The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the college to amend or remove a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Grievance Procedure Regarding Student Records:** In case of disagreement between the student and the Registrar, the student may file a written request for review with the Academic Dean, who will attempt to resolve the matter informally. If an informal settlement cannot be reached, the Dean will request the Student Judicial Committee to conduct a hearing. This hearing will be held within fifteen (15) school days of the Dean's request, and will be conducted in accordance with the Constitution of the Committee. An appeal from the decision may be taken to the President of the College.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. Some exceptions to this stipulation are: faculty and administrators of the College, certain state and local officials or authorities as required by state statute, data supplied to educational organizations that develop and validate tests so long as the data are not personally identifiable, certain federal officials, accrediting agencies, parents of a dependent student, information required for the application for financial aid, and release of information for health
• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

ST. JOSEPH'S COLLEGE POLICY FOR RELEASING INFORMATION

Directory information released without prior consent of the students is limited to the student's name, dates of attendance, major field of study, honors and awards, and degree received, if any.

Students, who do not wish release of directory information, must file a form with the Register’s Office requesting that the College not disclose this information. This directive will remain in effect even after graduation or withdrawal from the College unless the student revokes the request.

NEW YORK STATE CONSUMER COMPLAINT PROCESS

Any student who believes he or she has been aggrieved by St. Joseph’s College may file a written complaint with the New York State Education Department within three (3) years of the alleged incident. The form to be used for these complaints has been determined by the Department. Upon receipt of the written complaint, the Department will either conduct an investigation or refer the matter to an appropriate entity for resolution. St. Joseph's College will take no adverse action against any student who files a complaint.

SECTION 1213 OF TITLE XII OF THE HIGHER EDUCATION ACT OF 1965 MANDATES THE ANNUAL DISTRIBUTION OF A STATEMENT TO EACH STUDENT AND EMPLOYEE THAT INCLUDES THE INFORMATION HEREIN SPELLED OUT.
DRUG-FREE CAMPUS POLICY STATEMENT:

St. Joseph's College is committed to maintaining a drug-free campus in compliance with applicable laws.

A. Standards of Conduct: The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances, and/or the abuse of alcohol are prohibited on College premises and at College sponsored functions or while engaged in business or activities on behalf of the College off-campus.

B. Applicable Legal Sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol include penalties ranging from confiscation of property to fines and/or imprisonment. The penalties are further specified in the booklet entitled “St. Joseph’s College Alcohol and Drug Education Program.”

C. Health Risks associated with the use of illicit drugs and the abuse of alcohol are many. Some of these are: danger of overdose, lessened resistance to sickness and disease, organic damage, mental illness, malnutrition, psychological and physical dependence. The health risks are further specified in “St. Joseph’s College Alcohol and Drug Education Program” booklet.

D. The College urges students engaged in the illegal use of controlled substances to seek professional advice and treatment. The Director of Counseling and Career Services will offer informal counseling and will refer students to professional programs. There are many private and public agencies in and about this City (of New York) which offer the kind of help a person may need.

In addition, the Office of Student Life arranges for lectures and plans events such as “Wellness Week” in which the dangers of drug abuse are explained. The Office also distributes materials that point out the dangers of drug abuse.

E. St Joseph's College will impose sanctions on students consistent with local, state, and federal law, which may include reprimands, fines, disciplinary probation, suspension and/or expulsion and will, where appropriate, refer for prosecution by lawful authorities any student who violates the standards of conduct described above.

BIAS RELATED CRIMES

In compliance with Section 6436 of the Education law, St. Joseph’s College adopts the following policies and procedures:

All actions against persons or property which may be considered bias crimes are unequivocally prohibited at all times in any college owned or operated property, or at any college sponsored activities.
Bias crimes may be defined as any form of unlawful harassment or other harmful behavior such as assault which is based on an individual’s sex, race, national origin, disability, veteran status, or on any individual’s status in any group or class protected by applicable federal, state, or local law.

**CAMPUS SAFETY STATISTICS**

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The US Department of Education website address for campus crime statistics is:

http://www.ed.gov/admins/lead/safety/campus.html

The College has designated campus contacts who are authorized to provide campus crime statistics.

**Patchogue Contact Person:**
Paul Casale, Director of Security, 631-687-2692

**Brooklyn Contact Person:**
Sherrie VanArnam, Assistant Dean of Students, 718-940-5754

The College shall provide a hard copy mailed to the individual within 10 days of the request and that information will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).
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<td>Brooklyn Campus (Main Number)</td>
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<tr>
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DIRECTIONS TO THE COLLEGE

There are several convenient ways to get to the Brooklyn Campus, located in the heart of the Clinton Hill area of the Brooklyn, New York. The campus is located on Clinton Avenue, between Willoughby and Dekalb Avenues. 245 Clinton (Sister Vincent Therese Hall) is located midway on the east side of the street. If traveling by car, St. Joseph’s is surrounded by Brooklyn’s main arteries, whether via Flatbush Avenue, Atlantic Avenue, the Brooklyn–Queens Expressway, or the Brooklyn and Manhattan Bridges.

Public Transportation:
For those taking public transportation, St. Joseph’s is two blocks from the Clinton–Washington Avenues station of the G train, and is serviced by the B38, B61, B54, B57, B62, and B69 buses.

Flatbush Avenue and South:
From Flatbush Avenue, make a right at Atlantic Avenue, turn left at Vanderbilt Avenue, make a right onto Willoughby Avenue (just past Dekalb Avenue), then the first right onto Clinton Avenue.

Atlantic Avenue:
Whether driving from Brooklyn Heights or the Borough of Queens, Atlantic Avenue passes five blocks south of St. Joseph’s College. From east Brooklyn and Queens, make a right onto Clinton Avenue (two blocks past Washington Avenue), and drive five blocks. From westernmost Brooklyn, since there is no left turn onto Clinton Avenue, make a left onto Vanderbilt Avenue, drive down to Willoughby Avenue (just past Dekalb Avenue) and make a right, then make the first right at the light onto Clinton Avenue.

From the Brooklyn–Queens Expressway:
The Brooklyn–Queens Expressway, commonly known as the BQE, stretches from the Verrazano–Narrows Bridge, past the Brooklyn Battery Tunnel, the Brooklyn, Manhattan, and Williamsburg Bridges, into Queens to connect the Long Island Expressway, Queens–Midtown Tunnel, and the Grand Central Parkway. St. Joseph’s College is near the westbound Wythe–Kent Avenues exit (Exit 31) and the eastbound Tillary Street (Exit 29B) and Flushing Avenue exits (Exit 30).

From Queens, get off at Exit 31, Wythe–Kent Avenues, and continue straight through the light. Go under the BQE (this is Park Avenue) for five lights and make a left onto Clinton Avenue. After the third light (Willoughby Avenue), St. Joseph’s will be mid-block on the left.

From Brooklyn, get off at Exit 30, Flushing Avenue, and make a left at the light, then the immediate left at next light (under the BQE). Go along Park Avenue for five lights and make a left onto Clinton Avenue. After the third light (Willoughby Avenue), St. Joseph’s will be mid–block on the left.
From the Brooklyn and Manhattan Bridges:
Once over either bridge, make a left at the first light on Tillary Street. Tillary will lead into Park Avenue (under the Brooklyn–Queens Expressway). Take Park Avenue to Clinton Avenue and make a right at the light. St. Joseph’s College will be past the 2nd light (Willoughby Avenue), midway down the block on the left.